



Hi-Desert Memorial Health Care District dba
Morongo Basin Healthcare District
BOARD OF DIRECTORS REGULAR MEETING MINUTES

June 23, 2016 at 5:30 p.m.

Convened at the District Offices

6530 La Contenta Road, Suite 100, Yucca Valley CA 92284 | 760.820.9229

- **Mission Statement:** To improve the health and wellness of the communities we serve.
- **Vision:** A healthy Morongo Basin.
- **Core Values:** Commitment, Collaboration, Accountability, Dignity, Integrity.

Board of Directors:

- Director Sullivan, President
- Director Doyle, Vice President
- Director Cooper, Secretary
- Director Hoffman, Treasurer

Administrative Staff:

- Jackie Combs, CEO
- Karen Graley, Board Clerk
- Joe Ruddon, Director Business Operations
- Nora Maughan, Exec Director, HDFHC
- Kathy Alkire, HDFHC

Media: None present

Guests:

- Dianne Greenhouse
- Bob Armstrong
- Stan Helgesen, HDMC Auxiliary

CALL TO ORDER

Director Sullivan called the meeting to order at 5:30 p.m.

ROLL CALL

Karen Graley, Board Clerk, conducted roll call:

- Director Sullivan: present
- Director Doyle: present
- Director Cooper: present
- Director Hoffman: present
- Director Avels: not present

OBSERVANCES

- Director Hoffman read the healthcare District's mission, vision and core values statements and led the assembly in the Pledge of Allegiance.

PUBLIC COMMENTS

No public comment.

APPROVAL OF MEETING AGENDA

Motion 16-36: Director Hoffman motioned to approve the meeting agenda as presented; motion was seconded by Director Doyle; motion passed by unanimous vote.



APPROVAL OF CONSENT AGENDA

The Consent Agenda presented the following items for approval:

- Minutes: Regular Meeting of the Board of Directors, June 9, 2016
- Minutes: Special Meeting of the Board of Directors, June 15, 2016
- Policy HR-287: Lactation / Breastfeeding (*new*)
- Policy HR-218: Paid Time Off (*revised*)
- Policy HR-222: Job Posting (*revised*)
- Policy LD-215: Capital Expenditures (*revised*)

Motion 16-37: Director Doyle motioned to approve the consent agenda with discussion of policy HR-218; motion seconded by Director Hoffman; after discussion the motion passed by unanimous vote.

Policy HR-218: Paid Time Off was pulled from the Consent Agenda by Director Doyle for discussion and clarification. Mr. Ruddon stated the revision of this policy is based on the new California State law AB-305 which states that if the employer does not have an accrual policy in place, by day 90 the employee is entitled to nine hours of paid sick time, and 24 hours of paid sick time by day 120. To comply, the District's HR-218 policy was revised to put the sick time accrual in place as specified by law. Thereafter, the employee begins accrual of paid time off on day 120. The sick time accrual is a one time/new employee benefit; the employee is responsible for managing accrued paid time off after the 120-day milestone. Director Doyle asked for a review of the annual financial impact. Director Hoffman asked for clarification of PTO cash out.

EDUCATION

Ms. Combs presented the second part of the Purchase Agreement review. Director Doyle asked about Article 5 (warranties) and what the District warranted to the New Operator. Director Doyle would like to review that schedule

POLICY DISCUSSION - LD-208 Levels of Authorization

Ms. Combs was asked to place the policy on the Agenda by the Directors. The following edits were requested. The revised policy will be presented on the next agenda's Consent Agenda.

- Change "CFO" to CFO/Controller" throughout
- Accounts Payable/Subscriptions (page 1): "notes" should be added to the description
- Contracts/Agreements (page 3): Historically the CEO signed all contracts; general consensus to change to CEO only and remove associated signatures
- Contracts and Agreements (page 3): change "Board Finance Committee" to "Board of Directors."
- Human Resource Functions (page 3): amend to CEO/HR for approval.

REPORTS

Financial Report – April, 2016, Patricia White, Controller

Ms. White referred the Directors to Tab 3 of the agenda packet.

DISTRICT

- Revenues in the month of May totaled \$236,588 which was \$17,033 over budget. Non-budgeted revenue received was comprised of Bad Debt Recovery in the amount of \$17,196.



- Operational expenses totaled \$1,014,968 which was \$904,190 over the monthly budget. This was substantially due to a payment made in May of \$888,916 to the state of California for the “Meaningful Use” refund, relating to the reporting period of November 2012 through February 2013 from the Hospital’s Medi-Cal EHR incentive program.
- Summarized Income Statement: (page 2) December reflects the known reimbursement from the State for \$1.5 million; and May reflects the recent Medi-Cal payment as mentioned above.
- Director Doyle inquired about the medical/physician expense; Ms. White stated it is the direct payment to Dr. Asfaha for the pain management clinic.

TRANSPORTATION

- Ms. White stated there were no extraordinary numbers in transportation.
- She confirmed that we can submit the past transportation expenses for reimbursement as defined in the grant.
- Director Doyle asked why “management” jumped \$900 in May. Ms. White will research and advise.

HOSPITAL

- May shows very little being carried over to the District. The remaining contractual adjustments will be closed out at the end of this fiscal year. We will carry the depreciation into the new fiscal year.

HI-DESERT FAMILY HEALTH CLINICS presented as a supplementary report

- Clinic financials that were reviewed by the CHC finance committee. Ms. White spoke to the contractual adjustment which was related to the delayed billing to Medi-Cal; this last week the clinics received a large Medi-Cal payment.
- Ms. Combs explained that the clinics have not had a balance sheet. Staff is hoping to create a balance sheet presenting information back to 2013/start of business; but for now, the audit takes priority.

INVESTMENTS

- General Account balance \$6 million with a \$2 million increase.
- Investments had a slight increase.
- Total investments are \$10 million.
- Bank fees will be investigated; possible that swing accounts are being monitored as a cash balance accounts.

Morongo Basin Healthcare District Update, Jackie Combs, CEO

Ms. Combs referred the Directors to Tab 4 and provided the following verbal report:

- Budget: Presented in the agenda packet are the budget notes as requested at the previous board meeting. If Directors have no changes, Jackie is ready to report the budget to the County.
- Expanded Dental Services: the additional dental grant has been awarded by HRSA; it covers equipment and personnel. The plan is to relocate the pediatric office and remodel that space to accommodate the dental services in Yucca Valley. This requires remodel the space; Architect Frank Urrutia will walk the site on Monday and project construction costs. Director Sullivan inquired if shielding the walls would be required; shielding is not required for a portable digital X-ray unit, similar to what is being used at the Twentynine Palms office. The clinics currently

transport Yucca Valley patients to dental services in Twentynine Palms which burdens the transportation program.

- Desert AIDS Project: Ms. Combs and Mr. Ruddon met with DAP leadership today. They discussed partnering with DAP to bring HIV testing to the Morongo Basin; positive diagnoses would transport to DAP in Palm Springs for treatment. DAP is creating a proposal in the next few weeks. We toured the facilities which includes a FQHC dedicated to their patients; a 340B program with Walgreens, eight dental chairs, and a residence for homeless with HIV diagnosis.
- Dean Moore will be on medical leave through the summer; Mr. Ruddon is taking on his responsibilities, including the Transportation Department.
- Pain Management: Ms. Combs is investigating a reimbursement source for Dr. Asfaha.

CALENDAR REVIEW AND COORDINATION

The calendar for the Board of Directors was reviewed and coordinated:

- Regular meeting of the Board of Directors, Thursday, July 14 at 5:30 p.m.
- Regular meeting of the Board of Directors, Thursday, July 28 at 5:30 p.m.

AGENDA ITEMS

- Annual Review of CEO (closed session); review forms should be distributed to the directors to prepare for the review. Discussion about using the strategic plan goals to define the next year's evaluation
- Presentation by Healthy Generations, July 14 meeting
- Consent Agenda: revised Policy LD-208 Authorization Levels

DIRECTOR COMMENTS

Director Doyle: Director Doyle thanked Ms. White, Ms. Combs and Ms. Graley on the great work that is presented at the meetings.

Director Hoffman: Thanked Ms. White, again, for surprising the Board of Directors with what has been accomplished.

Director Cooper: Director Cooper thanked the guests for attending, and Staff for their excellent work.

Director Sullivan: Director Sullivan thanked Joe Ruddon who has stepped into the gap During Mr. Moore's leave.

OPEN SESSION ADJOURNED

Director Sullivan adjourned the open session at 6:50 p.m.

CONVENE TO CLOSED SESSION

The Board of Directors convened at 7:00 p.m. to Closed Session pursuant to:

- Government Code section 32106 of the Health and Safety Code:
 - ♦ Report involving Quality Assurance Matters.
 - ♦ Report involving Trade Secret. Estimated date of public disclosure is projected to August, 2016.



RECONVENE TO OPEN SESSION

The Board of Directors reconvened to Open Session at 8:30 p.m. Director Sullivan reported that:

- Trade Secrets: Staff was directed to make revisions on working documents and return for further discussion in closed session.

MEETING ADJOURNMENT

Director Sullivan adjourned the meeting at 8:33 p.m.

Board meeting minutes recorded by K. Graley, Board Clerk.

Handwritten signature of Joseph P. Sullivan in black ink, written over a horizontal line.

Joseph Sullivan, President

Handwritten signature of Patricia Cooper in black ink, written over a horizontal line.

Patricia Cooper, Secretary