



Hi-Desert Memorial Health Care District dba  
**Morongo Basin Healthcare District**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**April 11, 2017 at 5:30 p.m.**

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 Doyle, President
- Director Armstrong, Vice President
- Director Sullivan, Secretary
- Director Hoffman, Treasurer
- Director Markel-Greenhouse

Administrative Staff:

- Jackie Combs, CEO
- Joe Ruddon, Director Business Development
- Cindy Schmall, Director Operations
- Patricia White, Controller
- Ron Stewart, Executive Director, MBCHC

Guests:

- Mara Cantelo, MBCHC Governing Board
- Billie Flatter, MBMD employee

**CALL TO ORDER**

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

**ROLL CALL**

Joe Ruddon, Board Clerk, conducted roll call:

- Director Doyle: present
- Director Armstrong: present
- Director Hoffman: present
- Director Sullivan: present
- Director Greenhouse: present

**OBSERVANCES**

Director Sullivan read the mission, vision and core value statements.

Director Armstrong led the assembly in the pledge to the American flag.

**APPROVAL OF MEETING AGENDA**

**Motion 17-27:** Director Hoffman motioned to approve the meeting agenda as presented with deferring ACHD Legislative Conference report to next meeting; motion seconded by Director Sullivan; 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, March 23, 2017
- Policy: LD-239 Illness and Injury Prevention Program (*new*)

**Motion 17-28:** Director Hoffman motioned to approve the consent agenda as presented but requested to discuss Policy LD-239; motion seconded by Director Armstrong; after discussion, motion passed with revisions, by unanimous vote.



Discussion: Policy LD-239 page 1: Director Hoffman asked why a specific name, rather than position, was included in the policy; Ms. Combs advised that OSHA requires the use of a name and not a position title. Additional edits were proposed. Staff will make changes as able but some language is required to comply with the prescribed program.

## **EDUCATION**

### **LIFT TRANSPORTATION SERVICES PROGRAM** – *Joe Ruddon, Director Business Development*

Mr. Ruddon introduced Billie Flatter, transportation supervisor. He gave a brief PowerPoint presentation which included the transportation team mission statement, photos of the team and an overview of the LIFT Transportation Services program.

LIFT Transportation is the only service in the Basin that provides door to door service, including assisting the patient in exiting the dwelling. Because LIFT uses multiple vehicles, service is faster and a more direct route is used as compared to the MBTA bus line service that follows a fixed route.

Last year, LIFT transported 8,080 one-way trips and projects 10,000 one-way trips for next year. LIFT transports to more than 35 centers, clinics and offices in the valley and caters to seniors and the disabled. LIFT drivers keep a daily checklist and log to track trips, location, and vehicle information as they serve 800 regular clients.

LIFT has acquired another nine-passenger van for the transportation fleet. The plan is to split the valley and exchange passengers at a mid-way point to better coordinate schedules and keep vans available within the designated geographic areas, reducing client wait time.

The team is very aware that LIFT is operating the program without grant funding and are very careful about overtime. The long-term goal is to begin transporting patients to Desert Regional Medical Center, Loma Linda University Medical Center and Arrowhead Regional Medical Center on specific days of the month.

Director Doyle asked if there are additional grants to fund the program; Mr. Ruddon said there are additional opportunities and he is researching options, probably focusing on replacing the mini-van.

## **ACTION ITEM**

### **HDMC HOLDINGS, LLC**

Ms. Combs introduced the action item to approve the “Capital Expenditures Schedule G” as presented by Scott Wartelle, CFO, HDMC, at the March 23, 2017 regular business meeting of the Board of Directors.

- **Motion 17-29:** Motion by Director Sullivan to approve Capital Expenditures Schedule G as presented by HDMC Holding, LLC on March 23, 2017; second by Director Armstrong; motion passed by unanimous vote.

Director Hoffman believes that a resolution is required. Discussion about capital expenditures requiring a resolution. General consensus to approve the motion today and ratify with a resolution if required.

### **CO-APPLICATION AGREEMENT BETWEEN MBHD AND MBCHC**

Ms. Combs introduced the action item by explaining the purpose of the amendments to the document. The amendment was requested by the MBCHC governing board.

- **Motion 17-30:** Motion by Director Greenhouse to amend the Co-Application Agreement as presented, requiring the MBCHC Executive Director to report to the District CEO for day-to-day operations; second by Director Sullivan; motion passed by unanimous vote.

### RESOLUTION 17-05

Ms. Combs presented the action item for consideration, explaining that the resolution updates the District's plan administrator for retirement and deferred compensation plans managed by VALIC.

- **Motion 17-31:** Motion by Director Sullivan to approve Resolution 17-05 to amend all plans managed by VALIC, effective April 11, 2017, to hold Jackie Combs, CEO, and Cynthia Schmall, Director of Operations as co-administrators of the plans; and to remove from all plans Nora Maughan as administrator; second by Director Greenhouse; motion passed 5:0 by a roll call vote.

### CAPITAL EXPENSE

Ms. Schmall presented an overview of the roof repair project. Three roof repair bids and two stucco bids were received for the building's exterior (patch cracks, reapply colored stucco to entire building).

Staff recommends contracting with:

- Winter Roofing - \$25,685, 20-year warranty
- Lough Construction (stucco repair) - \$14,400

Both companies are local and provided the lowest bids.

Director Doyle asked about the mold area; the mold expert stated there was no health threat.

Director Sullivan asked how the funding would be distributed; a down payment of \$20,000 is required with balance at completion of the project. He asked who was inspecting the work; the Town will inspect the permitted project.

Director Armstrong praised Ms. Schmall for this presentation and the information provided.

Ms. Schmall also presented information on repaving the existing parking lot at Yucca Valley Clinic site and expanding the parking lot. No action was requested on this information and will be incorporated into the capital budget.

Ms. Schmall also updated the Board of Directors regarding the upcoming sewer connection.

- **Motion 17-32:** Motion by Director Sullivan to approve contracting with Winter Roofing and Lough Construction for roof and stucco repair for \$40,085; second by Director Armstrong; motion passed by unanimous vote.

### REPORTS

#### MORONGO BASIN HEALTHCARE DISTRICT UPDATE – Jackie Combs, CEO

Ms. Combs referred the Directors to Tab 4 in the agenda packet and provided the following additional information:

- **Budget Workshop:** Ms. Combs reviewed the schedule of meetings for approval of the operational and capital budgets which requires approval of both the District and MBCHC governing board. At this time, the MBCHC Executive Committee plans to attend the Budget Workshop and contribute to the capital budget discussion.
- **Health Fair:** Director Hoffman asked if HDMC approved the Comprehensive Cancer Center from DRMC participating at the Health and Resource Fair; Ms. Combs confirmed that they were in agreement.

Director Doyle asked about Twenty-First Century Cancer in Yucca Valley being invited to the health fair. After discussion, it was recommend that we make an effort to include them whenever possible to promote healthcare in the Hi-Desert. Ms. Combs stated she met with



Twenty-First Century several years ago regarding cancer service in the valley; staff will follow up to get an update on their services.

### MBHD STRATEGIC PLAN UPDATE – Jackie Combs, CEO

Ms. Combs presented the status report for the District’s strategic plan. Recent activities include:

#### **GOAL 1: reduce obesity and chronic illnesses**

- (1.A.1) The AccentHealth messaging in the clinic lobbies includes educational information on foods.
- (1.B.4) Take A Hike program: January report is 56 patients have used the program; prescription pads have been distributed to HDMC doctors to expand access to the program; and a new brochure has been printed for patients in the park.
- (1.C.6) The scheduled appointment with the Morongo Unified School District superintendent was canceled due to an emergency.
- (1.E.10) Clinic leadership met with Desert AIDS Project (DAP) in March; positive outcomes include MOA for center physicians, mid-level and staff training to remove barriers to testing for everyone, billing, outreach and marketing. Clinic staff were very engaged and are looking forward to implementing the program within the centers.
- (1.E.11) The County’s mobile testing van is scheduled at the Yucca Valley center on April 19 for free testing. Staff is promoting the opportunity on Facebook and radio.
- (1.E.13) Exploring providing free Hep-C rapid testing through the clinic program.
- (1.F.15) Under preventive health, a Rural Resource Network is being developed to include service providers for adults and our aging population. Meetings are being scheduled with potential community partners to identify barriers to preventive health and then develop response strategies.

#### **GOAL 2: improve access to quality healthcare**

- (2.A.1) Yucca Valley dental clinic is now open. Pain management and behavioral health services have been expanded to the Airway location. Pediatric services have been expanded at the Twentynine Palms facility.
- (2.A.2) Joe Ruddon is networking for information about establishing a mobile unit for healthcare and dental services.
- (2.A.4) Veteran support groups have been invited to the May 13 Community Health and Resource Fair in Yucca Valley.
- (2.B.5) Staff met with DRMC Comprehensive Cancer Center to discuss partnership opportunities.

Ms. Combs asked the Directors if, in the fourth quarter update (August), that some of the strategies be designated as “completed.” Director Hoffman asked staff to evaluate them and attach statistics.

### **CALENDAR REVIEW AND COORDINATION**

The calendars for April, May and June were reviewed and coordinated.

- No changes were presented.

### NEXT/FUTURE AGENDA ITEMS

- ACHD Legislative Conference Report (Director Greenhouse)
- Determine if a resolution required for approval of Schedule G, HDMC Holdings, LLC
- Human Resources Policy manual blanket approval
- WOW recognition of employees
- MBTA and Auxiliary partnership recognitions
- Recognize Dr. Salhotra as medical director

### DIRECTOR COMMENTS

- Director Greenhouse: Thanked Cindy Schmall for her report.
- Director Sullivan: Requested that future capital expenditure recommendations include bidders' location / city so the board can try and keep business local.
- Director Hoffman: no comment
- Director Armstrong: no comment
- Director Doyle: Outstanding presentation of the LIFT Transportation program, makes me proud that we provide that to the community to meet such a great need; she thanked Mara Cantelo for attending as the MBCHC governing board representative; and thanked Cindy Schmall for the clear presentation, making it easy to make a decision.

### MEETING TRANSITION

The public / open meeting adjourned at 6:50 p.m. for a brief transition.

The closed session convened at 7:00 p.m.

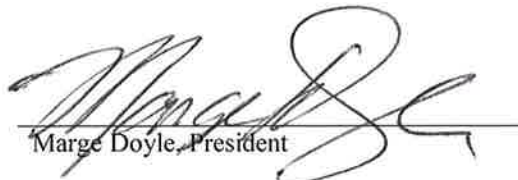
- Pursuant to Government Code section 32106 of the Health and Safety Code: Report involving Trade Secret. Estimated date of public disclosure is projected to July, 2017.

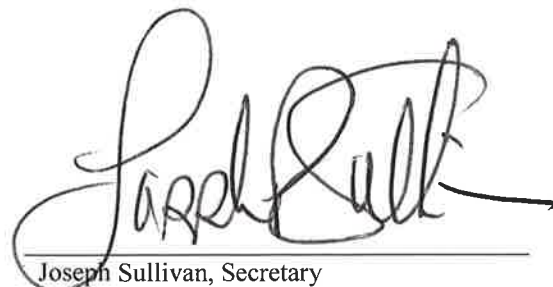
**MEETING RECONVENED TO OPEN SESSION** at 7:55 p.m. to receive Closed Session report. Director Doyle reported that a Settle and General Release Agreement was signed between the District and Dr. Hough with regards to certain damages claimed by Dr. Hough in the amount of \$7,560.

### MEETING ADJOURNMENT

Director Doyle adjourned the meeting at 8:00 p.m.

Board meeting minutes recorded by K. Graley.

  
Marge Doyle, President

  
Joseph Sullivan, Secretary