



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

May 25, 2017 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 Doyle, President
- Director Armstrong, Vice President
- Director Sullivan, Secretary
- Director Markle-Greenhouse

Administrative Staff:

- Jackie Combs, CEO
- Karen Graley, Board Clerk
- P.K. White, Controller
- Joe Ruddon, Director Business Development
- Cindy Schmall, Director Facilities
- Ron Stewart, Executive Director, MBCHC

Guests:

- Mary Jane Binge, board member, MBCHC

CALL TO ORDER

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

ROLL CALL

Karen Graley, Board Clerk, conducted roll call:

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

OBSERVANCES

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

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

PUBLIC COMMENT

There was no public comment. Director Hoffman asked, based on recent information from his ethics compliance training, that Staff seek legal counsel regarding requiring identification from community speakers.

APPROVAL OF MEETING AGENDA

Motion 17-39: Director Hoffman motioned to approve the meeting agenda as presented; motion was 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, May 11, 2017

Motion 17-40: Director Armstrong motioned to approve the consent agenda as presented; motion seconded by Director Hoffman; motion passed by unanimous vote.

REPORTS

MORONGO BASIN HEALTHCARE DISTRICT UPDATE, *Jackie Combs, CEO*

Ms. Combs updated the Board of Directors with the following verbal report:

- We have received communication from USC regarding the needs assessment process. A representative will be on site Wednesday and Thursday, June 7 and 8 for community interviews; board members are invited to participate.
- The health fair in Yucca Valley was a great success with over 500 attendees and 45 vendors. The Town's staff provided great support for the event. Staff will send a thank you letter to the newspaper editor.
- Grubstakes Parade is Saturday. We will drive the LIFT van in the parade and walk along side.

FINANCIAL REPORT – APRIL 2017, *Patricia White, Controller*

Ms. White directed the board's attention to the printed report presented in the Agenda packet. The attached Controller's Report states the most significant components for the month.

DISTRICT:

- REVENUE:
 - ♦ Revenue was exactly as expected for the month.
 - ♦ Ms. White handed out a supplemental graph showing the trend of tax revenue in response to a request made at the budget workshop. When she consulted the County, they declined to forecast next year's tax rate or project any increases until September after the tax rate is approved through their processes.
- EXPENSES: were as expected
 - ♦ Operational expenses were as expected for the month.
 - ♦ In April Medi-Cal took back \$154,817 for a closed-hospital-year.
 - ♦ Ms. White referred the Directors to the handout and proposed that future financial data report the closed years' activity separately from the operational data of the current month/year. Discussion about report presentation; general consensus to separate the data into its own section but still roll it into the bottom line. This will present the current month activity and operations without the closed-year information skewing the operations picture.

TRANSPORTATION:

- No extraordinary issues in April.
- Ms. White noted that the Transportation Monthly Trend Report was restated to adjust for equal distribution of the grant money as well as posting unrestricted donation of \$8,435 in January, 2017.



- The report included a bar graph showing mileage trends for the year. Director Doyle stated she is proud of this program and it's gratifying to see evidence of the program touching patient lives.

HEALTH CENTER:

- April saw a 20% decrease in revenue relative to fewer provider visits based on leave and illness.
- Director Doyle asked for a status report on billing; we are up-to-date with current business but are working on back-logged billing. Some funds have been in limbo because of monies directed to a closed checking account; that has been rectified and back monies are being received.
- The health center is on track for budgeted net income.

INVESTMENTS:

- Ms. White presented the report stating that the portfolio value grew.

ACTION ITEMS:

Acceptance of the Financial Report

- **Motion 17-41:** Motion by Director Hoffman, second by Director Armstrong to accept the financial report as presented; motion passed unanimously.

Approval of Policy LD-208 Levels of Authorization

Jackie Combs referred the Directors to the redlined policy in the Agenda packet. She met with Director Hoffman to make the proposed changes to the policy and the matrix. Specifically, the matrix now defines when the Board will use a resolution to document a board action, specifically calls out the health center executive director's authorization, as well as some minor language edits to make the matrix consistent throughout.

General consensus to add to the matrix that a resolution is required to approve the budget each year. Director Hoffman proposed to work with Staff to create a library of resolutions for the listed actions.

- **Motion 17-42:** Motion by Director Hoffman, second by Director Sullivan to approve Policy LD-208 as presented; motion passed unanimously.

CALENDAR REVIEW AND COORDINATION

The calendars for the Board of Directors were reviewed and coordinated.

- Director Armstrong confirmed that he will be attending the MBCHC governance board meeting on June 27.
- Director Doyle engaged discussion regarding the frequency of meetings and asked them to consider returning to one meeting per month and when that would be appropriate. Director Hoffman noted that with the past action eliminating of committees, it's not realistic to expect to achieve complete all necessary business in one meeting. Director Sullivan concurred, stating that some agendas are long and that he can't imagine consolidating the work into one meeting. Director Hoffman suggested a schedule of quarterly reports: human resources, strategic plan, governance changes.

- Director Sullivan may not be able to attend the June 22 meeting. There was discussion that the board should meet for regular business as long as there is a quorum.

NEXT AGENDA

- Approval of Operations budget
- Procurement policy - draft review

DIRECTOR COMMENTS

- Director Greenhouse: no comment.
- Director Hoffman: no comment.
- Director Sullivan: shared that he had a flashback to hospital board meetings and the immensity of financial data that was presented; he remembered struggling with how it was presented. “We’ve come a long way. Excellent presentations tonight that make a lot of sense. Very happy with the direction we are going.”
- Director Armstrong: “I really appreciate Staff’s ability to simplify financial reports which helps with understanding. Great job.
- Director Doyle: “The health fair was extraordinary.” She thanked staff for their hard work. “The budget workshop presentation was extraordinary and very understandable. Paul, kudos for your work on the matrix and the procurement policy. Thank you for raising the question about the public comment.”

MEETING TRANSITION

The public portion of the meeting adjourned at 6:38 p.m.

The closed session was convened at 6:40 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 June, 2017.
- Pursuant to Government Code section 54957 of the Health and Safety Code: Employee Performance Evaluation: Chief Executive Officer.

MEETING RECONVENED TO OPEN SESSION at 7:20 p.m. to receive Closed Session report. Director Doyle reported that staff will provide additional information concerning the Trade Secret topic as it becomes available. Also, the Board has called for a special board meeting on June 1 at 2:00 p.m. to continue preparation for the CEO evaluation.

MEETING ADJOURNMENT

Director Doyle adjourned the meeting at 7:20 p.m.

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


Marga Doyle, President


Joseph Sullivan, Secretary