



Hi-Desert Memorial Health Care District dba
Morongo Basin Healthcare District
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 7, 2018 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, Vice President
- Director Markle-Greenhouse, Secretary
- Director Sullivan, Treasurer
- Director Hoffman

Administrative Staff:

- Jackie Combs, CEO
- Karen Graley, Board Clerk
- Deborah Anderson, Controller
- Joe Ruddon, Director Business Development
- Cindy Schmall, Director Operations
- Ron Stewart, Executive Director, CHC
- Tricia Gehrlein, Director Population Health

Guests:

- Jenna Hunt, Desert Trail
- Eric Knabe, Z107fm
- Sheree Fansler, Outreach Specialist, MBHD
- Kathy Alkire, Director Education, MBHD
- Linda Evans, Chief Strategy Officer, Desert Market, Tenet
- Beverly Scott, community member
- Laura Grabow, CHC board member

CALL TO ORDER

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

ROLL CALL

Karen Graley, Board Clerk, conducted roll call. Directors Doyle, Sullivan, Hoffman and Greenhouse were present for a quorum; Director Armstrong was absent.

OBSERVANCES

Director Sullivan read the mission, vision and core value statements.
Director Hoffman led the assembly in the pledge to the American flag.

PUBLIC COMMENT None presented.

APPROVAL OF MEETING AGENDA

Motion 18-35: 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: Special Meeting of the Board of Directors, April 30, 2018
- Minutes: Regular Meeting of the Board of Directors, May 3, 2018
- Minutes: Special Meeting of the Board of Directors, May 16, 2018



Motion 18-36: Director Hoffman motioned to approve the consent agenda as presented; motion seconded by Director Greenhouse; motion passed.

ACTION ITEMS

SPLIT ROCK RENOVATION PROJECT – Jackie Combs, CEO

Ms. Combs presented a visual overview of the project floor plans for the three suites.

- Suite A: will remove a few interior walls; goal is to minimize project cost by making as few structural changes as possible.
- Suite B: will be used as an education center and will include computer workstations. This suite provides offices for multi-purpose applications; includes a staff kitchen.
- Suite C: serves as a clinic extension for patient visits, including a pediatric waiting room.
- Exterior: sidewalks need to be improved for wheelchair accessibility.

Ms. Combs answered several questions from the Directors.

- Director Hoffman asked if there is a cost breakdown of the \$125/foot. No formal breakdown was provided; the estimate is based on the experience of the architect's project manager.
- A Request for Proposal will be issued; Ms. Schmall recently attended a workshop on managing the RFP process.
- Director Sullivan asked if the contractors will be charged for the blueprints as the printing fees can be significant; Ms. Combs will follow the advice of the architect.
- Director Hoffman asked about the center courtyard plans; Ms. Combs stated that it will be family friendly.
- Director Sullivan asked if the existing slab from a pre-existing structure will be preserved. No. The architect noted that we cannot reuse the slab; it would require demolition and replacement of a new slab.
- Director Doyle asked why only three exam rooms will come from the project. It seemed initially it was more clinical in scope but is now educational. Ms. Combs stated that we were able to procure additional patient space in the existing 29Palms clinic. Dr. Frascchetti requested an office in 29Palms, and requested to move the pediatric program to the Split Rock site. The fulfillment of the clinical needs at the current site allows for the educational focus.
- Director Doyle asked about connecting suites A and B; Ms. Combs stated that would require additional exterior exits which would increase the project cost.
- Director Sullivan asked if the project is sufficient for educational growth. Ms. Combs shared how the diabetes education program has grown in the last six months, and the plan is based on that growth.
- Director Doyle asked if the large meeting room is enough to host a board meeting at the site. Ms. Combs believes it could host a board meeting.
- Director Sullivan asked if Suite A's singular restroom was sufficient. Ms. Combs said staff would reassess the plan; to add a second restroom would increase the project by \$15,000.

Motion 18-37: Motion by Director Greenhouse to approve putting the Split Rock Renovation Project out to bid. Motion seconded by Director Hoffman; motion carried.

Director Sullivan requested the board be briefed on the RFP process before it goes to bid.



2019 DISTRICT OPERATIONS BUDGET – Jackie Combs, CEO

Ms. Combs presented the Consolidated Operational Budget for FY18-FY19 which was reviewed by the Directors at the Special Meeting Budget Workshop on May 16. Another \$3,500 was added to the CHC revenue as requested by Director Hoffman at the Budget Workshop. The Controller has already begun to realign the numbers for continuity in the accounting process.

Director Doyle asked about the category “Physician Fees and Contract Labor.” Ms. Anderson is making that and other category changes. Director Hoffman requested in July a breakdown of those line item changes.

Motion 18-38: Motion by Director Hoffman to adopt the Consolidated Operational Budget for FY18-FY19 and pass Resolution 18-02. Motion seconded by Director Sullivan. A roll call vote was taken and the resolution to adopt the budget as presented, passed.

- Director Armstrong: Absent
- Director Doyle: Yes
- Director Greenhouse: Yes
- Director Hoffman: Yes
- Director Sullivan: Yes

2019 DISTRICT CAPITAL BUDGET – Jackie Combs, CEO

Ms. Combs presented the Capital Budget for FY18-FY19. This is the budget based on current information available. It includes 50% of the mobile van purchase and the Split Rock project. The Directors had no questions.

Motion 18-39: Motion by Director Greenhouse to adopt the Capital Budget for FY18-FY19 and pass Resolution 18-03. Motion seconded by Director Sullivan. A roll call vote was taken and the resolution to adopt the budget as presented, passed

- Director Armstrong: Absent
- Director Doyle: Yes
- Director Greenhouse: Yes
- Director Hoffman: Yes
- Director Sullivan: Yes

REPORTS

OVERVIEW OF OUTREACH PROGRAMS – Joe Ruddon, Director Business Development

Mr. Ruddon presented an overview of the Outreach program. The program’s mission is to improve people’s quality of life by facilitating access to healthcare and social services, and to provide health information and connecting people to District programs and services.

The Outreach team reports to the CHC Governing board, primarily presenting enrollment and contact data. Mr. Ruddon introduced Sheree Fansler who is the certified application counselor with Covered California, and assists with Medi-Cal applications. The team also includes Billie Flatter who coordinates the outreach events.



The team is out in the community at a variety of meetings and community events to promote the clinic services. Mr. Ruddon spoke to the success of the health fair in May.

Director Sullivan said he was proud of the outreach team and their effective outreach.

Director Hoffman, appreciated that at the health fair there was a tool to encourage people to visit the vendor booths.

Betty Scott, community member, commented that the fair had a large number of agencies represented and that it was well organized.

FINANCIAL REPORT – *Deborah Anderson, Controller*

Ms. Anderson presented the financial report for April, 2018, stating that the report is longer in length because of an extensive analysis of budget to actual revenue, salaries and wages, physician fees/contract labor and fringe benefits which accounts for 69 percent of reoccurring costs.

The financial results for the month of April were strong with an actual operating net surplus of \$490,164. When compared to the budget of \$142,297, the calculated difference is \$347,867 for the month.

REVENUE: Overall, operating income was 44 percent above budget, a dollar amount of \$377,600.

EXPENSES: Overall, operating expenses were 4 percent above budget in the amount of \$29,733.

NET INCOME: Overall year-to-date operating net income is \$2,372,103, or 67 percent over budget. This comes predominantly from higher revenues, interest on investment income, booking of the LIFT van, and a one-time workman compensation overpayment refund. After depreciation is deducted, non-operating income and expense added and deducted, net income year-to-date is \$1,476,771.

The Directors commented that they liked the new format which was comprehensive; they appreciated the detail provided. The Directors had no questions.

Motion 18-40: Motion by Director Hoffman to accept the financial report as presented; second by Director Sullivan; motion passed by unanimous vote.

COMMUNITY HEALTH CENTER REPORT – *Ron Stewart, CHC Executive Director*

Mr. Stewart presented the same written report to the Board of Directors that he had presented to his Community Health Center board at their May meeting. He highlighted these six items from the written report:

- **Quality:** CHC now has a peer review tool in place for evaluating provider services. It has been standardized for all disciplines.
- **Service:** The new flooring at the Yucca Valley clinic is in process of being installed; it has already been completed in the pediatric department.
- **Electronic health record:** Staff is in training for “go live” on June 18.
- **Telehealth:** California telehealth dental screenings begin this fall; the telehealth program is targeted to expand next to the behavioral health department.
- **People:** The second all-provider meeting took place in May; all but two providers attended. There was excellent discussion on how to create an integrated culture in the health center.
- **Growth & Community:** We hosted the 29Palms Chamber on May 31 to mark the renovation of the clinic. Attendees toured the facility. “Didn’t know you were here,” was a common statement. Those who attended were extremely impressed with the facility.



MORONGO BASIN HEALTHCARE DISTRICT – Jackie Combs, CEO

Ms. Combs referred the Directors to her written report under Tab 6. She added to her report that as part of the HRSA quality grant, she and Kathy Alkire had a monthly conference call with the HRSA representative and the physician coach. Kathy completed her annual report as outlined by the grant. Sometimes they want more information before approving the next year's installment of funding. But during this conference call, we were told how pleased they were with the progress of the project; and that their response to the annual report had only compliments; the funding was approved without further requirements.

CALENDAR REVIEW AND COORDINATION

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

- Meeting July 5: general consensus to cancel the July 5 meeting.

NEXT AGENDA ITEMS

- Review information from the conference
- Review of RFP process

DIRECTOR COMMENTS

- Director Sullivan: "Great meeting."
- Director Greenhouse: "We covered a lot tonight; thanks for all the preparation."
- Director Doyle: "A couple of times tonight there were comments that the community is beginning to recognize who we are; I'm very happy about that. When we changed the nature of our business, that was the biggest challenge we faced." She thanked Kathy Alkire for work in the quality arena.
- Director Hoffman: "Thanks for a great financial report; great presentations tonight." He commented that he would like to investigate a sign at the corner of highway to raise awareness and to direct traffic to the district office.

OPEN SESSION ADJOURNED

Director Doyle 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:

- Pursuant to Government Code section 32106 of the Health and Safety Code: Report involving Trade Secret. Estimated date of public disclosure is projected to August, 2018.

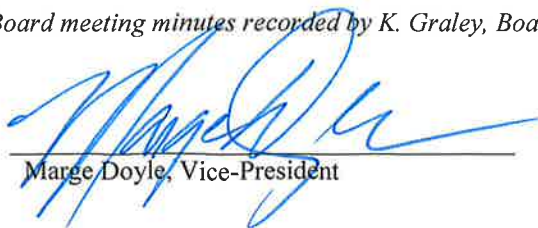
RECONVENE TO OPEN SESSION

The Board of Directors reconvened to Open Session at 7:55 p.m. Director Doyle directed Staff to prepare additional information on the topics and present when available.

MEETING ADJOURNMENT

Director Doyle adjourned the meeting at 7:58 p.m.

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



Marge Doyle, Vice-President



Dianne Markle-Greenhouse, Secretary