



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

**August 16, 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 Armstrong, President
- Director Doyle, Vice President
- Director Markle-Greenhouse, Secretary
- Director Sullivan, Treasurer
- Director Hoffman

Staff Present:

- Jackie Combs, CEO
- Karen Graley, Board Clerk
- Joe Ruddon, Director Business Development
- Cindy Schmall, Director Operations
- Tricia Gehrlein, Director Population Health
- Ron Stewart, Executive Director, CHC
- Kathy Alkire, Director Quality
- Heidi Albright, Case Manager
- Mary Ann Kelly, Dietitian

Guests:

- Fred Siminou, MBCHC board member
- Jenna Hunt, Desert Trail
- Eric Knabe, Z107fm
- Beverly Scott, community member

**CALL TO ORDER**

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

**ROLL CALL**

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

**OBSERVANCES**

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

**PUBLIC COMMENT** None presented.

**APPROVAL OF MEETING AGENDA**

**Motion 18-57:** Director Doyle motioned to approve the meeting agenda as presented; motion seconded by Director Greenhouse; 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, August 2, 2018
- Minutes: Special Meeting of the Board of Directors, August 2, 2018

**Motion 18-58:** Director Doyle motioned to approve the consent agenda as; motion seconded by Director Hoffman; motion passed by unanimous vote.



## PRESENTATION

### DIABETES EDUCATION PROGRAM RECOGNITION – *Jackie Combs, CEO*

Ms. Combs introduced Kathy Alkire, RN; Mary Ann Kelly, RD; and Heidi Albright, LCSW. Kathy Alkire was recently recognized by the Health Resources and Services Administration's (HRSA) Federal Office of Rural Health Policy (FORHP) at an annual conference in Washington, DC. She was awarded the 2018 Small Health Care Provider Quality Improvement Program Quality Improvement Champion Award for implementing a model diabetic education program that combines an "all in one" approach to diabetic education through the inclusion of patient education, group support, sustained engagement and follow-up with participants.

The Diabetes Management Program takes a team: Kathy tells why the participant needs to be educated, Mary Ann tells you how to eat, and Heidi addresses "Are you ready to make changes?" It is a 12-week education program inclusive of medical and nutritional information alternating weeks with supportive behavioral health therapy. The 12-week program is followed by four monthly sustainment support sessions.

The program empowers patients to care for their health through disease self-management activities. This has produced productive interactions during office visits, classroom time and follow-up phone calls.

### MARKETING OVERVIEW – *Karen Graley, Director Communications*

Ms. Graley spoke to the District's messages and how they are communicated to Morongo Basin residents using radio, print, social media and collateral materials. While measuring the success of marketing is difficult to determine, general indicators seem to show that the District's messages are being heard by residents.

## ACTION ITEMS

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

Ms. Combs referred the board to Tab 3 for a copy of the proposed strategic plan for FY2019-22.

Ms. Combs introduced the proposed strategic plan with a PowerPoint presentation. The goals and strategies were presented for Transportation, Increase Access to Healthcare, Health Education, and Collaboration. Tactics presented for these categories are not comprehensive and may be expanded.

#### Director comments:

- Director Greenhouse: "Lots of areas were included, great opportunities for growth."
- Director Sullivan: "The strategic plan is a roadmap of the future and we're building on what has come before."
- Director Hoffman: "Where are the homeless and veterans in the plan?" Ms. Combs stated it was difficult to incorporate strategies for the homeless population into the strategic plan because of the magnitude of the issue. The strategic plan could be expanded if the Board identifies something specific. Veterans will fall under the Access to Health category. Director Hoffman requested a tally for clinic patients living in Joshua Tree and to which clinic they visit; this would help determine if we need a clinic in Joshua Tree.
- Director Doyle: "I'm very excited to see the next stage of our growth and serving our community. On transportation tactic 1.2 - out of area, I would like to request board members keep a close eye and track if we are impacting health; we need to determine needs and track costs to make sure we're effective in administering the program. (Ms. Combs responded that the expanded portion of the program has been limited to clinic patients with no other means of transportation.) I'm very



excited about our collaboration with the schools and influencing health into the future. Overall, great report and I'm anxious to see outcomes from the strategic plan."

- Director Armstrong: "Great presentation. I'm not a fan of expanding transportation because of the potential for financial loss to the District."

Betty Scott, guest asked if there are plans for expanding mental health services; Ms. Combs stated that expansion is dependent on availability of behavioral health providers.

**Motion 18-59:** Director Sullivan motioned to accept the strategic plan as presented; motion seconded by Director Doyle; motion passed by unanimous vote.

## REPORTS

### OVERVIEW OF SPLIT ROCK RFP PROCESS – *Cindy Schmall, Director Operations*

Ms. Schmall gave a PowerPoint presentation delineating the process of putting the Split Rock property into construction.

Because the District is a public agency, it must comply with local, state and federal requirements for contracting of public works. Guidelines include the governing board holding open meetings when approving bids for projects. The District will use the "design/build" bid process.

- **Design Phase:** The project architect is responsible for design and managing the construction.
- **Bid Phase:** The District advertises and requests qualified contractors to submit bids to construct the project.
- **Build Phase:** All changes to the project, such as material changes, must be approved by the District.
- **Project completed:** The project manager will review and ensure that the project meets the contract requirements.

Director comments:

- Director Greenhouse: "Excellent tutorial, so helpful in understanding the process."
- Director Sullivan: "Excellent preparation. Very good tutorial for the board." He complimented Ms. Schmall on a super job.
- Director Hoffman: Suggested that the ad include the term, "responsive" contractor.
- Director Doyle: "Excellent presentation. On the awarding of the contract, who attends the public meeting?" Ms. Schmall advised that the architect, staff and interested contractors would most likely attend the meeting when bids are opened; the board is not required to attend as they will receive a presentation and approve the final award.
- Director Armstrong: He confirmed that the project manager doesn't have to be the architect.

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

Ms. Combs referred the Directors to Tab 4 in the agenda packet for her written report.

Additionally, she reminded the Directors that this is National Community Health Center Week and something special was provided for employees each day of the week.

She also shared that staff visited the manufacturer for the medical mobile unit and watched the roof go on the vehicle. Lead supervisors were present and furniture was placed to accommodate our specific processes.

## CALENDAR REVIEW AND COORDINATION

The calendars for the Board of Directors were reviewed and coordinated. Ms. Graley noted that the special meeting of August 21 should be added. Director Hoffman will attend the MBCHC meeting.



## NEXT AGENDA ITEMS

- No items presented.

## DIRECTOR COMMENTS

- Director Sullivan “Great job with all presentations; we want to acknowledge the good people working for us and the great job they do so that the information can come to the board.”
- Director Greenhouse “Thank you for the excellent marketing presentation, thank you to the diabetic team, and Cindy Schmall for all we need to know for the construction project.”
- Director Doyle “I’m excited where we’re headed with our strategic plan and its positive impact on the community. Great marketing report; good report on the contracting process. And to the diabetic education team, thank you for making us look so good by what you do.”
- Director Hoffman “Thank you to all presenters, you are a very professional group of people. Thank you to the diabetes team, my wife and I are very appreciative of your work.”
- Director Armstrong “Thanks for how good you make us look. I spent about two hours with Ron Stewart at the clinics. We toured the facilities in Yucca Valley and it looks fantastic. I’m not a big fan of the exterior summer pear and guacamole colors; but the upgrades look great. A tour with Ron Stewart is an interesting educational process.”

## OPEN SESSION ADJOURNED

Director Armstrong adjourned the open session at 6:33 p.m.

## CONVENE TO CLOSED SESSION

The Board of Directors convened at 6:40 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 October, 2018.
- Pursuant to Government Code section 54957 of the Health and Safety Code: Employee Performance Evaluation: Chief Executive Officer.

## RECONVENE TO OPEN SESSION

The Board of Directors reconvened to Open Session at 7:40 p.m. and Director Armstrong reported the following from Closed Session:

Employee Performance: The Directors presented evaluation for FY2018-19 to the CEO. It was determined that there will be no bonus awarded. Director Doyle motioned to disburse the CEO’s bonus for FY2017-18 in the amount of \$25,530; motion seconded by Director Greenhouse. The CEO’s contract provided for a bonus up to \$34,500; the disbursed amount is 74 percent of the maximum amount. Director Armstrong called for a roll call vote:

- Director Doyle: yes
- Director Hoffman: no
- Director Markle-Greenhouse: yes
- Director Sullivan: yes
- Director Armstrong: yes

The motion passed.


Trade Secret: The Directors will continue discussion of the trade secret as new information becomes available.



**MEETING ADJOURNMENT**

Director Armstrong adjourned the meeting at 7:45 p.m.

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



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Bob Armstrong, President



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Dianne Markle-Greenhouse, Secretary