



Hi-Desert Memorial Health Care District dba
Morongo Basin Healthcare District
BOARD OF DIRECTORS REGULAR MEETING MINUTES
May 7, 2020 at 6:00 p.m.

Convened via GoToMeeting, an electronic, remote-site platform temporarily permitted as per the Executive Order issued by California's Governor in response to the COVID-19-19 pandemic. No physical site was available for the assembly.

- **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, Treasurer
- Director Doyle, President
- Director Evans, Secretary
- Director Markle-Greenhouse, Vice President
- Director Sullivan

Administrative Staff:

- Jackie Combs, CEO
- Karen Graley, Board Clerk
- Debbie Anderson, Controller
- Cindy Schmall, Director Operations
- Joe Ruddon, Director Business Dev
- Stephanie Eigner, Clinic Manager
- Janeen Duff, VDH Manager
- Michelle Zaccaria, Manager Performance Improvement

Guests:

- Paul Hoffman, CHC board member
- Jenna Hunt, Hi-Desert Star, media
- Hilary Sloan, Z107fm, media
- Linda Evans, Chief Strategy Officer, Desert Mkt, Tenet

CALL TO ORDER

Director Doyle called the meeting to order at 6:10 p.m. The meeting was convened using the electronic platform of Go-To-Meeting; there was not physical assembly.

ROLL CALL

Karen Graley, Board Clerk, conducted roll call and declared a quorum.

OBSERVANCES

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

PUBLIC COMMENT

Linda Evans, Chief Strategy Officer, Desert Marketing, Tenet: Provided an update as per Karen Faulis, CEO, Hi-Desert Medical Center (HDMC): hospital patient census of 15 with no COVID-19 patients; two pending COVID-19 patients but no positives at this time. Continuing Care Center staff and patients were retested and current results show only two positive COVID-19 patients who were transferred from another facility; they are isolated. HDMC is now opening outpatient diagnostic and treatment services and elective surgeries.

Director Doyle commented that it was great that we are not seeing the types of COVID-19 volumes in the Basin as in other locations.



APPROVAL OF MEETING AGENDA

Motion 20-20: Director Sullivan motioned to approve the meeting agenda as presented; motion was seconded by Director Armstrong.

- Director Doyle called for the policy from the Consent agenda be discussed and approved separate from the Consent Agenda.
- Director Armstrong asked to delay the CEO evaluation listed under Closed Session until the board can physically meet to talk face-to-face, raising concern that discussion during the process might be misinterpreted. Director Sullivan stated he was in agreement with the request. Director Evans noted that it may be a while before the board can physically meet and asked Jackie Combs if she was comfortable with the request. Ms. Combs responded that the board room at the District office is large enough to provide the board members adequate space to meet social distancing requirements.

The 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, April 9, 2020

Motion 20-21: Director Armstrong motioned to approve the consent agenda (April board minutes); motion seconded by Director Evans; motion passed.

As requested, policy HR-6201 Families First Coronavirus Response Act was pulled from the Consent Agenda for discussion. Cindy Schmall, Director Business Operations, explained that this new policy is a legal requirement by the federal government to help compensate employees who missed work because they were exposed to COVID-19 or related circumstances such as child care because of the mandated isolation. The District's attorneys have reviewed the policy. In summary, it states that the District is required to provide compensation to any employee who missed work due to COVID-19. Debbie Anderson, Controller, added that a policy must be in place to charge COVID-19 expenses to the federal grant.

Director Sullivan asked if the attorney's review included employment jeopardy; it did not. We are required to have the policy because we are receiving federal grant monies in support of keeping employees employed. The policy is temporary and expires December 2020.

Motion 20-25: Director Evans motioned to approve the policy HR-6201 as presented; motion seconded by Director Greenhouse; motion passed.

ACTION ITEMS

SELECTION OF CPA FIRM TO AUDIT DISTRICT FINANCES – Jackie Combs, CEO

Ms. Combs introduced the action item. She stated she received two proposals. The current CPA firm has conducted the District's audits for the last five years. The industry's recommendation for best practice is to contract with a different firm every few years. Even though Dingus, Zarecor has done an excellent job in auditing the District's financial statements these last five years, Ms. Combs recommended that the board choose to contract with WIPFLI. Director Doyle commented that Dingus, Zarecor did a good job, changing it up provides for additional transparency as a district board. "We want the community to know we're doing our job well; it's good to have new eyes on the finances."



Motion 20-22: Director Evans motioned to approve the proposal from WIPFLI to administer District annual financial audits; second by Director Sullivan; the motion passed by unanimous vote.

LAFCO SPECIAL DISTRICTS ELECTION – Jackie Combs, CEO

Ms. Combs introduced the second action item. LAFCO has posted a vacancy on its public board and has issued a ballot to fill the vacancy; one candidate is an incumbent and local; the second is new. Director Doyle inquired and none of the board members knew either candidate. She proposed that since no one on the District board knew the candidates, the board should consider choosing the local candidate; there was general consensus to choose the local candidate.

Motion 20-23: Director Sullivan motioned to select incumbent Kimberly Cox as the candidate for Regular Special Member of LAFCO; motion seconded by Director Evans; the motion passed by unanimous vote.

REPORTS

FINANCIAL REPORT – Presented by Debbie Anderson, Controller

Coronavirus has effected clinic volumes – patients are following social distancing guidelines and have rescheduled their appointments, which has impacted our visit counts and thus revenue. Units began to trend down about mid-March, and as of mid-April, are running about 50% of normal levels. The good news is that HRSA has granted some additional moneys to the clinics, which should help with cash flow during these uncertain times.

Two HRSA grants have been awarded which helps to offset losses – one for \$59,448 and one for \$686,510. Additionally, two HHS stimulus moneys were received in the amount of \$33,392 and \$210,659. All of these moneys of course have specific stipulations attached as to how the money can be spent, but it is anticipated meeting those requirements should not be problematic.

Consolidated March 2020 operating income after allocation came in at \$86,059, which was under budgeted expectations. However, due to non-operating income revenue, the change in net position came in at \$76,930, only \$747 under budget.

Year to date consolidated operating income after allocation came in at \$1,670,686, and the change in net position lands at \$1,332,818, both of which exceed budgeted expectations.

Balance Sheet: Liquidity ratios remain strong. A new line item has been added to the balance sheet liabilities for deferred revenue. This is for the moneys that are being received from various sources for COVID-19 related expenses (grants). As the expenses are incurred on these grants, that money will move from the balance sheet to the income statement.

Director Armstrong asked about the graph showing patient volumes above 50%. Ms. Anderson clarified that the patient volumes began to fall off in mid-March so the graph incorporates the first two weeks as typical volumes. The April report will reflect the full volume drop of 50%.

Director Armstrong asked how many employees have been laid-off; Ms. Anderson praised Cindy Schmall for creatively reassigning employees to keep all of our staff employed during the pandemic.

Director Doyle asked Ms. Combs to share how staff was reassigned: staff were redirected to audit and process internal systems such as patient referrals; some transportation staff pulled weeds and performed maintenance on our facilities; some were assigned to contact patients to explain and



enroll them in the new patient portal. Director Doyle praised Ms. Combs and leadership staff for the great job as usual.

Motion 20-24: Director Armstrong motioned to accept the financial report; motion seconded by Director Evans; motion passed by unanimous vote.

MORONGO BASIN HEALTHCARE DISTRICT UPDATE, Jackie Combs, CEO

Ms. Combs referred the Directors to Tab 5 of the agenda packet for her written report and provided additional information as follows:

- According to San Bernardino County’s website, within the Morongo Basin there are a total of 39 COVID-19 cases, including the 14 cases at the Continuing Care Center. We have been fortunate not to have the high volumes of COVID-19 that other areas of the County have experienced. Concerns have been expressed about continuing with precautions when the Joshua Tree National Park opens.
- Split Rock opens next week with part time hours. The third pediatrician is doing telehealth visits from home which should continue through June. Ms. Combs stated she is anxious to open the new pediatric location.
- She reported previously that physical, community education classes were suspended. Kathy Alkire hosted a virtual meeting with enrolled community members. It was very successful.
- The California Department of Health mandated that dental services be suspended except for emergency procedures. We are waiting for specific guidelines for use of new equipment and precautions to reinstate routine dental services.
- Cindy Schmall has done an outstanding job in setting up protections for staff and patients: plexi glass barriers have been installed; staff are wearing N-95 or surgical masks; patients are asked to wear a cloth mask when entering our facilities, if they refuse to wear the mask we decline to provide service; screened of patients before entering the facility continues at all locations. We will continue with precautions. Leadership is working on defining the new environment for care and work spaces.
- Ms. Combs stated that before COVID-19 arrived, she was working on an initiative with the Studer Group regarding leadership development in the clinic environment. She had adapted hospital-based Studer materials to the clinic setting but wasn’t satisfied with the outcome. Studer will provide a leadership survey specific to the FQHC environment which she is targeting for introduction in June. Studer has also provided access to a CEO network for FQHC facilities. The CEO group makes contact about every two weeks.
- We plan to administer an employee satisfaction in late-summer to late October, through a third-party.
- Ms. Combs stated she wanted to recognize the Community Health Services Association who continues to use grant money to provide PPE to the District. Also, IEHP provided a 1,000 surgical masks at no cost.
- She also wanted to recognize Dawn Rowe, San Bernardino County Supervisor, third district, for continuing to host a weekly telephone conference of local leadership.
- We received the \$123,125 telehealth grant from Health Net.



- The District was awarded the 2020/21 Federal Transportation 5310 grant (Expanded Mobility for Seniors and Individuals with Disabilities Program) of \$80,000 (\$40,000 over two years) for operating the LIFT transportation program.
- She signed a Memorandum of Understanding with San Bernardino County for disaster site preparedness in the Morongo Basin. She was contacted by them to provide a drive-through testing site in the Basin within the next two weeks. She is exploring using our Yucca Valley campus or whether the Town of Yucca Valley might host the testing site at the community center.

Director Evans said she was happy to hear that local testing is in the works. She asked if there is any type of screening for clinic telehealth patients. Ms. Combs stated that patients are screened before their visit. As we move into the fall season, she is keeping her eye on the projections for another COVID-19 outbreak. It's possible COVID-19 will surface again in fall and we're looking to provide testing if its available. Director Evans inquired about using the MMU for testing for COVID-19.

Director Doyle commented that she has resources for PPE and testing kits and offered to connect MBHD staff with those resources.

Mr. Hoffman thanked the District for their contribution to the Rotary food drive for local distribution. He requested to speak with Ms. Combs off-line regarding the CEO evaluation process; he asked to be included in the District board's closed session so that the District and CHC boards are on the same page in delivering the CEO evaluation.

CALENDAR REVIEW AND COORDINATION

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

- Ms. Combs drew attention to the May 21 budget workshop which will be convened by virtual platform.

DIRECTOR COMMENTS

- Director Armstrong: "We all appreciate staff and the work everyone is doing, but I sure would like to see us rise more to the pandemic occasion. I know we're doing what we can, but I feel like we have a large sum in our reserve account and we have people in our community below the poverty level. The next 4-5 weeks are going to be very difficult on people who are missing another month of work. Is there something we can do to step up to take care of the community? Maybe it's offering a COVID-19 vaccine for free; can we work with a big grocery chain to purchase food for the community. We're here for health and in a pandemic like this, we should be the ones responding. We're not letting staff go; and we need to let the community know we are here."
- Director Evans: She thanked Joe Rudson for his hard work on the transportation grant. She thanked all at the District, and Jackie for the community connections during this time. "It's great there's been no staff furloughs." She wished all the nurses a happy Nurses' week.
- Director Greenhouse: "Just a reminder that as the stay-home order is being lifted, it doesn't mean the pandemic is over. I hope everyone continues to shelter and wear masks."
- Director Sullivan: "We're in strange times in the relationship of governance agencies. All these monies being moved down from the federal government to us, we should remember that it is taxpayer money. We should not take money we don't need; but it's good to have the resource when needed."



- Director Doyle: “Happy Nurses’ week to all our staff on the front line. We do important work for the community, we can’t lose sight of that. My friend is an ER Director in New Jersey. They are seeing inordinate numbers of COVID-19 positive patients. He says 25% people who transmit COVID-19 are unaware they are contagious because they have no symptoms. Screening is only effective for symptoms; but masks and social distancing are important because they protect even when there are no symptoms. I am proud that we are part of the solution rather than the problem as a district. To all our leaders, staff and board, thank you for taking part in working through this pandemic. A shout out to Dawn Rowe at the county for doing such a fine job of gathering us together and facilitating communication.”

MEETING ADJOURNMENT TO CLOSED SESSION

Director Doyle adjourned the open session at 7:12p.m.

MEETING ADJOURNMENT TO CLOSED SESSION

Closed session convened at 7:20 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 for July, 2020.*
- *Pursuant to Government Code section 54957 of the Health and Safety Code: Report involving Personnel: Employee Performance Evaluation, CEO.*

RECONVENE TO OPEN SESSION at 8:45 p.m. to receive Closed Session report. Director Doyle reported that Staff were directed to provide additional information to the Board in a special board meeting as quickly as possible.

MEETING ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

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



Marge Doyle, President



Misty Eyans, Secretary