



**HI-DESERT MEMORIAL HEALTH CARE DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES**

**October 8, 2013 at 6:00 p.m.**

*Helen Gray Education Center Boardroom  
6601 White Feather Road, Joshua Tree, CA 92252  
760-366-6262*

***Mission Statement:*** *Hi-Desert Medical Center will provide superior service to improve the quality of life for people in the Morongo Basin*

***Vision:*** *We are caring people providing extraordinary healthcare services.*

***Core Values:*** *Integrity, Superior Service, Stewardship, Innovation, Teamwork, Dignity*

**IN ATTENDANCE:**

Board of Directors:            Director Cole, President  
   Director Avels, Vice President  
   Director Hoffman, Treasurer  
   Director Swella, Secretary  
   Director Cooper, Member-at-Large

Medical Staff:                 Dr. Prem Salhotra, Chief of Staff

Excused Absence:

Administrative Staff:         Lionel Chadwick, CEO  
   Judy Austin, COO/CNO  
   Dan McClure, CIO  
   Bob Tyk, CFO  
   Joe Ruddon, VP Marketing and Business Development  
   Barbara Staresinic, VP Human Resources  
   Avelina Ortiz, Director of Quality Resources  
   Jackie Combs, Administrator, CCC  
   Dean Moore, Foundation President  
   Angela Walton, Executive Assistant

Other Staff:  
Cindy Dietz, IT Director  
Adele Nafziger, Controller  
Bill Bulkley, Facilities  
Todd Sallenbach, ED Physician  
Gina Campbell, Clinical Supervisor/Quality  
Sheila Hendricks, ED Manager  
Jim Flint, Applications Specialist  
Other Department Managers and Staff



Guests Auxiliary Members  
Foundation Board members– Kathy Bush, Kolleen Lamb, Ash Maharaj

Media No media present

## CALL TO ORDER

Director Cole called the meeting to order at 6:03 pm.

**Mission Statement:** Read by Director Swella

**Vision Statement:** Read by Director Avels

**Core Values:** Read by Director Hoffman

## PLEDGE OF ALLEGIANCE & READING OF MISSION STATEMENT

The Pledge of Allegiance was led by Brownie Troop 1744. Director Cole presented the group with a certificate of appreciation as well as a small donation to the troop from the Board.

## PUBLIC INPUT

There were no public comments.

## APPROVAL OF MEETING AGENDA

▶▶ **MOTION 13—38:** Director Swella made the motion to approve the agenda, and Director Avels seconded. Director Cole, Director Cooper, and Director Hoffman were in favor of approving the agenda, and the motion passed.

## PRESENTATIONS

### **PRESIDENT'S AWARD** – Korina Cole, President

Cindy Dietz, IT Director, introduced James (Jim) Flint to the Board of Directors and provided a brief background of his work experience. Director Cole presented Mr. Flint with a certificate for his dedicated and hard work in the IT department. Mr. McClure spoke on behalf of Mr. Flint's efforts and Mr. Flint addressed the Board and thanked them for this honor.

### ▶▶ **RESOLUTION (Action Item #1): Naming of the Memorial Rose Garden** – Dean Moore, Foundation President

- *It is recommended that the Board of Directors accept the gift of \$25,000 from Bob Thacher and Melva Bucksbaum on behalf of the Foundation and bestow from this day forward the name Lillian Venezky Thacher Memorial Rose Garden upon the area currently known as the Memorial Rose Garden.*



Mr. Moore re-introduced this action item and resolution, as well as the family members who are making the request. Mr. Moore stated that if this action item was accepted by the Board, the Rose Garden would be named the Lillian Venezky Thacher Memorial Rose Garden

►► **MOTION 13—39:** Director Hoffman made the motion to approve the resolution, and Director Swella seconded. Director Cole, Director Cooper, and Director Avels were in favor of approving the resolution and the motion passed.

**Foundation Recognition – Mr. Bob Thacher**

Mr. Thacher spoke a few words on behalf of his sister-in-law and himself on the memory of his wife and the gift of the naming of the Memorial Rose Garden. Mr. Moore presented Mr. Thacher and Ms. Bucksbaum (not present) with proclamations from the District for their generous gift.

**Foundation Recognition – Auxiliary**

Mr. Moore recognized the Auxiliary, who also made a substantial gift to the Rose Garden in the form of the water feature. An open house and dedication ceremony is planned for November 12 and the District Board is invited to attend. Mr. Moore presented the Auxiliary with a certificate for their contribution.

**Introduction of Ash Maharaj, New Foundation Board Member**

Mr. Moore introduced Ash Maharaj, and stated that her addition to the Foundation Board brings the number of Foundation Board members to seven. Ms. Maharaj owns Harmony Hotel in Joshua Tree and brings a great skill set to the Foundation Board. Ms. Maharaj briefly addressed the Board expressing her eagerness to work with the Foundation. Mr. Moore reminded the Board of Foundation Board's upcoming mammography fundraiser.

**BETA Awards Presentation – Judy Austin, CNO/COO**

Ms. Austin provided a brief presentation and overview of BETA and the "Quest for Zero" initiative. OB was involved in the Tier 2 Building Blocks program, ED also participated this year in the ED Patient Safety Initiative on Tier 1. The amount is \$57,333 in an initiative insurance credit/rebate. The trophies were shared with the Board members and audience and trophies were given to the ED staff members in attendance (Dr. Sallenbach, Sheila Hendricks, and Gina Campbell).

**APPROVAL OF CONSENT AGENDA**

All Consent Agenda items listed below are considered to be routine by the Board of Directors and will be enacted upon by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the items will be considered following approval of the Consent Agenda.



**MINUTES of the Board of Directors Meeting are approved as presented:**

- Minutes of the Regular Meeting of the Board of Directors dated September 10, 2013
- Minutes of the Executive Performance Committee Meeting dated September 16, 2013
- Minutes of the Finance Committee Meeting dated September 25, 2013
- Minutes of the Special Board Meeting dated September 26, 2013

**CREDENTIALING**

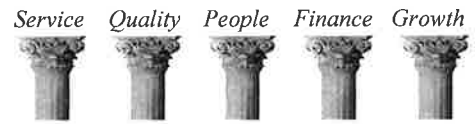
**NEW APPOINTMENTS & REAPPOINTMENTS - October 2013**

**A. New Appointments**

- **Recommendation to appoint Richard Chang, M.D.** to Consulting and approve privileges for Tele-Radiology as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013 – February 2015
- **Recommendation to appoint Oana Mischiu, M.D.** to Consulting and approve privileges for Tele-Radiology as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013 – July 2015
- **Recommendation to appoint Ronald Amos, PhD** to Allied Health and approve privileges for Psychiatry as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013 – February 2015
- **Recommendation to appoint Carol Brady, LCSW** to Allied Health and approve privileges for Licensed Clinical Social Worker (LCSW) as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013 – December 2014

**B. Reappointments**

- **Recommendation to reappoint W. Stephen Bush, M.D.** to Active and approve privileges for Pathology submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013- September 2015
- **Recommendation to reappoint Varun Gupta, M.D.** to Active and approve privileges for Hematology/ Oncology as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013- September 2015
- **Recommendation to reappoint Joel Resnik, DPM.** to CCC Associate and approve privileges for Podiatry as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013- September 2015
- **Recommendation to reappoint Andrew Janik, M.D.** to Consulting and approve privileges for as submitted Psychiatry with no changes.  
Service: **Medical.** Appointment Period: October 2013- September 2015
- **Recommendation to reappoint Hector Alvarez, N.P.** to Allied Health and approve privileges for Rural Health Clinics as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013- September 2015



- **Recommendation to reappoint Jeffrey Seip, M.D.** to Active and approve privileges for Orthopedics submitted with no changes.  
Service: **Surgery.** Appointment Period: October 2013- October 2015
- **Recommendation to reappoint Duncan Miles, M.D.** to Consulting and approve privileges for Plastic Surgery as submitted with no changes.  
Service: **Surgery.** Appointment Period: October 2013 – October 2015
- **Recommendation to reappoint Frederick J. Laufer, M.D.** to Consulting and approve privileges for Tele-Radiology as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013 – October 2015
- **Recommendation to reappoint Steven Silver, M.D.** to Courtesy from Provisional and approve privileges for Cardiology as submitted with no changes.  
Service: **Medical.** Appointment Period: October 2013- February 2015

**C. Change in Privilege Category**

- Arun Kalra, M.D. (Hematology/ Oncology) Change from Active to Consulting Staff.

**D. Terminations**

- Frank Cavallaro, MD- Tele- Radiology (letter on file)
- Erwin Demiany, M.D. (letter on file/ moved out of area)
- David Wolman, P.A. (Emergency Medicine) Moved out of area

**The following Medical Staff policy recommendations are being submitted to the Board of Directors for approval:**

- Nutritional Assessment Policy
- Standard of Care for Snake Envenomation
- Anesthesia and Analgesia

**►► Motion to approve the Consent Agenda as presented**

**►► MOTION 13—40:** Director Swella made the motion to approve the consent agenda, and Director Avels seconded. Director Hoffman provided several small changes to Board minutes of 9/10/13, and asked for a clear copy of the CMS handout in policy. Director Cole asked for clarification on the closed session report regarding pulmonary rehabilitation. Director Cole, Director Cooper, and Director Hoffman were in favor of approving the consent agenda with the changes and the motion passed.



## **BOARD COMMITTEE REPORTS:**

- **Finance Committee Report**

**Paul Hoffman, Chair**

Director Hoffman reported the committee met 9/25/13, in which they discussed the action item regarding the naming of the rose garden, and stated the Board is appreciative to Mr. Thacher and Ms. Bucksbaum for their contribution in memory of Lillian Thacher. Director Hoffman also stated the committee viewed a presentation by a representative of Alpha Fund, which was enlightening and positive. The committee received the audit report for 2013 from Rick Jackson, auditor, and thanked finance department for their work on a concise audit. August 2013 finance report was also discussed with a reported \$683,000 monthly loss; August was described as a slow month.

- **Human Resources Committee Report**

**Patricia Cooper, Chair**

Director Cooper reported the committee is scheduled to meet on November 7.

- **Facilities & Technology Committee Report**

**Dianne Swella, Chair**

Director Swella reported the committee is scheduled to meet Monday, October 14.

- **Governance Committee Report**

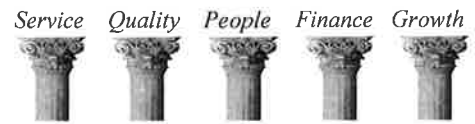
**Dianne Swella, Chair**

Director Swella reported the committee met on October 7 to discuss a candidate for the community health center board, community health center Board minutes, Foundation Board meeting minutes and financials. Stan Helgesen, Auxiliary President, gave verbal report on Auxiliary events, two of which are voting to suspend Article 6 of their bylaws (length of officers) and meeting bi-monthly or as needed instead of monthly. Governance Committee discussed establishing a succession plan for key administrative positions, and including language in the bylaws will address Board members having sufficient time to perform board duties. The Board Orientation manual will be reviewed, and an expanded process for Board training will be developed. Governance Committee also discussed the upcoming tax initiative, and authorized Mr. Tyk to send out a request for proposals to prospective consultants. The information will be sent back to Governance Committee once received. The committee also approved a new CHC health center Board member, to be presented to the full Board in November for final approval, and committee charter revisions due by the end of the year.

- **Executive Performance Committee Report**

**Martie Avels, Chair**

Director Avels reported they received CEO goals for next year, and rescheduled the Executive Performance Committee meeting to complete evaluation for CEO.



## INFORMATION ITEMS

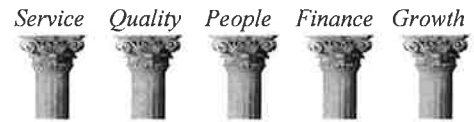
### ➤ **New Leader Management Training:** Kathy Alkire, Director of Service Excellence

Kathy Alkire provided an overview of the Leadership Orientation process for new leaders.

- Department Leaders receive an orientation binder upon hire or promotion
- The leader meets with leaders of departments during the orientation program
- Leaders receive the following:
  - Mission, Vision and Values
  - Campus Tour – Hospital, CCC, Airway, RHC Clinics
  - CEO Introduction
  - Governance, organization and committees
  - Education / Service Excellence
  - Fire, Safety, Disaster, Infection Control
- Under Human Resources, leaders learn the following:
  - Orientation and competency
  - Management philosophy / ethical behavior
  - Hiring / evaluation / termination process
  - Job descriptions
  - Disciplinary actions
  - Harassment in the workplace
- Leaders are also oriented to the following topics regarding Operations:
  - Employee Health
  - Finance
  - Marketing
  - Materials Management
  - Engineering, Security, Bio-Med
  - Information Technology
  - Quality Resource Management

Ms. Alkire informed the Board that Leadership Development sessions were developed for new leaders to provide them with guidance by assisting them in identifying leadership strategies and techniques to assist HDMC leaders in their strive for excellence, to learn and utilize Must Haves® and tools to improve operational performance, patient perception of care and employee satisfaction, and to implement at least one communication tool in their department. Ms. Alkire also provided brief overviews of the Nursing Leader Support Session, and Leadership Development Institute (LDI).

Director Cole asked if the new leaders are required to attend all sessions listed in the leadership manual, and how their progress through the program is tracked. Ms. Alkire stated that the new leaders are required to follow the manual, and there is a sign-off sheet that is included in the manual that is signed by every department head the new leader meets with. Director Avels commented on how well developed the program is and congratulated the team. Dr. Chadwick stated that this creates camaraderie among coworkers and is an effective tool for leaders to implement.



**ACTION ITEMS:**

▶▶ **2. Bylaws: 2013 Adoption** – Director Dianne Swella, Chair, Governance Committee

- *This action recommends that the Board of Directors consider for approval the proposed changes to the Bylaws of the Board of Directors.*

Director Swella made one minor correction (deleting word “either” on page 8, Section 8). No discussion.

**MOTION 13—41:** Director Swella made the motion to approve the revised bylaws, and Director Hoffman seconded. Director Cole, Director Cooper and Director Avels were in favor, and the motion passed.

▶▶ **3. Hi-Desert Memorial Health Care District Annual Audit Report** –  
Robert Tyk, CFO

- *It is recommended that the Board of Director approve the resolution to accept the Annual Financial Report for the fiscal years ended June 30, 2013 and 2012.*

Mr. Tyk asked if there were questions from the Board on this audit, which he reported as a “clean” audit, and Dr. Chadwick stated that the finance department is to be commended on their work on this audit, making it a positive experience.

**MOTION 13—42:** Director Hoffman made the motion to approve the resolution to accept the Annual Financial Report for the fiscal years ended June 30, 2013 and 2012, and Director Swella seconded. Directors Cole, Director Cooper and Director Avels were in favor, and the motion passed.

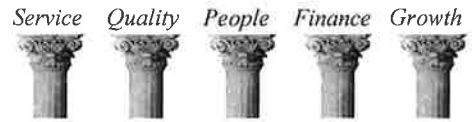
▶▶ **4. Valic Pension Plan: Resolutions Authorizing Individuals to Act On Behalf Of Plan** – Dr. Lionel Chadwick, CEO

- *It is recommended that the Board of Directors approve the resolutions authorizing signatories for execution of documents for the Hi-Desert Medical Center Deferred Compensation Plan and Hi-Desert Medical Center Money Purchase Pension Plan.*

Dr. Chadwick stated they are in the process of adding a new plan to employees for additional options that will come into place at the beginning of the benefit year.

**MOTION 13—43:** Director Swella made the motion to approve the resolutions authorizing signatories for execution of documents for the Hi-Desert Medical Center Deferred Compensation Plan and Hi-Desert Medical Center Money Purchase Pension Plan, and Director Avels seconded. Directors Cole, Director Cooper and Director Hoffman were in favor, and the motion passed.





►► **5. Resolution Authorizing Robert Tyk, Chief Financial Officer, to Act as Signatory on behalf of Hi-Desert Medical Center – Robert Tyk, CFO**

- *It is recommended that the Board of Directors approve the resolution authorizing Robert Tyk, Chief Financial Officer, to act on behalf of Hi-Desert Memorial Health Care District with regard to the Alabama Medicaid Agency*

Mr. Tyk formally requested authorization to act on the District's behalf with regard to out-of-state Medicaid billing, as this is a requirement for the Alabama Medicaid Agency.

**MOTION 13—44:** Director Swella made the motion to approve the resolution authorizing Robert Tyk, Chief Financial Officer, to act on behalf of Hi-Desert Memorial Health Care District with regard to the Alabama Medicaid Agency, and Director Hoffman seconded. Directors Cole, Director Cooper and Director Avels were in favor, and the motion passed.

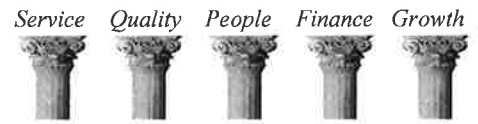
**CHIEF OF STAFF REPORT (Service)**

Dr. Prem Salhotra, Chief of Staff: Dr. Salhotra stated that the census has been down for the last few weeks, but may be attributable in part with admission rates, and they are trying to reduce the readmission rate as criteria for admissions have become very strict and there are penalties involved if readmission rates increase, and Ortho services have been added and census has increased with this service. Core measures are improving and patient satisfaction surveys, dramatic improvements in medical records due to iDoc process. Dr. Salhotra thanked Dan McClure for his years of service to the hospital, achieved a great deal with health information exchange. Dr. Salhotra also stated he is very proud of OB and ED staff's achievements.

**ADMINISTRATIVE REPORT (Service)**

Lionel Chadwick, Chief Executive Officer. Highlights:

- Informed Board that they are moving forward accountable care act enrollment process. He feels it is the role of the District to assist those who need assistance signing up. The District will be very active, and staff is working on a plan to get out to the community to help patients who wish to sign up but do not understand the process. Mr. Ruddon stated that he is putting a plan together that would help staff become certified counselors. The Board will remain informed on the process.
- Washington D.C. trip – met with Congressmen Cook and Ruiz and they are very supportive of the efforts regarding the Medi-Cal waiver process
- Oasis update – Oasis is very interested in working with ED department in transfers
- Donna Johnson and Dr. Cooper working on Wellness Program and occupational medicine work
- New ortho physician group saw 99 patients and identified 13 surgeries within their first month
- Thanks to Dan McClure – led idea of electronic health record process, and technology with his leadership and his contribution to the District. Mr. McClure stated its been a pleasure working with the Board and the District



**CLINICAL SERVICES REPORT (*Service*)**

Judy Austin, Chief Operating Officer. Highlights:

- OR lights Room 1 is completed, Room 2 is under construction. Director Cole asked for a tour of the surgical suite once completed.

**CONTINUING CARE CENTER (*Service*)**

Jackie Combs, CCC Administrator.

- Reminder – District is in annual survey window. Dr. Chadwick gave a brief update on meetings they have been having with Braswell.

**FINANCE REPORT (*Finance*)**

Bob Tyk, Chief Financial Officer. No questions were presented.

**MARKETING REPORT (*Growth*)**

Joe Ruddon, Marketing/Business Development Director. Highlights:

- October 19 is Pioneer Days parade, Board is invited to join

**BOARD CALENDARS:**

Strategic Planning session moved to Oct 15, 9 – 12 pm

Executive Performance Committee meeting – will meet Oct 15, time to be determined

**ITEMS FOR NEXT BOARD AGENDA:**

- New CHC Board Member
- Occupational Health - tentative

**DIRECTORS COMMENTS:**

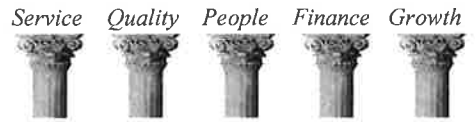
**Director Avels** – Mr. McClure will be missed, thanks for all he’s done, thanks to Jim Flint for his sense of humor

**Director Cole** – thanked Mr. McClure for his years of service and mentoring, and thanks to Ms. Nafziger

**Director Hoffman** –thanked the Brownies, congratulations to Jim Flint, thanks to Thacher family and Auxiliary, BETA recognition, thanks to Kathy Alkire, and Director Hoffman thanked Mr. McClure for his work

**Director Cooper** – enjoyed the positive spirit of the meeting, and thanked all presenters

**Director Swella** – thanks to Dimitrios Alexiou for the Board training session, thanks to the Foundation and their accomplishments, thanks to the Thacher family, congratulated Jim Flint on his award, and thanked Mr. McClure for his contributions to the District



**ADJOURNMENT TO OPEN SESSION - CLOSED SESSION – 7:42 PM**

- Pursuant to section 32155 of the Health and Safety Code  
*Report Involving Quality Assurance Matters*
- Pursuant to section 32106 of the Health and Safety Code  
*Report Involving Trade Secret*  
*Estimated date of public disclosure: September 2013*
- Pursuant to Government Code section 54956.9(b)(1) – Potential Litigation (2 cases)

**ADJOURNMENT TO CLOSED SESSION AND CLOSED SESSION REPORT – 7:50 PM**

The Board of Directors met in closed session to receive information on a quality matter, and a trade secret matter, and litigation issues.

**ADJOURNMENT:**

On motion duly made and seconded Director Cole adjourned the meeting at 9:30 pm.

*Minutes recorded by A. Walton, Board Clerk*

Handwritten signature of Korina Cole in black ink.

Korina Cole, President, Board of Directors

Handwritten signature of Dianne Swella in black ink.

Dianne Swella, DC, Board Secretary



Service Quality People Finance Growth



**MINUTES**  
**HI-DESERT MEMORIAL HEALTH CARE DISTRICT**  
**\*SPECIAL\***  
**BOARD OF DIRECTORS MEETING**

**October 15, 2013 at 9:00 a.m.**  
*Helen Gray Education Center Boardroom*  
*6601 White Feather Road, Joshua Tree, CA 92252*  
*760-366-6262*

*\*Please turn all cell phones/pagers to off or vibrate.*

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**IN ATTENDANCE:**

Board of Directors:                      Director Cole, President  
   Director Avels, Vice President  
   Director Hoffman, Treasurer  
   Director Swella, Secretary  
   Director Cooper, Member-at-Large

**CALL TO ORDER -- 9:05 am**

**PUBLIC COMMENTS**

**There were no public comments.**

**APPROVAL OF MEETING AGENDA – The agenda was approved as presented.**

**ADJOURNMENT TO CLOSED MEETING – 9:00 am**

**CLOSED SESSION:**

- *Pursuant to Government Code section 54956.9(b)(1) – Potential Litigation (1 case)*
  - **CLOSED SESSION ADJOURNMENT – 10:30 am**

## OPEN SESSION

- **CLOSED SESSION REPORT**

In closed session, Board members discussed matters pertaining to legal issue and gave direction to legal counsel. The board did not take any action.

## DIRECTORS' COMMENTS

**Director Cole:** no comment

**Director Avels:** no comment

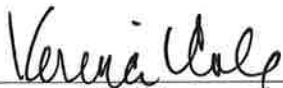
**Director Hoffman:** no comment

**Director Swella:** no comment

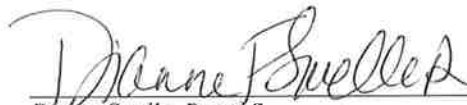
**Director Cooper:** no comment

## ADJOURNMENT – 10:30 am

*Minutes recorded by A. Walton, Board Clerk*



*Korina Cole, President, Board of Directors*



*Dianne Swella, Board Secretary*





**HI-DESERT  
MEDICAL CENTER**  
*HI-DESERT MEMORIAL HEALTH CARE DISTRICT*  
Quality Health Care Happens Here

**MINUTES**  
**HI-DESERT MEMORIAL HEALTH CARE DISTRICT**  
**\*SPECIAL\* STRATEGIC PLANNING**  
**BOARD OF DIRECTORS MEETING**

**October 29, 2013 at 9:00 a.m.**

*Helen Gray Education Center Boardroom*  
6601 White Feather Road, Joshua Tree, CA 92252  
760-366-6262

*\*Please turn all cell phones/pagers to off or vibrate.*

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**TAB  
LOCATION**

**IN ATTENDANCE:**

Board of Directors:                      Director Cole, President  
   Director Avels, Vice President  
   Director Hoffman, Treasurer  
   Director Swella, Secretary  
   Director Cooper, Member-at-Large

**CALL TO ORDER – 9:05 am**

**PUBLIC COMMENTS**

**There were no public comments.**

**APPROVAL OF MEETING AGENDA – The agenda was approved as presented.**

**ADJOURNMENT TO CLOSED MEETING – 9:05 am**

- Pursuant to section 32106 of the Health and Safety Code  
*Report Involving Trade Secrets*  
*Discussion will concern strategic positioning of District to include services and strategic relationships*  
*Anticipated date of disclosure December 2013*
- Pursuant to Government Code section 54956.9(b)(1)  
*Potential Litigation (1 case)*

## ADJOURNMENT TO OPEN SESSION – 12:00 pm

### CLOSED SESSION REPORT:

In closed session, the Board directed management to survey the tax measure concern along with other avenues of opportunity to enhance our hospital environment and report back to the Board no later than December 2013.

The Board of Directors voted on closed session item 2, to approve a Separation and Release Agreement between the District and Dr. Lionel “Chad” Chadwick. The District and Dr. Chadwick agreed upon a separation date of December 31, 2013, and for the District’s payment of \$117,163.80 to Dr. Chadwick.

The motion passed 4 to 1, with Board member Korina Cole voting “No” and Board member(s) (none) abstaining.

The Agreement is available in its entirety upon request.

### DIRECTORS’ COMMENTS

**Director Cole:** no comment

**Director Avels:** no comment

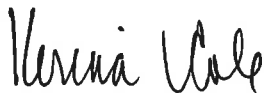
**Director Hoffman:** no comment

**Director Swella:** no comment

**Director Cooper:** no comment

## ADJOURNMENT – 12:00 pm

*Minutes recorded by A. Walton, Board Clerk*



*Korina Cole, President, Board of Directors*



*Dianne Swella, Board Secretary*

