



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

February 10, 2015 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 Cooper, President
Director Avels, Vice President
Director Sullivan, Treasurer
Director Doyle, Secretary
Director Hoffman, Member-at-Large

Medical Staff: Dr. Mahajan, Chief of Staff - *Absent*

Administrative Staff: Bob Tyk, CEO
Brenda Poole, Interim CNO
Avelina Ortiz, Director of Quality Resources
Michelle Amdahl, CCC Administrator
Karen Graley, Marketing Manager
Robin Schmelling, Board Clerk
Other Department Managers and Staff

Media None

Guests None

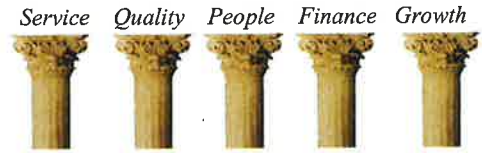
CALL TO ORDER

Director Cooper called the meeting to order at 6:00 pm.

ROLL CALL

Robin Schmelling, Board Clerk, conducted roll call:

Director Cooper: Present
Director Avels: Present
Director Sullivan: Present
Director Doyle: Present
Director Hoffman: Present



PLEDGE OF ALLEGIANCE:

Director Cooper asked Director Hoffman to lead the Pledge of Allegiance.

READING OF MISSION STATEMENT

Mission Statement: Read by Director Doyle

Vision Statement: Read by Director Avels

Core Values: Read by Director Sullivan

PUBLIC COMMENTS:

Stan Helgesen, President, HDMC Auxiliary

Mr. Helgesen inquired if there was any decision yet as to what role the Auxiliary would have after the lease with Tenet, and asked if Tenet was aware of their existence. Mr. Tyk responded that Tenet was aware, and since the Auxiliary is a separate 501(c)(3), it isn't unusual for any hospital, for profit or not for profit, to have an auxiliary. He will discuss the Auxiliary with Tenet representatives and keep Mr. Helgesen informed of same.

APPROVAL OF MEETING AGENDA:

▶▶ **MOTION 15—08:** Director Doyle made the motion to approve the meeting agenda, and Director Avels seconded. Director Sullivan, Director Hoffman and Director Cooper all voted in favor and the agenda was approved as submitted.

BOARD COMMITTEE REPORTS:

Finance Committee Report

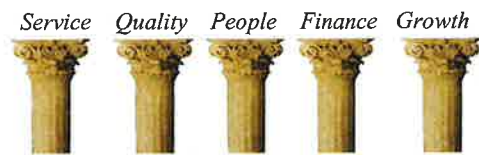
Joseph Sullivan, Chair

- Director Sullivan reported the committee met on January 28, 2015, and reviewed the minutes. Two Action Items were approved for forwarding to full board and are on tonight's agenda.

Human Resources Committee Report

Paul Hoffman, Chair

- Director Hoffman reported the committee met on February 5, 2015, and reviewed the meeting minutes.



Facilities & Technology Committee Report

Marge Doyle, Chair

- Director Doyle reported the committee met on January 20, 2015, and reviewed the meeting minutes. Two action items were presented, approved for forwarding to Finance Committee and are on tonight's agenda for full board approval.

Director Doyle discussed the Board Portal and inquired if the board was interested in utilizing it. Mr. Tyk explained the history of the portal. Director Hoffman had inquired about the ability of making notes, which you can't do. They are in essence documents for viewing online only. Director Sullivan would like to know more. Cindy Dietz, IT Director, will have a presentation at the next regular board meeting in March.

Governance Committee Report

Joseph Sullivan, Chair

- Director Sullivan reported the committee met on January 14, 2015 and reviewed the minutes. Board and Committee meeting structure and schedule will be reviewed at the February 11th Governance Meeting, with the hope to forward a recommendation for board approval at the next board meeting.

Executive Performance/Comp. Committee Report

Martie Avels, Chair

- Director Avels stated no report. The next quarterly scheduled meeting will be in April.

STANDING BUSINESS:

CHIEF OF STAFF REPORT (Service)

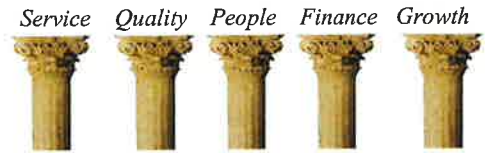
S. Mahajan, M.D., Chief of Medical Staff:

- No report – Absent.

CLINICAL SERVICES REPORT (Service)

Brenda Poole, Interim Chief Nursing Officer

- Ms. Poole reviewed her written report as submitted in the board packet. Points of interest as follows:
- Acknowledged Hi-Desert Home Care for being listed in 2014 Home Care Elite. Congratulations to Anne Marie Clark and the Home Health team.
- PCS Directors have been working with the finance department on charge masters. Project is almost complete. The process has also resulted in a team building effort between pcs and finance departments.
- Leadership transitions: Anne Marie Clark will be leaving her position as Home Health Director. She will be greatly missed and we wish her well in her future endeavors. Jennifer Long, Med/Surg/ICU Director will be stepping down to a staff position at Airway. She has



provided much leadership in this role and this position will be filled with an Interim Med/Surg Director beginning next Tuesday. Kim Johnson will continue as Med/Surg Manager.

CONTINUING CARE CENTER REPORT (Service)

Michelle Amdahl, CCC Administrator.

- Ms. Amdahl presented her written report as submitted in the board packet.
- PointClickCare is going well. Trainer coming out the end of the month. It's a wonderful product and Ms. Amdahl thanked the board for allowing them to purchase it.
- Director Sullivan inquired as to how the new med carts were working out. Ms. Amdahl stated they were needed and are working out well. They are computer adaptive and orders are auto transmitted through PointClickCare straight to the pharmacy.

CHIEF EXECUTIVE OFFICER REPORT (Service)

Bob Tyk, Chief Executive Officer – Verbal Report

- Mr. Tyk asked Avelina Ortiz to please update the board. We have received our letter and Certification of Accreditation from TJC which is good for 36 mos. As Mr. Tyk has stated before, we have passed survey after survey thanks to the hard work and dedication of our staff.
- Mr. Tyk updated the board on Tenet negotiations. We have received the lease and master agreements from Tenet's attorneys. Our legal counsel and Jon Spees, The Camden Group have reviewed and sent back with comments. The goal is still that we have the agreement ready and all documents that go with it by the end of this month so we can look to have the board approve and sign it, and pass a resolution for the ballot by the end of February. That timeline would allow for a ballot vote in early June. Mr. Tyk spoke with the Director of the Registrar of Voters office and was told we can have our ballot vote on any Tuesday, with the exception of June 2, 2015.

MARKETING REPORT (Growth)

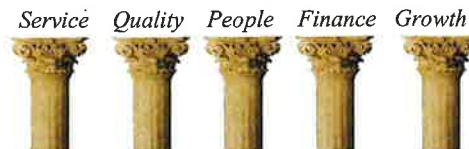
Karen Graley, Marketing Manager

- Ms. Graley presented her written report as submitted in the board packet.
- The Rewards and Recognition Committee scheduled the Survey Celebration luncheon for all employees, physicians, auxiliary and board members for March 18th from 11:00 a.m. to 1:00 p.m. in the Helen Grey Education Center.
- Video of affiliation presentation is scheduled for filming on February 16, 2015.

FINANCE REPORT (Growth)

Bob Tyk, Chief Executive Officer

- Mr. Tyk reviewed the December 2014 month end financials
- December showed an increase in acute patient volumes as well as CCC and we still haven't hit flu season. Outpatient volumes also increased.



- ED showed a slight increase and is averaging approximately 2,000 visits per month over the last 13 month period.
- Imaging increased partly due to the new 3D digital mammography equipment, closure of DMI in the Town Center, and the additional Desert Oasis urgent care business.
- Acute discharges increased 15.2% compared to November. Acute patient days increased 29.3% or 185 days. Part of the reason for the increase was a great average length of stay in December. CCC also saw an increase in December with an average daily census of 103.8.
- The FQHC's continue to show growth, even without the dental up and running for the entire month.
- Gross patient revenue was at \$17.381 million. Deductions from Revenue were slightly lower in part due to more individuals signed up for and using the Affordable Care Act through Medi-Cal than in the prior year.
- Operating and Contract Labor expenses increased when compared to November. As discussed at recent committee and board meetings, Ms. Poole, Interim CNO, her staff and human resources are working to reduce that. We also have a fair number of interim directors that will be in place until Tenet.
- Monthly overall net operating loss was \$351,741 for December.

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:

- Regular Board of Directors meeting dated January 13, 2015
- Governance Committee meeting dated January 14, 2015
- Facilities & Technology Committee meeting dated January 20, 2015
- Special Board of Directors meeting dated January 26, 2015
- Special Board of Directors meeting dated January 27, 2015
- Special Board of Directors meeting dated January 28, 2015
- Finance Committee meeting dated January 28, 2015

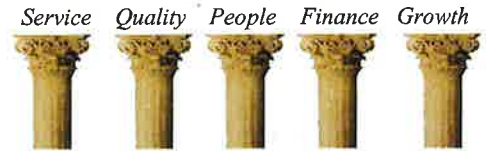
CREDENTIALING

NEW APPOINTMENTS & REAPPOINTMENTS – December 2014

The following MEC credentialing and privileging recommendations are being submitted to the Board of Directors for approval:

A. New Appointments

- None



B. Reappointments

- **Recommendation to Reappoint Richard Chang, M.D.** to Consulting and approve privileges for Tele-Radiology submitted with no changes.
Service: **Medicine**. Appointment Period: February 2015 to February 2017

C. Terminations

- **None**

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

- Policy 2003: Utilization Review Process
- Policy 2007: Outside Utilization
- Policy 2009: Hospital Issued Notice of Non-Coverage HINN Letters
- Policy 2012: Discharge Planning
- Policy 5000: Patient Choice for Home Health Care / Hospice Services
- Policy 5009: Observation Services and Condition Code 44 Application
- Policy 5010: Delivery of Important Message from Medicare
- Policy H:102B: Hot Weather Advisory Plan
- Policy D:104: Dental Services
- Policy D:105B: Digoxin/Lanoxin Administration
- Nurse Practitioner – Emergency Privilege Form

▶▶ **MOTION 15—09: Motion made by Director Sullivan and seconded by Director Avels to approve the consent agenda as amended. Director Doyle, Director Hoffman and Director Cooper voted in favor of approving the consent agenda as amended, and the motion passed.**

BOARD EDUCATION

- Social Services Presentation – Shelly Vincent, Director of Clinical Resource Management/Social Services. Copy of presentation filed with original packet. Ms. Vincent acknowledged Margaret Hinton who will be celebrating 30 years with the district. HDMHCD, for the last year and a half, now has a social worker available full time with Theresa Harbin. She is instrumental in the functioning of HDMC. It's an area that is rapidly growing due to the need of mental health services.

The national average caseload is 32:1. It is an extremely difficult but worthy job. The board thanked Ms. Harbin for her efforts and Ms. Vincent for her presentation.



ACTION ITEMS:

1. ▶▶ Approval of Replacement Hydrants – Robert Baker, Director of Facility Management

- *This action recommends the Board of Directors approve the replacement of four (4) Fire Hydrants and two (2) PIV's (Post Indicator Valves). Item has been approved by both Facilities & Technology Committee and Finance Committee.*

As presented to both the Facility and Technology Committee and the Finance Committee, Mr. Baker reported that since those committees had approved the cost of \$68,000 we received an additional quote/cost from San Bernardino County Fire for an additional \$10,000 to the total to cover stand by as a precaution while the replacement work is being completed over a two night period (two hydrants replaced each night).

▶▶ **MOTION 15—10:** Director Doyle made the motion to approve the action item. Director Sullivan seconded the motion. Director Hoffman, Director Avels and Director Cooper all voted in favor of the motion to approve the action item and the motion passed.

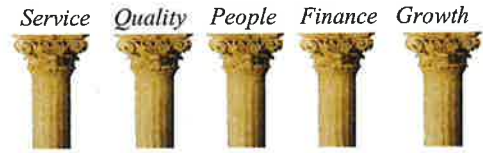
2. ▶▶ Approval of Replacement of Desiccant Air Dryer for Medical Air throughout the facility – Robert Baker, Director of Facility Management

- *This action recommends the Board of Directors approve the replacement of the Desiccant Air Dryer. Item has been approved by both Facilities & Technology Committee and Finance Committee.*

As presented to both the Facility and Technology Committee and the Finance Committee, Mr. Baker reviewed the action item recommending the approval of the replacement of the Desiccant Air Dryer. Director Doyle commented that both of these action items presented tonight were urgent and health and safety related.

▶▶ **MOTION 15—11:** Director Sullivan made the motion to approve the action item. Director Hoffman seconded the motion. Director Avels, Director Doyle and Director Cooper all voted in favor of the motion to approve the action item and the motion passed.

BOARD CALENDARS:



ITEMS FOR NEXT BOARD AGENDA:

- Director Sullivan will have a recommendation coming out of Governance Committee for modification of the meetings and committees schedule to be presented at the February 26th special meeting for approval.
- Presentation on board portal.

DIRECTORS COMMENTS:

Director Cooper: Director Cooper thanked Mr. Helgesen for being here and representing the Auxiliary.

Director Hoffman: Director Hoffman thanked staff for all their efforts. Thanked Mr. Helgesen for speaking and hopes we will be able to answer his questions soon.

Director Doyle: Director Doyle expressed her congratulations to Home Health and Hospice for the acknowledgement of the excellent care and quality of service they provide. Wished Ms. Clark the best of luck, sorry to see her leave. Wished Ms. Long continued success and glad she is staying with the District. Congrats to all staff, especially Ms. Ortiz and Ms. Combs on the successful surveys. Thanked Ms. Vincent and Ms. Harbin for their presentation on Social Services.

Director Avels: Director Avels thank staff and Ms. Graley and others who were involved in setting up the offsite special meetings. There were quite a few staff members that attending and spoke which bring validity to the direction the District is headed. Thanked Ms. Ortiz and Ms. Combs for the hard work with surveys. Best wishes to Ms. Clark and Ms. Long in the future endeavors. Thanked Mr. Tyk for his guidance through the affiliation process.

Director Sullivan: Director Sullivan thanked all staff for their diligent and hard work bringing it all together. He enjoyed the presentations, and commented the educational presentations are very important as the board learns what they need to know. Thanks to Ms. Ortiz and Ms. Combs for their efforts as well.

Open Session adjourned at 6:45 p.m.

CLOSED SESSION – 7:00 p.m.

Pursuant to Section 32155 of the Health and Safety Code

- *Report Involving Quality Assurance Matters*

Pursuant to section 54957 of the Government Code

- *Conference Involving personnel/benefits issue*

- **CLOSED SESSION ADJOURNMENT at 8:30 p.m.**



OPEN SESSION

Closed Session Report: In closed session, the board received reports on quality assurance matters and a personnel/benefits issue.

On motion duly made and seconded, Director Cooper adjourned the meeting at 8:30 p.m.

ADJOURNMENT:

On motion duly made and seconded, Director Cooper adjourned the meeting at 8:30 p.m.

*Board meeting minutes recorded by R. Schmelling, Board Clerk
Closed session notes recorded by R. Tyk, CEO*



Patricia Cooper, President, Board of Directors



Marge Doyle, Board Secretary