

**SPECIAL BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
BUSINESS BOARD MEETING MINUTES
41870 Garstin Drive, Big Bear Lake, Ca. 92315
August 10, 2016**

PRESENT: Donna Nicely, President Christopher Fagan, MD, Secretary
Barbara Willey, 1st Vice President John Friel, CEO
Gail McCarthy, 2nd Vice President Shelly Egerer, Admin. Assistant
Rob Robbins, Treasurer

ABSENT: Helen Walsh

STAFF: Garth Hamblin Mary Norman John McKinney
Michael Mursick Nicole Wheeler Erin Wilson
Sheri Mursick Megan Meadors

OTHER: Barbara Brooks, RVP w/QHR Gail Dick

COMMUNITY

MEMBERS: ET Russell w/bigbearlake.net
Chief Willis w/ Big Bear Lake Fire Department
Siri Champion w/ Big Bear Lake Fire Department

OPEN SESSION

1. CALL TO ORDER:

President Nicely called the meeting to order at 1:00 p.m.

CLOSED SESSION

1. PUBLIC FORUM FOR CLOSED SESSION:

President Nicely opened the Hearing Section for Public Comment on Closed Session items at 1:02 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Closed Session at 1:02 p.m.

2. ADJOURNED TO CLOSED SESSION:

President Nicely called for a motion to adjourn to Closed Session at 1:02 p.m. Motion by Board Member Robbins to adjourn to Closed Session. Second by Board Member Willey to adjourn to Closed Session. President Nicely called for a vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

RECONVENE TO OPEN SESSION

1. **CALL TO ORDER:**

President Nicely called the meeting to Open Session at 3:05 p.m.

2. **ROLL CALL:**

Donna Nicely, Barbara Willey, Gail McCarthy, Rob Robbins and Christopher Fagan, M.D. were present. Also present were John Friel, CEO, and Shelly Egerer, Administrative Assistant.

3. **FLAG SALUTE:**

Board Member Robbins led the flag salute, all present participated.

4. **ADOPTION OF AGENDA:**

President Nicely called for a motion to adopt the agenda as presented. Motion by Board Member Robbins to adopt the agenda as presented. Second by Board Member Willey to adopt the agenda as presented. President Nicely call for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

5. **RESULTS OF CLOSED SESSION:**

President Nicely reported that the all reports were unanimously approved in Closed Session:

- Chief of Staff Report
 - Initial appointment:
 - Rebecca Dixon, CRNA – Anesthesiology
 - Darcy Trenkle, MD – Tele-Psychiatry
 - James Kim, MD – Tele Radiology
 - Brian Biscotti, DC – Chiropractic
 - Re-appointment:
 - Gary Goss, MD – Tele-Radiology
 - John Kirby, DO-Tele-Radiology
 - Bruce Omiya, MD – Tele-Radiology
 - Michael Brand, MD – Tele-Radiology
 - Russell Keating, MD- Tele-Radiology
 - Thomas Lee, MD – Tele-Radiology
 - Darcie Liu, MD – Tele-Radiology
 - Jeffrey Orr, MD – Family Medicine/Internal Medicine

- Risk Management Report
- QI Management Report

President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

6. PUBLIC FORUM FOR OPEN SESSION

President Nicely opened the Hearing Section for Public Comment on Open Session items at 3:15 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Open Session at 3:15 p.m.

7. DIRECTORS COMMENTS:

- President Nicely recognized Jeff Tunnel w/ the Mom & Dad Project for the new table cloths, they look outstanding.
- Board Member Robbins stated the he would like to improve our relations with our local medical providers. Board Member Robbins has asked Mr. Friel to communicate with our physicians in regards to the Prime Project, the new T-System, CT capabilities. Board Member Robbins asked that Mr. Friel provide a follow up the Board of Directors within 60 days.
- Board Member Willey reported she attended the Tour de Big Bear, it was another successful event.

President Nicely motioned to move the Big Bear Lake Fire Department to Item 8 in lieu of the New Business Section. This is in order to assist Chief Willis to complete the presentation in a timely manner. Second by Board Member Fagan to move the Big Bear Lake Fire Department to Item 8 in lieu of the New Business Section. This is in order to assist Chief Willis to complete the presentation in a timely manner President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely – yes

8. NEW BUSINESS:

A. Discussion and Presentation of Hazardous Materials: Presented by Big Bear Lake Fire Department:

- Mr. Willis and Ms. Champion provided information on “Industrial Recycling and Storage”: Chief Willis introduced Siri Champion.
 - Industrial uses, such as stockpiling, processing materials and bulk propane storage are distributed throughout the valley in places proximate to or within residential neighborhoods.
 - Neither the City nor the County have available land to centralize such uses and to buffer residential neighborhoods from negative impacts.

- Land near the transfer station is uniquely suited to accommodate such a use in a manner that minimizes economic, social, and environmental impacts while supporting sustainable use of Valley resources.
 - The city allows for industrial uses in one small area near the hospital. However, the C-5 zoning district is fully developed. Moreover, the development trend in the vicinity of the C-5 zoning district is toward more commercial recreational uses such as those appropriate near the lake and in the Rathbun Corridor.
 - The County allows for industrial uses in one small area near the airport and residential neighborhoods. However, the zoning district is partially developed and a source of serial code violations.
 - Proposed steps San Bernardino County and the U.S. Forest Service made possible by private donation and commitment of real money in exchange for 99 year lease
 - Consider approval of resolution declaring support of establishing an Industrial Recycling & Storage Park through exchange of real property between San Bernardino County and the U.S. Forest Service.
- President Nicely asked if the hospital would have to pass a resolution to support the recommendation presented to the Board.
 - Chief Willis stated that the Fire Department would provide the language for the Resolution.

President Nicely reported no action required on the presentation provided by Chief Willis and Siri Champion w/Big Bear Lake Fire Department.

9. INFORMATION REPORTS:

A. Foundation Report:

- Ms. Walsh was not present to provide report.
- Mr. Friel reported that Ms. Walsh was here on time but did have to leave due to a prior commitment.

B. Auxiliary:

- Ms. Dick provided the following information:
 - Three fundraisers coming up:
 - Golf tournament is scheduled for Friday, September 23rd at 9:00 a.m., cost is \$75.00 per person and there is a 4 person team. 200 pink ribbons will be available for a donation and will be used to decorate the Clubhouse at Bear Mountain.
 - Hospital Carnival Saturday, September 3rd from 10-4; this will include games, prizes and live entertainment. Employees will volunteer in this event.
 - Mall in the Hall will be held October 31-November 4.

10. CONSENT AGENDA:

- A.** July 6, 2016 Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant
- B.** June/July 2016 Planning & Facilities Report: Michael Mursick, Plant Manager
- C.** July 2016 Infection Control Report: Sheri Mursick, Infection Preventionist
- D.** Family Health Center Quarterly Report: Sheri Mursick, Director of Out Patient Services
- E.** June 2016, Human Resource Report: Erin Wilson, Human Resource Manager
- F.** Policies and Procedures:
 - (1) Physical Therapy Intervention – Work Injury
 - (2) Capital Budget
 - (3) Critical Access – Annual Review (Summary Attached)
 - (4) Case Management (Summary Attached)
 - (5) CT Scan Radiology (Summary Attached)
 - (6) Diagnostic Imaging (Summary Attached)
 - (7) Dietary Department (Summary Attached)
 - (8) FHC/RHC (Summary Attached)
 - (9) Infection Control (Summary Attached)
 - (10) Mammography (Summary Attached)
 - (11) Nursing Administration (Summary Attached)
 - (12) Respiratory Therapy (Summary Attached)
 - (13) Medical Staff (Summary Attached)
 - (14) Emergency Preparedness (Summary Attached)

President Nicely motioned to move item B. Planning & Facilities Report and the Capital Budget Policy to new Business Item F. Second by Board Member Robbins to move item B. Planning & Facilities Report and the Capital Budget Policy to new Business Item F. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

President Nicely called for a motion to approve the remainder of the Consent Calendar as presented. Motion by Board Member Willey to approve the remainder of the Consent Calendar as presented. Second by Robbins to approve the remainder of the Consent Calendar as presented. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

10. OLD BUSINESS:

A. Discussion and Potential Approval of Resolution 16-445: BVCHD Board of Directors Regular Business Board Meeting Time:

- President Nicely asked if the Board would consider dissolving Resolution 16-445 at this time but would like to have a Resolution for moving the Board of Directors Business Board Meeting to be conducted on the second Wednesday of the month and presented at the Special Board Meeting for August 18. President Nicely stated that this would allow the Finance Committee to make appropriate decisions and provide recommendations to the Board.
- Board Member Robbins felt this was a good idea and would allow a few days so that the Finance Committee can vet agenda items in a timely manner. Board Member Robbins wanted to ensure that staff new that the Finance Committee will continue the first Monday of the month.
- Ms. Brooks will follow up with Tom McCall to ensure there is no conflict with his schedule.

President Nicely motioned to dissolve of Resolution 16-445: BVCHD Board of Directors Regular Business Board Meeting Time. Second by Board Member Robbins to dissolve of Resolution 16-445: BVCHD Board of Directors Regular Business Board Meeting Time. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

11. NEW BUSINESS:

A. Discussion and Presentation of Hazardous Materials: Presented by Big Bear Lake Fire Department:

- Please see above; approval to move item in order to accommodate Chief Willis schedule.

B. Discussion and Potential Approval of QHR Consultant Travel Expense (s):

- Ms. Brooks reported that QHR has two consultants that would like to travel to the district and meet with Senior Administration to have a work session for the Community Health Needs Assessment, cost is approximately \$1,300.00.

President Nicely motioned to approve the travel expenses for the QHR Consultant. Second by Board Member McCarthy to approve the travel expenses for the QHR Consultant. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

C. Discussion and Potential Approval of the Medical Staff Bylaw Amendments:

- Mr. Friel reported that the MEC Bylaws required changes for email voting and one Board Member attending the MEC Quality Meeting.

President Nicely motioned to approve the Medical Staff Bylaw Amendments as presented. Second by Board Member Robbins to approve the Medical Staff Bylaw Amendments as presented. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

D. Discussion and Potential Approval of JWT Associates; Independent Auditor

- Mr. Hamblin asked the Board to approve JWT Associates; Independent Auditor.
 - Jerrel Tucker, CPA has conducted our independent audit for a number of years. We ask for approval of Mr. Tucker to complete the audit for fiscal year ending June 30, 2016. Cost will remain the same as prior year's \$24,000 audit fee and expenses capped at \$2,500.00. Mr. Hamblin reported that the cost report will be completed by a new agency and the Board will be kept apprised.

President Nicely called for a motion to approve JWT Associates; Independent Auditor as presented. Board Member Willey motioned to approve of JWT Associates; Independent Auditor as presented. Second by Board Member approve JWT Associates; Independent Auditor as presented. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey - yes
- President Nicely – yes

E. Discussion and Potential Approval of the Steris Contract:

- President Nicely reported that the Board discussed the Steris Contract in Closed Session and all questions were answered.

President Nicely called for a motioned to approve the Steris contract as presented. Second by Board Member Robbins to approve the Steris contract as presented. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey - yes
- President Nicely – yes

F. CONSENT AGENDA:

A. June/July Planning & Facilities Report:

- Mr. Mursick provided the following information:
 - CMS has adopted NFPA 99 version 2012 and that will require some additional annual inspections for our facilities fire doors. Also some additional training for maintenance staff on Medical gas equipment repairs will be conducted.
 - Installation of surveillance Cameras will be completed the 2nd week of August.
 - CT Scanner & Mammo OSHPD has a process and is reviewing the plans submitted by the architect. At this time we are not confident that the mammo will be completed by October.
 - Improving internal hospital signage.
 - Flat roof is being replaced; drains are higher than the slope and required replacement. We are continuing to answer questions and work with OSHPD to obtain approval on both projects.

B. Capital Budget Policy and Procedure:

- Board Member Robbins reported that the Finance Committee tabled the Capital Budget Policy & Procedure; The Finance Committee requested that a month be added into the policy as to when the Capital Budget would be brought to the Finance Committee and the Board of Directors. Board Member Robbins reported that the policy is to be brought back with requested changes.
- President Nicely expressed her concerns on the time frame of the approval of the Capital Budget and would the Board be informed of any changes in cost.
- Mr. Friel informed the Board that if there was a change in cost or the scope of the project changed the Finance Committee and Board would be informed and would ask for approval prior to any change being made by Administration.

President Nicely motioned to table the Capital Budget Policy and Procedure. Second by Board Member Robbins to table the Capital Budget Policy and Procedure. President Nicely called for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey - yes
- President Nicely – yes

Board Member Fagan excused himself from the meeting at 4:10.

12. ACTION ITEMS:

A. Quorum Health Resource Report:

(1) August QHR Report:

- Ms. Brooks reported the following:
 - Recommends staying with TruBridge through the busy season and re-evaluating services in several months.
 - 90 day transition for full conversion; start date is 7/01/16.
 - Community Health Needs Assessment is moving forward. Both survey rounds were completed all required responses received.
 - Charge Master Review; pre-consulting call scheduled was completed

August 09.

- Leadership conference conducted last week; went very well. The next Trustee Conference is scheduled for Oct. 11-14.
- Special Board Meeting scheduled to review the Strategic Plan.
- Mr. Friel reported there was a lot of discussion on safety and surveillance; security is a concern.

President Nicely motioned to approve the QHR Report as presented.

Second by Board Member Robbins to approve the QHR Report as presented.

President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

B. CNO Report:

(1) July CNO Report:

- Ms. Norman reported the following information:
 - All departments being staffed according to work load.
 - SNF at 17 patients
 - 1 swing patient
 - Glucometers are to be purchased.
 - Potential to have Loma Linda at Health Fair to do glucose testing.
 - Active shooter drill went very well and had good feedback; You Tube Video will be shared with Auxiliary and the Board of Directors.
 - Currently using registry has 2 to 5 week and a 6 week assignment.

President Nicely called for a motion to approve the CNO Report as presented. Motion by Board Member Robbins to approve the CNO Reports as presented. Second by Board Member McCarthy to approve the CNO Report as presented. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 4/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- Board Member Willey - yes
- President Nicely – yes

C. Acceptance of the CEO Report:

(1) August CEO Report:

- Mr. Friel reported the following information:
 - Continuing working with the Center for Oral Health Care; their team did like the RHC and the organization will be at the Health Fair. A recommendation will be presented to the Board of Directors in the near future. The district will make money on the program. A letter of support was provided to First 5.
 - Reviewed 2 Radiology RFP – Fullerton & Renaissance; a recommendation will be brought to the September Board Meeting.
 - The Auxiliary 50th Birthday Celebration is scheduled for Thursday at the 572 Social Restaurant.
 - Pink Gove dance submitted and voting will begin Sept. 12.

President Nicely called for a motion to approve the CEO Report as presented. Motion by Board Member Robbins to approve the CEO Report as presented. Second by President Nicely to approve the CEO Report as presented. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.

- Board Member Robbins – yes
- Board Member McCarthy – yes
- Board Member Willey- yes
- President Nicely – yes

D. Acceptance of the Finance Report:

(1) June 2016 Financials

- Mr. Hamblin reported the following information:
 - Cash investment increase by \$8 million.
 - Decrease in AR by 62 currently at 81.
 - Live date for T-System is November 8.
 - Accounts decreased to \$3 ½ million.
 - Will engage with WIPFLI, LLP to complete cost report.
 - List of current managed care contracts are attached at the request of a Board Member. Bill Carter & Howard Green have reviewed the contract rates and terms and support that they are very favorable to the district.
 - Collections with Heritage have improved and electronic claims are being submitted.
 - TruBridge weekly meetings are continuing.

(2) CFO Report:

- Mr. Hamblin reported the following information:
 - Medicare and Medi-Cal Cost Report will be completed by WIPFLI.
 - Discussion with TruBridge to extend services has begun.

President Nicely called for a motion to approve the Finance Reports as presented. Motion by Board Member Willey to approve the Finance Reports as presented. Second by Board Member McCarthy to approve the Finance Reports as presented. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely – yes

13. ADJOURNMENT

President Nicely called for a motion to adjourn the meeting at 4:52 p.m. Motion by Board Member Willey to adjourn. Second by Board Member McCarthy to adjourn. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes