

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
BUSINESS BOARD MEETING MINUTES
41870 Garstin Drive, Big Bear Lake, Ca. 92315
January 11, 2017**

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

ABSENT: Helen Walsh w/ Foundation
Gail Dick w/Auxiliary

STAFF: Garth Hamblin Mary Norman Erin Wilson
Nicole Wheeler Sheri Mursick Kerri Jex
Megan Meadors Mike Mursick Steven Knapik, DO

OTHER: Ron Vigus, w/QHR
Dave McGhee, w/ BETA
Stephanie Smith, w/BETA
Darcy Balderrama, w/ BETA
Jamie Goff, w/BETA

COMMUNITY

MEMBERS: Natalie w/Grizzly

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 1:00 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Closed Session at 1:00 p.m.

2. ADJOURNED TO CLOSED SESSION:

President Nicely called for a motion to adjourn to Closed Session at 1:00 p.m. Motion by Board Member Willey to adjourn to Closed Session. Second by Board Member Robbins 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 Willey – yes
- President Nicely - yes
- Board Member McCarthy - yes
- Board Member Roberts - yes

RECONVENE TO OPEN SESSION

1. CALL TO ORDER:

President Nicely called the meeting to Open Session at 3:30 p.m.

2. ROLL CALL:

Donna Nicely, Rob Robbins, Jack Roberts, Barbara Willey, and Gail McCarthy were present. Also present were John Friel, CEO, and Shelly Egerer, Administrative Assistant.

3. FLAG SALUTE:

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

- Board Member Robbins – yes
- Board Member Willey – yes
- President Nicely - yes
- Board Member McCarthy - yes
- Board Member Roberts - 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:
 - Richard Yoo, MD- Renaissance Imaging
 - Van Trinh, MD- Renaissance Imaging
 - Brian Tzung, MD- Renaissance Imaging
 - Tanya Tivorsak, MD- Renaissance Imaging
 - John Swift, MD- Renaissance Imaging
 - Geoffrey Sigmund, MD- Renaissance Imaging
 - Tomer Roth, MD- Renaissance Imaging
 - Farbod Nasser, MD- Renaissance Imaging
 - Dianna Chooljian, MD- Renaissance Imaging
 - Olga Lyass, MD- Renaissance Imaging
 - Nhan Tran, MD- Renaissance Imaging
 - Mark Beller, MD- Renaissance Imaging
 - Mauricio DeLaLama, MD- Renaissance Imaging
 - Vito Fodera, MD- Renaissance Imaging
 - Karin Fu, MD- Renaissance Imaging
 - Philip Turman, MD- Renaissance Imaging
 - Jennifer Hill, MD- Renaissance Imaging
 - Michael Klein, MD- Renaissance Imaging
 - Robert Stecher, MD- Renaissance Imaging
 - Steven Kussman, MD- Renaissance Imaging
 - Edward Oh, MD- Renaissance Imaging
 - Harum Ozer, MD- Renaissance Imaging
 - Lucas Payor, MD- Renaissance Imaging
 - Kevin Rice, MD- Renaissance Imaging
 - Douglas Rusnack, MD- Renaissance Imaging

- Voluntary Resignation:
 - Danny McCarthy, MD
 - Fred Lau, MD
 - Saif Siddiqi, MD
 - Daniel Lowery, PA
 - Patrick Cichon, MD
 - Vien Nguyen, NP
 - Sasha Khademi, NP
- Expired Credentialing:
 - Suzanne Moser, PNP
- 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 Willey – yes
- President Nicely - yes
- Board Member McCarthy - yes
- Board Member Roberts - yes

6. PUBLIC FORUM FOR OPEN SESSION:

President Nicely opened the Hearing Section for Public Comment on Open Session items at 3:38 p.m.

- Bob Ybarra, resident of Sugarloaf, CA. Mr. Ybarra addressed the Board regarding his concerns of the Airport Board Meetings being in conflict with the Hospital Board Meetings and asked that the Board move the time or the day of the Board Meetings so that he and other community members can attend. Mr. Ybarra also asked the Board to add this item to the next Board Meeting Agenda to further discuss.
- Chris Riddle, full time resident for over 43 years; raised kids here and time to time visited the ER; his son is very ill and has severe pain and feels his son is not receiving the care that is needed at the ER; does not make sense why the District protocol is not being followed. Mr. Riddle asked the Board to follow up on the issue and address the problem.

President Nicely thanked the community members for their bringing their concerns to the Board. President Nicely closed Public Forum for Open Session at 3:46 p.m.

7. DIRECTORS' COMMENTS:

- Board Member Roberts thanked the Auxiliary for donating iPods to the SNF residents. Mr. Roberts thanked the ER and Dr. Pautz for the great job in recently treating his daughter.

8. INFORMATION REPORTS:

A. Foundation Report:

- Ms. Walsh was not present.
- Mr. Friel reported that the Foundation has chosen Holly Elmer as the Foundation President; Ms. Walsh will transition with Holly; the district will host a Foundation Meeting with lunch on Jan 19th in the Hospital Conference Room.

B. Auxiliary Report:

- Ms. Dick was not present.
- Ms. Egerer reported that the Auxiliary has been dark and there are no items to update the Board on.

9. CONSENT AGENDA:

A. December 14, 2016 Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant

B. November / December 2016 Planning & Facilities Report: Michael Mursick, Plant Manager

C. Quarterly Fire / Life Safety Report: Michael Mursick, Plant Manager

D. December 2016 Human Resource Report: Erin Wilson, Human Resource Director

E. December 2016 Infection Control Report: Heather Loose, Infection Preventionist

F. Policies and Procedures:

(1) Airborne Infectious Isolation Room (AIIR) Negative Pressure Room

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

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

10. OLD BUSINESS:

- None

11. NEW BUSINESS*

A. Discussion and Update on 2016 Closed Workers Compensation Cases:

- Darcy w/ BETA Healthcare Group;
 - Number of claims fiscal year 1 claim to date (prior year 11 claims).
 - Cost occurred per claim: closed in amount of \$902,000.
 - ER is the largest claims by departments; combative patients.
 - Cost by ER – patient handling is \$486,000.
 - Safe Patient Handling is to be reviewed; BETA will be at staff meetings to provide additional training.
 - Trips, slips and falls in the parking area are an issue.
 - Training to staff is offered and will be in contact with HR.
 - The trend in the last few years has been favorable for the District.

President Nicely reported no action required

B. Discussion and Presentation of the Alpha / BETA Merge:

- The following information was reported:
 - The merge allows lower over head cost.
 - Alpha was founded in 1996.
 - BETA founded in 1978.

President Nicely reported no action required

C. Discussion and Presentation of BVCHD Marketing Plan 2017:

- Ms. Meadors reported the following:
 - Strategic Marketing Plan
 - Communication – in the right place and the right moment.
 - Objective – to provide marketing communication.
 - Position team and partners.
 - Brand messaging – where we have been and where we want to go.
 - Communication goal is to obtain maximum impact.
 - Understand community needs.
 - Expand services.
 - Increase donor base.
 - Ensure we are providing accurate information to the community.
 - Developed RAC cards for various departments.
 - Print media campaign with same brand.
 - Forecasting for 2017
 - PNP advertising.
 - FHC advertising.
 - Involve more employees, providers and volunteers in marketing strategy.
 - Increase understanding of community needs.
 - Targeting new providers and services.
 - Targeting department appreciation.
 - Promote staff by departments.
- President Nicely thanked the Ms. Meadors for her presentation and feels that this is the information that is needed to get the information out to the public.
- Board Member Robbins stated that Ms. Meadors developed an excellent program/presentation.

President Nicely reported no action required

D. Discussion and Completion of Board of Directors Training:

- (1) HIPAA Training
 - (2) Compliance Training
 - (3) False Claim Act Training
- President Nicely stated that she has asked that this item be on today's Board Meeting Agenda to remind the Board of Directors that they are obligated to complete training and wanted to remind the Board to please complete all training.

- Sexual Harassment Training will be through Swank and information will be provided to the full Board. This is mandatory 2 hour training.
- All Board training needs to be completed by January 31.
- Board Member Roberts stated that he has emailed the CEO his concerns of the training.

President Nicely reported no action required.

E. Discussion and Potential Approval of the Business Board Meeting Calendar for 2017:

- President Nicely asked the Board to approve the Board Meeting Calendar as presented with a recommendation to have the February Board Meeting conducted Thursday, February 09, 2017 due to several Board Members attending a conference. President Nicely also suggested to the Board if they cannot be in attendance at their committee meetings to please try to have a Board Member attend in their absence instead of rescheduling.
- Board Member Roberts stated that there was a typo on the April date year as 2016 and should be 2017.

President Nicely motioned to approve the Board Meeting Calendar as presented with the February Board Meeting being moved to Thursday, February 09, 2017. Second by Board Member Robbins to approve the Board Meeting Calendar as presented with the February Board Meeting being moved to Thursday, February 09, 2017. President Nicely called for the vote. A vote in favor of the motion was 5/0.

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

F. Discussion and Potential Approval of Resolution #17/448 Ad Hoc Committee Board Policies & Procedures, BVCHD District Bylaws and the Committee Members:

- President Nicely stated that she would like to form this committee to ensure the Board Policies and procedures and District Bylaws are being reviewed. President Nicely would like to chair the committee and have Board Member Robbins as co-chair.

President Nicely motioned to approve Resolution #17/448 Ad Hoc Committee Board Policies & Procedures, BVCHD District Bylaws and the Committee Members would be President Nicely and Board Member Robbins. Second by Board Member Robbins to approve Resolution #17/448 Ad Hoc Committee Board Policies & Procedures, BVCHD District Bylaws and the Committee Members would be President Nicely and Board Member Robbins. President Nicely called for the vote. A vote in favor of the motion was 5/0.

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

G. Discussion and Potential Approval of Center for Oral Health Service Agreement:

- President Nicely reported that the Board was informed of the agreement in Closed Session.

President Nicely called for a motion to approve the Center for Oral Health Service Agreement. Motion by Board Member Roberts to approve the Center for Oral Health Service Agreement. Second by Board Member Willey to approve the Center for Oral Health Service Agreement. President Nicely called for the vote. A vote in favor of the motion was 5/0.

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

H. Discussion and Update on the Strategic Plan Management Action Plan:

- President Nicely wants to ensure that the Strategic Plan is reviewed by all managers and we are working towards completing the projects in the Strategic Plan. President Nicely asked that this item be on the April Board Agenda.
- Mr. Friel reported that QHR has a similar program as Focus & Execute; and that he will be looking into the monitoring tool and that the Board will receive quarterly report.

President Nicely reported no action required.

I. Discussion on the Contract and Agreement Policy and Procedure

- President Nicely feels that the policy needs to be revised; the Compliance Officer, legal counsel and the CEO will review the Contract and Agreement Policy and Procedure and present back to the Board for approval. President Nicely asked that this policy be revised and brought back to the Board at the February Meeting. President Nicely expressed her concerns that the current policy is not being followed.
- Board Member Roberts would like to have an executive summary on all items placed on the Board Agenda.

President Nicely reported no action required.

12. ACTION ITEMS:

A. Quorum Health Resource Report:

(1) January 2017 QHR Report:

- Mr. Vigus reported the following:
 - Assessment of Surgery Services – a Financial Performa is being worked on.
 - Physician Recruitment Organizations are continuing to be looked at.
 - Clinic Compliance Report will be reviewed and discussed at the Compliance Committee and an Action Plan will be provided to the Board.
 - February Agenda – Action Plan for the Clinic Compliance Audit.

- Charge Master Review / Plan will be reviewed with Managers within the next 45 days.

President Nicely called for a motion to approve the QHR Report as presented. Motion by Board Member Roberts to approve the QHR Report as presented. Second by Board Member Willey to approve the QHR Report as presented. President Nicely called for the vote. A vote in favor of the motion was 5/0.

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

B. CNO Report:

(1) December 2016 CNO Report:

- Ms. Jex reported
 - CAH Annual Survey had no deficiencies.
 - SNF Survey was completed and the Plan of Corrections was submitted.
 - One Swing Bed Patient.
 - ED Manager position is still not filled. At this time the position is being advertised on Indeed and the District Website.
- The full Board asked that Administration find additional resources to fill the ER Manager position and would also like to know how we are going to capture the loss revenue in the ER.
- Mr. Friel and Ms. Wilson will advertise the ER Manager in additional locations and that the Clinic will be increasing patient volume.

President Nicely called for a motion to approve the CNO Report as presented. Motion by Board Member Roberts to approve the CNO Report as presented. Second by President Nicely to approve the CNO Report as presented. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 5/0.

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

C. Acceptance of the CEO Report:

(1) December CEO Report:

- Mr. Friel reported the following information:
 - Friday at noon expect to receive bids for the Mammo & CT Scanner Project.
 - COH will be on site tomorrow.
 - Grand Opening in February for the opening of the dental services
 - Loma Linda Affiliation conference call; concerns are to be discussed with higher level of management.
 - Surgery Task Force continues to meet, waiting for some data to analyze in order to continue to work on the Surgery Department

President Nicely called for a motion to approve the CEO Report as presented. Motion by Board Member McCarthy to approve the CEO Report as presented. Second by Board Member Willey to approve the CEO Report as presented. President Nicely called for the vote. A vote in favor was unanimously approved 5/0.

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

D. Acceptance of the Finance Report:

(1) November 2016 Financials

- Mr. Hamblin reported the following information:
 - Cash balance over \$10 million.
 - Net revenue over budget.
 - Surplus over budget.
 - Net income \$600,000.
 - Average daily census over 19.
 - Final Audit Report has been issued.
 - Filed Medi-cal & Medicare Audit.
 - Healthcare Reform is still unknown at this time.
 - Clinic visits are more realistic – RHC will be monitored separately to ensure that we are growing in visits.
 - T-System will also assist in capturing revenue.
 - Quarterly meetings are continuing with managers to review their budgets.

(2) CFO Report:

- Mr. Hamblin provided information under financials.

President Nicely called for a motion to approve the November Finance Report and CFO Report as presented. Motion by Board Member Willey to approve the November Finance Report and CFO Report as presented. Second by Board Member Roberts to approve the November Finance Report and CFO Report as presented. President Nicely called for the vote. A vote in favor was unanimously approved 5/0.

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

13. ADJOURNMENT

President Nicely called for a motion to adjourn the meeting at 5:35 p.m. Motion by Board Member Willey to adjourn. Second by Board Member Robbins to adjourn. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 5/0.

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