

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT  
BUSINESS BOARD MEETING MINUTES  
41870 Garstin Drive, Big Bear Lake, Ca. 92315  
May 04, 2016**

**PRESENT:** Donna Nicely, President  
Barbara Willey, 1<sup>st</sup> Vice President  
Gail McCarthy, 2<sup>nd</sup> Vice President  
Rob Robbins, Treasurer  
Christopher Fagan, MD, Secretary  
David M. Faulkner, Interim CEO  
Shelly Egerer, Admin. Assistant

**ABSENT:** Helen Walsh

**STAFF:** Garth Hamblin  
Sherry Greenaway  
Nicole Wheeler  
Mary Norman  
Erin Wilson  
John McKinney  
Megan Meadors

**OTHER:** Stacy Donega, w/QHR  
Tom McCall, RVP w/QHR  
Gail Dick  
Deborah Tropp, Legal Counsel  
Helen Walsh

**COMMUNITY**

**MEMBERS:** Joseph Kelly

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**OPEN SESSION**

**1. CALL TO ORDER:**

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

Joseph Kelly, public member of Big Bear City and is an advocate of transparency, and stated that he feels the Board of Directors should think future agendas should have less closed session as possible. This will be best for the community members and the district. Mr. Kelly stated there are items on the closed session agenda that do not qualify under the Brown Act; such as Loma Linda Affiliation. The public has a right to know about the affiliation.

President Nicely thanked Mr. Kelly for his comments.

**President Nicely called for a motion to table the Loma Linda Affiliation. Second by Board Member Fagan to table the Loma Linda Affiliation. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 5/0**

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

## CLOSED SESSION

### **2. PUBLIC FORUM FOR CLOSED SESSION:**

President Nicely opened the Hearing Section for Public Comment on Closed Session items at 1:03 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Closed Session at 1:03 p.m.

### **3. ADJOURNED TO CLOSED SESSION:**

**President Nicely called for a motion to adjourn to Closed Session at 1:03 p.m. Motion by Board Member Fagan 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 3:15 p.m.

### **2. ROLL CALL:**

Donna Nicely, Barbara Willey, Gail McCarthy, Rob Robbins and Christopher Fagan, MD, were present. Also present were David M. Faulkner Interim CEO, and Shelly Egerer, Administrative Assistant.

### **3. FLAG SALUTE:**

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

**President Nicely motioned to approve moving the Directors Comments to the beginning of the Open Session Agenda. Second by Board Member Fagan to approve moving the Directors Comments to the beginning of the Open Session Agenda. 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

### **4. DIRECTORS COMMENTS:**

- The Board of Directors thanked Mr. Faulkner for his honesty, hard work and appreciated his time with the district. A wood carved bear was presented to Mr. Faulkner.
- Mr. Faulkner thanked the Board and thanked the staff for their hard work while he has been the Interim CEO.

**5. 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 McCarthy 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

**6. RESULTS OF CLOSED SESSION:**

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

- 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

*Board Member Fagan excused himself at 3:20 p.m.*

**6. PUBLIC FORUM FOR OPEN SESSION**

President Nicely opened the Hearing Section for Public Comment on Open Session items at 3:19 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Open Session at 3:19 p.m.

**7. DIRECTORS COMMENTS:**

- **Directions Comments were moved to the beginning of the agenda.**

**8. INFORMATION REPORTS:**

**A. Foundation Report:**

- Ms. Walsh was not present to provide report.

**B. Auxiliary:**

- Ms. Dick was not present to provide report.
- Ms. Egerer reported that the Auxiliary is no longer covering shifts in the ER; Winter season is over. The Auxiliary will be working on a fundraiser for sometime in September.

## 9. CONSENT AGENDA:

- A. April 04, 2016 Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant
- B. April 20, 2016 Special Business Board Meeting Minutes: Shelly Egerer, Admin. Assistant
- C. March/April 2016 Planning & Facilities Report: Michael Mursick, Plant Manager
- D. April 2016 Infection Control Report: Sheri Mursick, Infection Preventionist
- E. March 2016, Human Resource Report: Erin Wilson, Human Resource Manager
- F. Policies and Procedures:
  - (1) Departure Gift Policy

- President Nicely requested confirmation that there is only one workers comp case open and one closing at this time and asked if the HR Department contacts legal counsel on all terminations of employees.
- Ms. Wilson reported that this was correct and legal counsel is aware of all termed employees.

**President Nicely called for a motion to approve the Consent Agenda as presented. Motion by Board Member Willey to approve the Agenda as presented. Second by Robbins to approve the Consent Agenda 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

## 10. OLD BUSINESS:

### A. Discussion and Potential Approval of the Education Policy & Procedure:

- President Nicely reported that the policy went to the Finance Committee and was recommended to be presented to the full Board for potential approval. President Nicely stated that she was asked by Board Member Fagan to speak on his behalf on questions regarding the policy.
  - Board member Fagan stated the policy is the same as last time, there is not enough information on the policy and does not understand why there are no changes according the Board's request at last month's meeting.
- Board Member Robbins stated that the Finance Committee approved the policy to come to the Board for potential approval.
- Further discussion took place on the policy as to why there is no dollar amount or not to exceed and the Board wanted insurance that management is approving all conferences. Mr. Faulkner reported that employees are responsible for their own licensure that the district does not pay for CEU's or any license renewals. President Nicely would like to ensure that management is looking at the expense, and that we are using Loma Linda and Quorum webinars. Mr. Faulkner once again reiterated that all expenses are approved prior to employees attending conferences.
- Mr. Hamblin reported that FY 2015 spent approximately \$59,000 for training and education and for 2016/17 the budget is for \$78,000.
- Mr. McCall stated that he has looked into various policies at other hospitals and BVCHD policy is consistent with others he has seen.

**President Nicely called for a motion to approve the Education Policy and Procedure as presented. Motion by Board Member Willey to approve the Education Policy and Procedure as presented. Second by Board Member McCarthy to approve the Education Policy and Procedure 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

## **11. NEW BUSINESS:**

### **A. Discussion and Presentation of Annual Board Compliance Training:**

- Ms. Donega provided a power point on “The Board’s Role in Compliance”.
  - Fiduciary duties are to act in the best interests of the organization, avoid conflicts of interest and preserve the confidentiality of the Board’s affairs.
  - Act in good faith.
  - Ask questions about compliance.
  - Request meaningful Board reports.
  - Request risk assessment, how is it done, how does the organization respond to violations.
  - Ensure the Compliance Program is appropriate.
  - Ensure the seven elements to define the compliance program is implemented and address all elements.
  - Compliance is doing what is required; ethics is doing what is right.
  - Fraud investigations are coding issues which are billing issues.
  - Ensure staff is not receiving gifts.
  - Criteria are required and needs to be met in an effort to be helpful.
- The full Board requested clarification on the Board’s role if staff comes to Board due to management not addressing issues.
- Ms. Donega reported that yes staff can address issues with the Board of Directors and reminded the Board that they are ultimately responsible for the district. If management is not taking care of issues or is part of the issue, the Board has ultimate responsibility and should address the situation. Ms. Donega completed the training.
- President Nicely thanked Ms. Donega on behalf of the full Board for attending the Board Meeting and providing Compliance Training.

**President Nicely reported no action required for the Compliance Training**

### **B. Discussion and Potential Approval of the Annual Board Self Assessment Report:**

- Mr. McCall reported that the three missing surveys showed up in April. The assessment report was completed off of these self surveys. Mr. McCall provided a

brief summary of the survey and informed the Board the report will be provided via email that it was not available at tonight's meeting.

- Negative comments: Board needs to address physician needs assessment, ensuring the Strategic Plan is continually looked at and implemented at least quarterly.
- Board does not have a 3-5 year plan for the district budget and should strive to get one in place.
- Board feels they need to step back from micromanaging and there were several comments about respectful interactions from Board Members can improve;
- The full Board needs to be prepared for all meetings.
- Better understanding of compliance and that management needs to improve to assist the Board.

**President Nicely motioned to approve the Annual Board Self Assessment Report. Second by Board Member Willey to approve the Annual Board Self Assessment Report. 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

**C. Discussion and Potential Approval of Resolution No: 16-444 Determining, Certifying, and Directing 2016-2017 Special Tax Levies:**

- Mr. Faulkner reported the Resolution is required on an annual basis.

**Board Member Robbins motioned to approve Resolution No: 16-444 Determining, Certifying, and Directing 2016-2017 Special Tax Levies as presented. Second by President Nicely to approve Resolution No: 16-444 Determining, Certifying, and Directing 2016-2017 Special Tax Levies 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

**D. Discussion and Recommendation to the Board of Directors of a Group Purchasing Organization:**

- Mr. Hamblin provided a briefing on Health Trust and asked the Board of Directors for approval of Health Trust as the purchasing group. Mr. Hamblin provided the following information:
  - Loma Linda did not want to participate in the Market Basket Analysis and Amerinet gave a discount to the district on the proposal but currently is charging a higher price on all purchases.
  - Health Trust reported a savings of \$67,333.
  - Potential savings on rebates of \$25,788.
  - Reduction in pharmacy supply expenses.
  - Health Trust will provide onsite assistance for the transition.

- Board Member Robbins reported that Health Trust saved more funds to the district, and that the Finance Committee recommends to the Board approval of Health Trust as the Group Purchasing Organization.

**Board Member Robbins motioned to approve Health Trust as the Group Purchasing Organization. Second by President Nicely to approve Health Trust as the Group Purchasing Organization. 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

**E. Discussion and Recommendation to the Board of Directors of an Interim Health Information Management Manager (HIM):**

- Mr. Hamblin reported this is a contract over \$25,000, legal counsel approved the contract. Mr. Hamblin is asking the Board for approval to hire an Interim HIM Manager in order to have oversight of the HIM department. This department needs oversight and the potential individual will be a full time Interim HIM Manager.

**President Nicely motioned to approve the Interim HIM Manager Contract as presented. Second by Board Member Robbins to approve the Interim HIM Manager Contract as presented. President Nicely called for the vote. A vote in favor of the motion 4/0.**

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

**12. ACTION ITEMS:**

**A. Quorum Health Resource Report:**

- Mr. McCall reported the following information:
  - Will have a recommendation on how to proceed with TruBridge by June.
  - At this time there is no update on the Community Health Needs Assessment.
  - Three Board Members and Garth Hamblin, Interim CFO will be at the Trustee Conference.

**Board Member Willey motioned to approve the QHR Report as presented. Second by President Nicely 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) April CNO Report:**

- Ms. Norman reported the following information:
  - No swing bed patients at this time.
  - Need to hire per diem RN.
  - Surgical Status attached.

- PT has begun Saturday hours.

(2) Patient Safety Culture Survey Report:

- Ms. Norman reported the following:
  - Overall, 55% of the staff embraces the culture of patient safety.
  - Teamwork within the departments: 72% staff agrees team work is positive.
  - 69 % of staff agrees that there are positive managerial expectations and actions promoting patient safety.
  - 52% of staff agrees that there is positive organizational learning and continuous improvement.
  - 62% of staff agrees that there is a positive overall perception of patient safety. management support safety
  - 55% of staff agrees that there is a positive overall perception of patient safety.
  - 60% of staff feel that they most likely/always receive feedback and communication about errors52 always report events when a mistake is made
  - 48% of staff feel free to communicate openly most of the time/always.
  - 52% of staff most of the time/always reports events when a mistake is made.
  - 55% of staff feels that there is positive teamwork across departments.
  - 55% of staff agrees that there is adequate staffing that is best for patient care.
  - 42% of staff disagree that problems occur with patient handoffs and shift transitions.
  - 38% of the staff agrees that mistakes are held against them.
  - 75/92 staff members that completed the survey and overall grade of an A or B on their culture.

**President Nicely called for a motion to approve the CNO Reports as presented. Motion by Board Member McCarthy to approve the CNO Reports as presented. Second by Board Member Willey to approve the CNO Reports 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 McCarthy - yes
- Board Member Willey - yes
- President Nicely – yes

**C. Acceptance of the CEO Report:**

(1) CEO Report:

- Mr. Faulkner reported the following information:
  - Working with Loma Linda to provide an education portal for staff and the Board. The steps were very complicated on the original process and needs to be modified.
  - Reach Out & Read: recognized in the First 5 handout mentioned the Mom & Dad Project.
  - Monday, Hospital Week begins, welcome lunch for John Friel, CEO will be scheduled for Monday.
  - The Blood Drive is scheduled for May 5<sup>th</sup>.



- Attached in the packet are two CDPH POC's.
- Pharmacist is going to take some vacation time so the district is in search of personnel for coverage.
- May 9, Special Board Meeting is cancelled.

**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 Robbins 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 CFO Report:**

**(1) March 2016 Financials**

- Mr. Hamblin reported the following information:
  - Cash on hand increased to 150 days.
  - Transferred \$ 2 million to the LAIF fund.
  - Surplus over budget YTD1.5 million.
  - A/R days are down but not where we want to be, most recent is 80 days.
  - HIM department is behind 5 to 6 days in coding, there are some follow up on chart deficiencies.
  - Clawback of \$600,000.

**(2) CFO Report:**

- Mr. Hamblin reported the following information:
  - David Perry will review contractual allowances.
  - Kathy Breuer has accepted Finance Controller position

**(3) FY 2017 Budget Preparation:**

- Mr. Hamblin reported the following information:
  - Completed first round of meetings with managers.
  - Capital budget is continuing to be reviewed.
  - Need to have a three year budget for capital items.
  - Budget does look good.
  - FTE request are less in this year budget as compared to prior years.
  - There is a potential that a Special Finance Meeting will need to be scheduled to present the budget.

**President Nicely called for a motion to approve the Finance Reports as presented. Motion by Board Member McCarthy to approve the Finance Reports as presented. Second by Board Member Willey 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 5:05 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 4/0.**

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