

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
BUSINESS BOARD MEETING MINUTES
41870 Garstin Drive, Big Bear Lake, Ca. 92315
November 09, 2016**

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

ABSENT: Christopher Fagan, M.D.

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

OTHER: Tom McCall, w/QHR Bill Donateli w/QHR
Helen Walsh, Foundation President
Tara Bryant w/QHR via phone conference

COMMUNITY

MEMBERS: ET Russell w/bigbearlake.net

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 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 4/0.

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

RECONVENE TO OPEN SESSION

1. CALL TO ORDER:

President Nicely called the meeting to Open Session at 3:00 p.m.

2. ROLL CALL:

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

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 with the recommendation to remove the contracts from the agenda for the construction bids on the Mammo and CT Scanner; it has been brought to the Board's attention for several reason we need to reopen the bidding. Motion by Board Member Robbins motion to adopt the agenda with the recommendation to remove the contracts from the agenda for the construction bids on the Mammo and CT Scanner; it has been brought to the Board's attention for several reason we need to reopen the bidding. Second by Board Member McCarthy motion to adopt the agenda with the recommendation to remove the contracts from the agenda for the construction bids on the Mammo and CT Scanner; it has been brought to the Board's attention for several reason we need to reopen the bidding. 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

5. RESULTS OF CLOSED SESSION:

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

- Chief of Staff Report
 - Initial appointment:
 - Paul Kalfell, PNP – Primary Care
 - Abigail Weissman, PsyD – Tele – Psychology
 - Lori Menendyan, LCSW – Licensed Clinical Social Worker
 - Thomas Harlety, MD – Orthopedic Surgery
- Risk Management Report
- QI Management 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

6. PUBLIC FORUM FOR OPEN SESSION:

President Nicely opened the Hearing Section for Public Comment on Open Session items at 3:03 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Open Session at 3:03 p.m.

7. RECOGNITION:

A. Board Member Fagan:

- President Nicely stated that even though Dr. Fagan did not make it to the Board Meeting she wanted to take a moment to thank Dr. Fagan for his time of being on the District Board of Directors. President Nicely expressed her gratitude to Dr. Fagan's commitment to the hospital and stated he will be missed.
- Board Member Robbins stated that he personally wants to thank Dr. Fagan for his long term commitment to this Board of Directors and even more importantly for his long term commitment to the healthcare of the Bear Valley population. He refers a huge number of patients to this hospital for which we are grateful. He's not afraid to ask tough questions and he expects accountability. He was always eager to help me with medical related questions when it came to board decisions. I understand his decision to step down, but I want him to know that he will be missed.
- Board Member Willey thanked Board Member Fagan for his education in the medical field when there were questions and always shared his opinion with the Board.
- Board Member McCarthy stated that she had a distinct pleasure of sitting next to Dr. Fagan and has enjoyed learning the history of the hospital; Dr. Fagan has dedicated numerous years to the district. Dr. Fagan is a very robust man and will be missed.

8. DIRECTORS' COMMENTS:

- Board Member Robbins thanked the public for voting for him; Board Member Robbins stated that he will do the best he can do for his four year term and thanked the staff and community for their support.
- Board Member Willey congratulated the Board for their reelection and also stated that she shopped the Mall in the Hall conducted by the Auxiliary.
- Board Member McCarthy is looking forward to the Board and QHR Management; she feels this is a great combination for the hospital.
- President Nicely is glad that she is continuing on the Board and next year is going to be a great year for the hospital and is looking forward to the new Board Member Jack Roberts being sworn in. President Nicely also reported that Board Member Robbins, John Friel, CEO and herself attended the QHR Conference and once again there was a lot of good information.

9. INFORMATION REPORTS:

A. Foundation Report:

- Ms. Walsh stated that she has worked with Dr. Fagan for a long time and appreciated that fact that he consider himself to really look at the finances of the hospital, Dr. Fagan kept everyone on track.
 - Thanked the staff for the Thank you Card sent to the Foundation for the wheelchairs donation.

- Attended a conference on 501C3; the IRS is getting very strict on fundraising capacity and the conference had a lot of good information
- Ms. Walsh reported that she will be stepping down January 1st as the Foundation President and Mr. Henry Moreno is named the new Foundation President.

B. Auxiliary Report:

- Ms. Dick was not present.
- Mr. Friel reported on behalf of the Auxiliary:
 - Mall in the Hall was a great success.
 - Auxiliary will not have any events scheduled until after the first of the year.

10. CONSENT AGENDA:

- A. October 05, 2016 Board of Directors Meeting Minutes:** Shelly Egerer, Admin. Assistant
- B. September/October 2016 Planning & Facilities Report:** Michael Mursick, Plant Manager
- C. September/October 2016 Human Resource Report:** Erin Wilson, Human Resource Director
- D. Quarterly Family Health Center Report:** Sheri Mursick, Director of Outpatient Services
- E. September 2016 Infection Control Report:** Heather Loose, Infection Preventionist
- F. Policies and Procedures:**
 - (1) Company Credit Card – SNF Pharmacy

President Nicely called for a motion to approve the Consent Calendar as presented. Motion by Board Member Robbins to approve the Consent Calendar as presented. Second by Board Member McCarthy to approve the Consent Calendar 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. OLD BUSINESS:

A. Discussion and Potential Approval of the William White, M.D. Physician Service Agreement:

- President Nicely reported this item was tabled at last month’s meeting due to some questions needing to be answered. The contract was brought back and the Board did discuss the contract in Closed Session and is supportive of the contract.

President Nicely called for a motion to approve William White, M.D. Physician Service Agreement as presented. Motion by Board Member Robbins to approve the William White, M.D. Physician Service Agreement as presented. Second by Board Member Willey to approve William White, M.D. Physician Service Agreement as presented. President Nicely called for the vote. A vote in favor of the motion was 4/0.

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

12. NEW BUSINESS*

A. Discussion and Potential Approval of the Community Health Needs Assessment Report (CHNA):

- Mrs. Bryant provided the following information:
 - 20 local experts were involved with the assessment.
 - There were 2 rounds of surveys; Round two surveys played a role in this part of the assessment to ensure that the information was accurate.
 - Several suggested services have been implemented.
 - An overview of the report was provided.
- Mr. Friel thanked Ms. Bryant for her work on the assessment and will be following up on the assessment. Mr. Friel would like to have a community presentation after the first of the year.
- Mr. McCall wanted to remind the Board this is a community assessment and needs to be shared with the other departments and that they also need to participate in the assessment.
- President Nicely stated that she would like an update on the Community Needs Assessment and the Strategic Plan at the January Board Meeting.

President Nicely called for a motion to approve the Community Health Needs Assessment Report as presented. Board Member Robbins motioned to approve the Community Health Needs Assessment Report as presented. Second by Board Member Willey to approve the Community Health Needs Assessment 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 Willey - yes
- Board Member McCarthy - yes
- President Nicely – yes

B. Discussion and Potential Approval of the Construction Bid for the Mammography Project:

- The Board removed this item from the agenda. See #4: Adoption of Agenda.

C. Discussion and Potential Approval of the Construction Bid for the CT Scanner Project:

- The Board removed this item from the agenda. See #4: Adoption of Agenda.

D. Discussion and Potential Approval of Expense for the Rural Health Clinic Upgrade:

- Mr. Hamblin reported that in order to open the RHC and upgrade the exterior and interior approximate cost is \$14,000. At the time the item was placed on the agenda Administration was unsure of total cost. The cost is under the CEO expenditure authority and this is informational.
 - Includes cleaning, parking area, lights purchase of snow blower.

President Nicely reported no action required.

E. Discussion and Potential Approval of Resolution #16/449 Human Resource Committee:

- President Nicely asked that the Human Resource Committee be reinstated in January. There are three committees at this time:
 - Finance Committee
 - Planning & Facilities Committee
 - Human Resource Committee

President Nicely called for a motion to approve Resolution #16/449 Human Resource Committee Formation. Motion by Board Member Willey to approve Resolution #16/449 Human Resource Committee Formation. Second by Board Member Robbins to approve Resolution #16/449 Human Resource Committee Formation. President Nicely called for the vote. A vote in favor of the motion was 4/0.

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

F. Discussion and Potential Approval of the Following Contracts:

- (1) Teleconnect Therapies Service Agreement
- (2) Renaissance Medical Group Radiology Service Agreement
- (3) Center for Oral Health Service Agreement
- (4) Steven Knapik, D.O. Physician Service Agreement
- (5) Isaias Paja, M.D. Physician Service Agreement
- (6) Matthew Pautz, D.O. Physician Service Agreement
- (7) Matthew Pautz, D.O. Orthopedic On Call Service Agreement

President Nicely called for a motion to approve the contracts 1 through 7 as presented. Board Member Willey motioned to approve the contracts 1 through 7 as presented. Second by President Nicely to approve the contracts 1 through 7 as presented. President Nicely called for the vote. A vote in favor of the motion was 4/0.

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

13. ACTION ITEMS:

A. Quorum Health Resource Report:

(1) November QHR Report:

- Mr. McCall reported the following:
 - Charge Master Review- consultant on site next week.
 - Compliance Officer Boot Camp is next week.
- Mr. Donatelli reported the President of the QHR has retired and there are some internal management changes; Mr. McCall will be leaving QHR December 31. Mr. Ron Vigas will be the RVP and will be hopefully in attendance of the December or January Board Meeting. Barbara Brooks will also continue to be assigned to this district.

President Nicely stated on behalf of the full Board that Mr. McCall has been very good for the district and the Board is sad that Mr. McCall is leaving.

(2) Hospital Security (Power Point)

- Mr. McCall
 - Hospital security is priority and would like to provide information to the full Board.
 - Safety within in the hospital is a Board responsibility.
 - The MEC should provide information to the Board on any safety related issues.
 - A large amount of safety issues can come through the ER.
 - Common themes are drug abuse, alcohol abuse and mental health issues.
 - The Board needs assurance that the hospital is conducting assessments and that planning and drills are conducted.
 - ALICE Training is available, can obtain information for training and for emergency services to have knowledge of the hospitals plan.
- President Nicely reported that the hospital is doing great drills and provided information and training to staff for emergency situations. There Board has participated in these drills.
- Mr. Friel reported that we have an “in house policy” and we need to always do our due diligence to ensure we are in a safe environment.

President Nicely called for a motion to approve the QHR Report as presented. Motion by Board Member Willey to approve the QHR Presentation 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 Willey -yes
- Board Member McCarthy - yes
- President Nicely – yes

B. CNO Report:

(1) October CNO Report:

- Ms. Norman reported the following information:
 - T-System went live on Nov 8th.
 - IV Pumps are going live.
 - No Swing Bed patients at this time.
 - 20 SNF Residents.
 - New ventilator is here and an “in service” begins tomorrow.
 - Additional 400 doses of flu vaccination will go to family members and patients at clinic.
 - State wide Earthquake drill November 17th.

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

C. Acceptance of the CEO Report:

(1) October CEO Report:

- Mr. Friel reported the following information:
 - Employee Potluck next Wednesday, November 16 at noon.
 - Annual Holiday Party, December 10, staff, Board, MEC, Foundation and Auxiliary will be invited.
 - December 13, Open House at John & Connie’s home. Invites will be sent out.

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

D. Acceptance of the Finance Report:

(1) September 2016 Financials

- Mr. Hamblin reported the following information:
 - Loss for the month.
 - Revenue down.
 - Total expenses under budget.
 - YTD surplus \$544,000.
 - Continue to meet on surgical services, will provide information to the Board once the information is completed.
 - Cash money is being collected upfront. Patient access staff is being trained on collecting money at the time of service.
 - Budget meetings are being conducted with managers on a quarterly basis.

(2) CFO Report:

- Mr. Hamblin reported the following information:
 - No questions asked

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

13. ADJOURNMENT

President Nicely called for a motion to adjourn the meeting at 4:22 p.m. Motion by Board Member Robbins 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 Willey - yes
- Board Member McCarthy - yes
- President Nicely – yes