

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
BOARD OF DIRECTORS
SPECIAL FINANCE COMMITTEE MEETING MINUTES
41870 Garstin Drive, Big Bear Lake, Ca. 92315
September 05, 2017**

MEMBERS Barbara Willey, Treasurer
PRESENT: Rob Robbins, 1st Vice President
John Friel, CEO

Garth Hamblin, CFO
Shelly Egerer, Admin. Asst.

STAFF: Mary Norman, Risk/ Compliance
Kerri Jex, CNO

**COMMUNITY
MEMBERS:** None

ABSENT: None

OPEN SESSION

1. CALL TO ORDER:

Board Member Willey called the meeting to order at 1:00 p.m.

2. ROLL CALL:

Barbara Willey and Rob Robbins were present. Also, present were John Friel, CEO, Garth Hamblin, CFO and Shelly Egerer, Administrative Assistant.

3. ADOPTION OF AGENDA:

Board Member Robbins motioned to adopt the September 05, 2017 agenda as presented. Second by Board Member Willey to adopt the September 05, 2017 agenda as presented. Board Member Willey called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Willey- yes
- Board Member Robbins- yes

1. PUBLIC FORUM FOR OPEN SESSION

Board Member Willey opened the Hearing Section for Public Comment on Open Session items at 1:00 p.m. Hearing no request to address the Finance Committee, Board Member Willey closed the Hearing Section at 1:00 p.m.

2. DIRECTORS COMMENTS:

- None

3. APPROVAL OF MINUTES:

A. August 07, 2017

Board Member Robbins motioned to approve the August 07, 2017 minutes as presented. Second by Board Member Willey to approve the August 07, 2017 minutes as presented. Board Member Willey called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Willey- yes
- Board Member Robbins- yes

4. OLD BUSINESS:

A. Discussion and Potential Recommendation to the Board of Directors: Petty Cash Policy & Procedure:

- Mr. Hamblin stated that the Finance Committee discussed this policy at the July Finance Committee Meeting and the policy has been revised and updated documents are attached. Mr. Hamblin is asking the Finance Committee for a recommendation to the Board of Directors.
 - Random audits will be completed.
 - All employees are finger printed prior to hiring.

Board Member Robbins motioned for a positive recommendation to the Board of Directors the Petty Cash Policy & Procedure. Second by Board Member Willey for a positive recommendation to the Board of Directors the Petty Cash Policy & Procedure. Board Member Willey called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Willey- yes
- Board Member Robbins- yes

5. NEW BUSINESS*

A. Discussion and Potential Recommendation to the Board of Directors of the Following:

(1) WIPFLI Cost Report Preparation Agreement:

- Mr. Hamblin reported this is the vendor that prepared our audit last year and is asking the Finance Committee for a recommendation to the Board of Directors to approve the WIPFLI Cost Report Preparation Agreement; agreement is in the amount of \$27, 500. Senior Administration did look at other vendors last year and felt that this vendor did a good job. WIPFLI can also provide additional services to the District. This agreement is for the Medicare & Medi-Cal Cost Report.
- Board Member Robbins reported that he was supportive of WIPFLI and is aware that other vendors have been looked at prior.

Board Member Robbins motioned for a positive recommendation to the Board of Directors the WIPFLI Agreement to complete the Cost Report. Second by Board Member Willey to recommend for a positive recommendation to the Board of Directors the WIPFLI Agreement to complete the Cost Report. Board Member Willey called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Willey- yes
- Board Member Robbins- yes

(2) Pyxis Medication and Supply Dispensing System Agreement:

- Mr. Hamblin informed the committee that the CareFusion/Pyxis agreement is a new 5-year lease agreement; this is leased equipment. Omnicell had a presentation and is a good system but Pyxis has existing interface and staff is comfortable with the current dispensing system. Mr. Hamblin stated that this is a fixed cost for 5 years and asked the Finance Committee for a recommendation to stay with Pyxis; legal counsel did review the contract and has approved the contract as presented.

Board Member Willey motioned for a positive recommendation to the Board of Directors for the Pyxis Medication and Supply Dispensing System Agreement. Second by Board Member Robbins for a positive recommendation to the Board of Directors for the Pyxis Medication and Supply Dispensing System Agreement. Board Member Willey called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Willey- yes
- Board Member Robbins- yes

(3) Health Information Partners Agreement (Interim HIM Manager):

- Mr. Hamblin requests the Finance Committee recommend to the Board of Directors approval of the Health Information Partners Agreement. This company has been used prior and the department needs to be appropriately staffed at this time. The same Interim Manager will be on site, which is positive, she knows the staff and the department processes.

Board Member Willey motioned for a positive recommendation to the Board of Directors for the Health Information Partners Agreement. Second by Board Member Robbins for a positive recommendation to the Board of Directors for the Health Information Partners Agreement. Board Member Willey called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Willey- yes
- Board Member Robbins- yes

6. Presentation and Review of Financial Statements:

A. July 2017 Finances:

- Mr. Hamblin reported the following:
 - Cash continues strong.
 - Days Cash on Hand 228.
 - Mammo & CT Project will be paid with the cash.
 - Surplus was a little over \$4,000 for the month.
 - Net Revenue under budget.
 - Expenses under budget.
 - In the month of June Medicare held payments; not unusual.
 - TruBridge is working on bringing the AR down. Older accounts are also being reviewed.
 - Revenue good in the ER; SNF and Clinic is over budget and Acute is close to budget.
- Board Member Willey stated that since she has been on the Board beginning 2012 that she has never been so confident in the finances and feels well about the District. Also feels QHR has completed several analysis that are positive.
- Board Member Robbins also stated that the finances have been very good.

B. CFO Report:

- Mr. Hamblin reported the following information:
 - Health Care Reform still uncertain.
 - Article from covered California included.
 - TruBridge; July averaged 73 days in AR.
 - Laboratory Coagulation system is very old. Siemens has offered no cost for 12 month lease, will take advantage of the current offer and there is no flaw in this 12-month lease.

- Meaningful Use conducted Risk Analysis of IT System- will be moving to next phase, which is security.
- End of this month the new phone system will be installed. Current staff can complete 1st and 2nd level IT issues, and we will send out an RFP for IT.
- Board Member Robbins stated that he has a huge fear that as a hospital is fearful on what we deliver, how we get paid, other medical practitioners and long-term things can get ugly. We need to be more competitive or buy out systems.
- Mr. Friel stated that Urgent Cares are more popular; Anthem is not going to allow CT's to be completed at hospitals and the insurance industry and will refer to Urgent Cares. The insurance keeps taking away the services we offer, Administration continues studying the Surgery Department and several physicians are referring to facilities off the mountain due to cheaper prices.
- Board Member Robbins asked Mr. Friel to meet with local providers and inform them of the services we offer and take some time to talk with them.

Board Member Robbins motioned to approve and recommend to the full Board the July 2017 Finance Report and the CFO Report as presented. Second by Board Member Willey to approve and recommend to the full Board the July 2017 Finance Report and the CFO Report as presented. Board Member Willey called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Willey- yes
- Board Member Robbins- yes

7. ADJOURNMENT*

Board Member Robbins motioned to adjourn the meeting. Second by Board Member Willey to adjourn the meeting. Board Member Willey adjourned the meeting 1:50 p.m.

- Board Member Willey- yes
- Board Member Robbins- yes