

**SPECIAL BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT  
BUSINESS BOARD MEETING MINUTES  
41870 Garstin Drive, Big Bear Lake, Ca. 92315  
September 14, 2016**

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

**ABSENT:** Helen Walsh Gail Dick Sheri Mursick

**STAFF:** Garth Hamblin Mary Norman Erin Wilson  
Nicole Wheeler Kathy Gardner Sherry Greenaway  
Angela Rodriguez

**OTHER:** Tom McCall, RVP w/QHR

**COMMUNITY**

**MEMBERS:** Ms. Kelly Natalie w/Grizzly Newspaper  
ET Russell w/bigbearlake.net

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**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 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 3:02 p.m.

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

Donna Nicely, Barbara Willey, Gail McCarthy, Rob Robbins were present. Also present were John Friel, CEO, and Shelly Egerer, Administrative Assistant. Board Member Fagan excused himself from the Board Meeting at 3:02 p.m.

### **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 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 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:
    - William White, MD – OB/Gyn
    - Megan Feist, CRNA – Anesthesia
    - Stephanie Harris, CRNA – Anesthesia
  - Re-appointment:
    - Jonathan Woolery, MD – Internal Medicine / Emergency Medicine
    - David Jackson, MD – Tele-Radiology
    - Edward Perry, MD Emergency Medicine
  - Request for Additional Privileges:
    - Adam Kawalek, MD – Emergency Medicine
  - Voluntary Resignation:
    - Stacey Amer- Davis, NP – Emergency Medicine
- Risk Management Report
- QI Management Report

- The Board unanimously agreed to authorize John Friel, CEO to bring the Renaissance Contract to the Board of Directors.

**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. PRESENTATION (S):**

### **A. Big Bear Middle School**

- Ms. Warren and Ms. Tokunaga reported that BVCHD and the Hospital Foundation donated funds to purchase a salad bar. Organic produce is maintained by students.
  - The salad bar always has a long line; Interact Students are in charge of the produce and ensuring the cafeteria has the fruit and vegetables in a timely manner. Students run the Interact club and meet once a week.

### **B. Active Shooter Training:**

- Ms. Jex provided Active Shooter Training to the full Board.
  - Training has been provided to all staff and the Auxiliary.
- Ms. Jex informed the Board that the ER Staff completed an assessment and training for high risk heart training and had 100% completion. The department received an award and will receive a 5% reimbursement.

*President Nicely reported there was not action required.*

## **8. DIRECTORS' COMMENTS:**

- Board Member Willey reported she was in attendance at the Health Fair and Carnival and both functions had a lot of community participation. Board Member Willey also stated that she attended the Loma Linda Meeting to reopen negotiations on Affiliation and we are moving forward.
- President Nicely would also reminded Board Members to volunteer for district functions.

## **9. INFORMATION REPORTS:**

### **A. Foundation Report:**

- Ms. Walsh was not present

### **B. Auxiliary Report:**

- Mr. Friel reported the Auxiliary has 72 sign ups for the upcoming Golf Tournament; the teams are full.

**10. CONSENT AGENDA:**

- A. August 10, 2016, Special Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant
- B. August 18, 2016, Special Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant
- C. July/August 2016, Planning & Facilities Report: Michael Mursick, Plant Manager
- D. August 2016, Infection Control Report: Sheri Mursick, Infection Preventionist
- E. July/August 2016, Human Resource Report: Erin Wilson, Human Resource Manager
- F. Policies and Procedures:
  - (1) Classification of Employees
  - (2) Extended Sick Leave
  - (3) Physical Therapy Intervention – Work Injury
  - (4) Procedure for Maintenance Working in Isolation Room

**President Nicely called for a motion to approve the Consent Calendar as presented. Motion by Board Member Willey 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 Capital Budget Policy & Procedure:**

- Mr. Hamblin reported the policy was revised, “parameters” were added; if the cost of the project or scope of service changes, the Finance Committee and Board of Directors will be informed and asked for potential approval. A three year Capital Budget will also be completed which would reflect any changes and projects the district would like to complete.

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

**12. NEW BUSINESS\***

**A. Discussion and Potential Approval of a Special Board Meeting for October 5<sup>th</sup>, 2016:**

- Mr. Friel reported that two Board Members and himself would be at a QHR Board of Trustee Conference for the regular scheduled Business Board Meeting and asked the Board to approve the meeting to be rescheduled for October 5<sup>th</sup>, 2016.

**President Nicely called for a motion to approve the Special Board Meeting for October 5<sup>th</sup>. Motion by Board Member Robbins to approve the Special Board Meeting for October 5<sup>th</sup>. Second by President Nicely to approve the Special Board Meeting for October 5<sup>th</sup>. 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. Discussion and Potential Approval for the CEO to Cast a Positive Vote on behalf of BVCHD for the Alpha/BETA Merger:**

- Mr. Friel reported that BETA is our liability carrier and ALPHA is the District Workers Comp Carrier, both organizations work closely together and are taking action to merge; Mr. Friel is asking the Board for approval to vote on behalf of the District in favor of the Alpha/BETA merge.

**Motion by President Nicely to approve the CEO to Cast a Positive Vote on behalf of BVCHD for the Alpha/BETA Merge. Second by Board Member McCarthy approve the CEO to Cast a Positive Vote on behalf of BVCHD for the Alpha/BETA Merge. 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 Travel Expenses for Consultant (s) to complete Charge Description Master Review:**

- Mr. Friel reported all travel expenses for QHR Consultants are to be approved by the Board according to the QHR Contract. Mr. Friel reported that an onsite visit for the Charge Master Review was going to take place, cost is approximately \$1,200.00.
- Mr. Hamblin requested that an onsite visit take place in order to have an overview of the Charge Master and provide some training with staff, this will also allow us to take in information to be responsible for revenue.

**Motion by President Nicely to approve the QHR Consultant Travel Expenses not to exceed \$1,200.00. Second by Board Member Robbins to approve the QHR Consultant Travel Expenses not to exceed \$1,200.00. 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 Potential Approval of the Following Resolutions:**

(1) Resolution # 16-447 Declaring Intention to Support the Establishment of an Industrial Recycling and Material Storage Park

- Mr. Friel reported that the Board of Directors was in support of approving a Resolution to support Big Bear Lake Fire department to a location for recycling and material storage. The Resolution was provided by Chief Willis.

**President Nicely called for a motion to approve Resolution #16-447 Declaring Intention to Support the Establishment of an Industrial Recycling and Material Storage Park. Second by Board Member Willey motion to approve Resolution #16-447 Declaring Intention to Support the Establishment of an Industrial Recycling and Material Storage Park.**

**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

(2) Resolution # 16-448 Biannual Conflict of Interest Code

- Mr. Friel reported that this is a requirement and that legal counsel has reviewed and revised the Biannual Conflict of Interest Code.

**President Nicely called for a motion to approve Resolution # 16-448 Biannual Conflict of Interest Code. Motion by Board Member Robbins to approve Resolution # 16-448 Biannual Conflict of Interest Code. Second by Board Member Willey Resolution # 16-448 Biannual Conflict of Interest Code. 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 Potential Recommendation to the Board of Directors: TruBridge Amendment / Extension of Contract:**

- Mr. Hamblin asked the Board for approval on extending the current TruBridge contract in order to get through the up-coming winter season, if current targets are not met then there is a quarter to cure with a 60 day notice.

**President Nicely called for a motion to table the TruBridge Amendment / Extension of Contract as presented. Motion by Board Member Robbins to table the TruBridge Amendment /Extension of Contract as presented. Second by Board Member Willey to table the TruBridge Amendment / Extension of Contract 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

**E. Discussion and Potential Recommendation to the Board of Directors: Capital Expenditures:**

(1) Digital Radiography:

- Mr. Hamblin reported that he is asking the Board of Directors approval to replace the aged portable X-Ray machine with a refurbished unit. The revised cost is \$130,746. The current piece of equipment would be very costly to retrofit if at all possible due to the age of the unit. The cost is approximately \$ 130,746 and that includes the DR detectors.
  - This would change the current Capital Budget from \$120,000 to \$130,746.

**President Nicely motioned to approve Capital Expenditure for the Digital Radiography. Second by Board Member Willey to approve Capital Expenditure for the Digital Radiography. 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

(2) Ventilator:

- Mr. Hamblin reported that the revised Capital Expenditure is for the replacement of the ventilator; new cost is \$16,532.52. The current equipment is so old that parts for repairs are not available after 2016. Mr. Hamblin stated that this is for informational purposes only.
  - Capital budget includes \$12,900 to replace the ventilator and the new cost is \$16,532.52 and additional expense of \$3,632.52.
  - The ventilator is used on a weekly basis; 8 times a month is an estimate.

*President Nicely reported no action required.*

**10. ACTION ITEMS:**

**A. Quorum Health Resource Report:**

(1) September QHR Report:

- Mr. McCall reported the following:
  - Dan Hobbs will continue to work with Mr. Hamblin to monitor TruBridge performance.
  - Charge master review will be completed in early October.
  - David Perry reported that the district's reimbursement on contractual and bad debit resulted no findings and we are doing well.

**President Nicely motioned 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 4/0.**

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

## **B. CNO Report:**

### (1) August CNO Report:

- Ms. Norman reported the following information:
  - ER Department is working on the T -System implementation.
  - Waiting for new defibrators and new IV Pumps.
  - PRIME Project is moving forward, meeting bench marks that need to be submitted.
  - SNF 15, 6 beds available.

**Motion by President Nicely to approve the CNO Reports as presented. Second by Board Member Willey 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 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:
  - Loma Linda on site visit was very successful, met with Administration and Department Heads. We are in process of beginning transfers to Loma Linda and expediting these transfers.
  - Loma Linda will be on site to review the Laboratory Services.
  - Mary Norman has accepted the Risk/Compliance position and will continue as the CNO until that position is replaced.
  - Dr. Stewart has submitted his resignation as Clinic Director and Dr. Knapik has agreed to step in for the time being.
- President Nicely reported meeting went very well, having interim CEO's did not help the affiliation process, we are requesting time lines and department managers from Loma Linda to have time lines on implementation of services.
- Board Member Robbins reported that the Board is thrilled that the meeting took place and we are moving forward.

**Motion by President Nicely 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 4/0.**

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

## **D. Acceptance of the Finance Report:**

### (1) July 2016 Financials

- Mr. Hamblin reported the following information:
  - Off to a good start for the Fiscal Year
  - Days Cash on Hand decreased due to some annual large expenses and 3 pay periods in the month of July.

**(2) CFO Report:**

- Mr. Hamblin reported the following information:
  - Continuing negotiations for Center for Oral Health.
  - Obtaining information for Surgery Performance at the request of the Board. We are at least 30 days out.

**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 Robbins 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 4:20 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