

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT  
BUSINESS BOARD MEETING MINUTES  
41870 Garstin Drive, Big Bear Lake, Ca. 92315  
January 06, 2016**

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

**ABSENT:** Helen Walsh Gail McCarthy, 2<sup>nd</sup> Vice President  
Gail Dick

**STAFF:** Mary Norman Garth Hamblin Megan Meadors  
Sheri Mursick Erin Wilson

**OTHER:** Tom McCall via/conference call

**COMMUNITY MEMBERS:** Dr. Weismann

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**OPEN SESSION**

**1. CALL TO ORDER:**

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

**CLOSED SESSION**

**2. 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.

**3. ADJOURNED TO CLOSED SESSION:**

**President Nicely called for a motion to adjourn to Closed Session at 1:00 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 4/0.**

- Board Member Robbins – yes
- Board Member Fagan - 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 2:00 p.m.

**2. ROLL CALL:**

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

**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 Robbins to adopt the 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 Fagan - yes
- Board Member Willey – yes
- President Nicely - yes

**5. RESULTS OF CLOSED SESSION:**

President Nicely reported the following action was taken in Closed Session:

- Risk
  
- QI Report approved.
  
- Chief of Staff Report approved.
  - Request for Reappointment:
    - Reda Tadros, MD – Pathology
    - Allan Churukian, MD – Emergency Medicine
    - Bohdan Olesnicky, MD – Emergency Medicine/Internal Medicine
  
  - Voluntary Resignation:
    - Eric Ellis, MD – Emergency Medicine

**President Nicely called for the vote. A vote in favor of the motion was 4/0.**

- Board Member Robbins – yes
- Board Member Fagan - 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 2:01 p.m. Hearing no request to make public comment. President Nicely closed Public Forum for Open Session at 2:01 p.m.

**7. DIRECTORS COMMENTS:**

- None

**8. INFORMATION REPORTS:**

**A. Foundation Report:**

- Ms. Walsh was not present to provide report.

**B. Auxiliary**

- Ms. Dick was not present to provide report.

**9. CONSENT AGENDA:**

- A. December 02, 2015 Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant
- B. December 15, 2015 Board of Directors Meeting Minutes: Shelly Egerer, Admin Assistant
- C. November/December, Planning & Facilities Report: Michael Mursick, Plant Manager
- D. Quarterly fire/life safety report: Michael Mursick, Plant Manager
- E. November 2015 Infection Control Report: Sheri Mursick, Infection Preventionist
- F. Policies and Procedures:
  - 1. Family Health Center (Summary Attached)
  - 2. Referrals
  - 3. Policy Review and Approval Process
  - 4. Pharmacy Annual Review (Summary Attached)

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

**10. OLD BUSINESS:**

- None

**11. NEW BUSINESS:**

**A. Discussion and Potential Approval of 2015 Audit Financial Statements: Conducted by TCA Partner:**

- Mr. Hamblin reported that due to the weather Mr. Tucker has not made it up to the district to present the audit but would be able to present it to the Board of Directors on behalf of Mr. Tucker. Mr. Hamblin reported that there are no irregularities and that there is a significant positive result.

**Board Member Fagan motioned to table the 2015 Audit Financial Statements until the February Board Meeting. Second by President Nicely to table the 2015 Audit Financial Statements until the February Board Meeting. President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

**B. Discussion and Potential Approval of Resolution No. 16-445 Planning & Facilities Committee:**

- President Nicely recommended that a Planning & Facilities Committee be formed and approved by the Board in order to ensure completion of projects at the district.

**President Nicely motioned to approve Resolution No. 16-445 Planning & Facilities Committee. Second by Board Member Robbins to approve Resolution No. 16-445 Planning & Facilities Committee. President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

**C. Discussion and Potential Approval of Bear Valley Community Healthcare District Election of Committee Members:**

(1) Finance Committee Members:

- President Nicely nominated Board Member Robbins and Board Member Fagan.
- Board Member Fagan stated that this has been a good committee but there is room for improvement.

**President Nicely motioned to approve the Finance Committee Members as Board Member Robbins and Board Member Fagan. Second Board Member Robbins to approve the Finance Committee Members as Board Member Robbins and Board Member Fagan. President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

(2) Quality Improvement Committee: Committee Members:

- President Nicely reported that Board Member Robbins and herself have attended the majority of QI meetings and recommends that they are on the QI Committee.

**President Nicely motioned to approve the QI Committee Members as Board Member Robbins and (herself) President Nicely. Second Board Member Robbins to approve the QI Committee Members as Board Member Robbins and (herself) President Nicely. President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

(3) Joint Conference Committee: Committee Members:

- President Nicely stated that this committee would consist of the Chief of Staff and the 1<sup>st</sup> Vice Chief along with two Board Members; this would be a quarterly meeting.

**President Nicely motioned to approve the Joint Conference Committee Members as Board Member Willey and (herself) President Nicely. Second Board Member Robbins to approve the Joint Conference Committee Members as Board Member Willey and President Nicely. President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

(4) Planning & Facilities Committee: Committee Members

- President Nicely nominated Board Member Fagan & Board Member McCarthy for the committee and stated this committee would meet quarterly.

**President Nicely motioned to approve the Planning & Facilities Committee Members as Board Member Fagan and Board Member McCarthy. Second Board Member Fagan to approve the Planning & Facilities Committee Members as (himself) Board Member Fagan and Board Member McCarthy. President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

## 12. ACTION ITEMS:

### A. December Quorum Health Resource Report:

- Mr. McCall reported the following:
  - Dan Hobbs final report was sent out last week; reviewing at this time.
  - Strategic Plan Meeting is scheduled for January 20 & 21.
  - David Perry coming out in early February; would like Board approval for travel expenses at approximately \$1,100.00.
  - Material Management Report should be presented shortly.
  - CEO Recruitment – one candidate did not meet criteria and a potential candidate is going to be interviewed via conference at the end of the week.
  - Compliance Program Assessment is scheduled for the end of February; would like Board approval for two consultants travel expenses at approximately \$2,200.00.

**President Nicely called for a motion to approve David Perry travel expenses; approximately \$1,100.00. Second by Board Member Robbins to approve David Perry travel expenses; approximately \$1,100.00. President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

**President Nicely called for a motion to approve travel expenses for consultants to complete the Compliance Program Assessment; approximately \$2,200.00. Motion by Board Member Robbins to approve travel expenses for consultants to complete the Compliance Program Assessment; approximately \$2,200.00. Second by Board Member Fagan to approve travel expenses for consultants to complete the Compliance Program Assessment; approximately \$2,200.00.**

**President Nicely called for the vote. A vote in favor of the motion was 4/0.**

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

**President Nicely motioned to approve the Quorum Report as presented. Second by Board Member Robbins to approve the Quorum Report as presented. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.**

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

### B. CNO Report:

- Board Member Fagan reported that he has admitted four patients in the last month and the staff is wonderful; the team has done a great job.
- Ms. Norman reported the following:
  - CDPH had called to obtain additional information on previous CMS2567, sent required document.
  - State on site for SNF Annual Recertification, here for four days. Minimal deficiencies working on Plan of Corrections.
  - Current census is fourteen and one Swing Bed.
  - Issues with connectivity w/ CT scanner over holidays, updating fiber optic line.

- Dr. Weismann stated this is a problem on a daily basis, transmitting information to physicians down the hill is being delayed by hours, this is an internal and external problem and there are potential patient safety issues.
- Mr. Hamblin reported there are two cable modem issues; Charter has had significant problems within the last three weeks. The district should have new connections by the end of the month. Upgrading to a 50x50 connection.
- Board Member Fagan expressed his concerns as to why Charter was not responding in a timely manner and does not feel that Dr. Weismann or other ER physicians should be held hostage to the current system. Board Member Fagan also stated that this is a delay of care and inexcusable and that this is a Risk issue.
- President Nicely stated that there needs to be some stability until the new CT scanner machine is up and running.
- Mr. Faulkner stated that this is old copper line and the district is getting new modems, Mr. Faulkner also reported that Administration is working towards eliminating this issue and they are making progress.
- Further discussion took place on the possibility of having Fullerton Radiology staff on site for at least three days a week. The Board was informed that Fullerton does not have the staff to bring up here for that many days; they are already scheduled at other facilities.
- Mr. Hamblin relayed to the Board that the cost to upgrade the line is under \$25,000 which did not require Board approval.

**President Nicely called for a motion to approve the CNO Report as presented. Motion by Board Member Willey 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 was unanimously approved 4/0.**

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

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

- Mr. Faulkner reported the following:
  - Board Self Assessment is included in and needs to be completed by Jan. 15.
  - Strategic Plan scheduled for Jan 20 & 21 at Northwoods.
  - CEO w/Loma Linda will be on site Monday, Jan. 11 for photo shoot.

**President Nicely called for a motion to approve the CEO Report as presented. Motion by Board Member Robbins to approve the CEO Report as presented. Second by Board Member Willey to approve the CEO Report. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.**

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

**D. Acceptance of the CFO Report:**

(1) November 2015 Financials

- Mr. Hamblin reported the following:
  - Cash balance increased \$338,426 to \$1,886,462.
  - Loss for the month not as high as budgeted.
  - Net revenue 4.4% lower than budget.
  - Total expenses 3.3% lower than budget.
  - AR days under 100.
  - Continuing work with TruBridge.
  - Received funds from USDA Loan.

- Cost report has been filed.
- Due issues: ACHD and HASC have significant benefits by being members.
- Board Member Fagan requested that Dental & RHC be on the next agenda.

**President Nicely called for a motion to approve the November 2015 Finance Report as presented. Motion by Board Member Willey to approve the November 2015 November Report as presented. Second by Board Member Robbins to approve the November 2015 Finance Report as presented. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.**

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

### **13. ADJOURNMENT**

**President Nicely called for a motion to adjourn the meeting at 2:58 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 Fagan - yes
- Board Member Willey – yes
- President Nicely - yes