

**PLANNING COMMITTEE AND BOARD MEETING
OF THE
BOARD OF DIRECTORS
HOSPITAL REDWOODS ROOM
TUESDAY, AUGUST 21, 2018
MINUTES**

I. CALL TO ORDER:

Steve Lund called the meeting to order at 4:30 p.m.

II. ROLL CALL

PLANNING COMMITTEE AND BOARD MEMBERS PRESENT:

Mr. Steve Lund, Mr. John Allison, Ms. Charlene McAllister, Ms. Carole White, Mr. Rob Scott, Dr. Jack Bellah, Ms. Kitty Bruning

PLANNING COMMITTEE MEMBERS ABSENT: Mr. Bob Edwards

III. ACTION: APPROVAL OF PLANNING MINUTES – JULY 17, 2018

MOTION: To approve the Planning Committee minutes for July 17, 2018

- Bruning moved
- McAllister second
- There were 47 requests for exemptions as of the last meeting and that should be added to the minutes.
- Add “the drillers are scheduled for August” under the Geotech Soil.
- Change the word “is” to “in” on page two-first bullet point.
- At the July meeting Mr. Tippett asked Mr. Ellis to create a separate fund accounting on Measure C proceeds, and he would like that request added to the minutes.

Ms. Bruning amended her motion and Ms. McAllister amended her second to reflect the modified motion below:

MOTION: To approve the Planning Committee minutes for July 17, 2018 with the above stated changes

- Bruning moved
- McAllister second
- Motion carried

IV. COMMUNITY COMMENTS

- Katy Pye spoke on Hospital issues. Attached to the minutes are comments from Katy Pye.
- Robert Becker stated the following:
 - An independent taxpayer oversight committee will monitor spending.
 - He finds the DRAFT Oversight Committee Bylaws to be boilerplate and not consistent with what the public was promised.
 - Under duties the word “ensure”. Robert stated “ensure” doesn’t mean to pacifically approve. He feels this boilerplate does not allow the committee to “ensure” the funds are spent correctly. Robert stated that in his opinion it is not an oversight committee; it is a confirmation committee. It does not state that the committee can present a case to the Board if they find violations or ill uses of the funds.
 - Robert feels independent taxpayer means this is an independent committee that has its own integrity. Robert feels the committee should be independent and have their own integrity.

- He stated that oversight means watchful, responsible care, or regulatory supervision. Those allocations are consistent with the language in the ballot initiative.
 - Monitor means to warrant or instruct.
 - Robert feels the bylaws do not reflect what an oversight committee should do.
 - Members of the committee are described as those who live within the boundaries of the District. He feels if the Hospital is going to promise an independent taxpayer committee, which implies someone who is paying the parcel tax over which he has some say. Living or even residing in a district is an empty term. He recommended specifying that the committee members must be property owners or at least must pay the parcel tax.
 - It states the secretary shall provide oversight in the preparation, reporting and distribution.
 - He stated oversight does not mean to simply approve after the money has been budgeted without any input.
- Margaret Paul stated:
 - ✓ The Hospital needs to provide quarterly financial statements and perhaps financial statements even more often than that.
 - ✓ An annual balance sheet profit and loss statement with a line comparison.
 - ✓ An annual outside audit needs to be completed.

Mr. Lund explained that the Finance Committee meets monthly, at which time the monthly financials are shared and discussed with community members. The Board then reviews the monthly financials after the Finance Committee has reviewed them and recommended the Board approve them. The Hospital has an annual audit which is completed by an independent Audit Committee.

Mr. Lund stated the new Board will work on the Hospital's Mission, Vision and Values.

The September Planning Committee will take place on Tuesday, September 25 at 4:00 pm.

V. ACTION/INFORMATION: STRATEGIC PLAN: EXECUTIVE SPONSORS

a. Parcel Tax Update

1. Exemptions Update

- Several exemption applications have been received and continue to be received. An outside consultant is helping with the process of verifying the properties etc. Everything is going smoothly. Discussion ensued.

2. Oversight Committee Bylaws Update

Following are comments/suggestions made by community & committee members regarding the Draft Oversight Committee Bylaws:

- Meaningful oversight.
- Working committee vs. oversight.
- Have more than 2 meetings annually.
- State the procedure for allocating the funds and have the Oversight Committee a part of that process, and how often that decision will be made.
- The Measure C funds shall supplement and not supplant the budget items for the departments that are effected by the parcel tax.
- Have a section that empowers the committee to request information.
- The committee to make recommendations to the Board.
- Expand upon section B under the "Duties" section.
- To have the same functionality as the Planning & Finance Committees.
- Adjust the size of the committee.
- Add ballot language to the bylaws.

- Report to the Board periodically.
Mr. Lund will present a revised Oversight Committee Bylaws document at a future meeting.

b. Strategic Plan Update – 6 new focus areas

1. Quality/Delivery of Care

- MCDH will review the Meditech edits for the contract with legal counsel, and will put it on the July Board agenda.
- Clara Slaughter reported:
 - NCFHC PRIME:
 - NCFHC Primary Care Patients that are in the PRIME population as of June 30, 2018:
Breast Ca Screening = 74.5% (target = 53%, FY17 Baseline was 48%);
Cervical Ca Screening = 66.5% (target = 49%, FY17 Baseline was 36%);
Colorectal Ca Screening = 57.31% (target 41%, FY17 Baseline was 40%) Looking back for the last 12 months (please refer to the dashboard line graph attachment) currently 76% of our NCFHC PRIME patients have received their breast cancer screenings, 65% have received their cervical cancer screenings, and 59% have received their colorectal screenings. Our outreach continues at NCFHC to ALL of our PCP patients to ensure that every patient seen by their PCP is offered these screenings.

2. Financial/Fiscal Solvency

- There is a lot happening in the finance area, and progress is being made, especially with the revenue cycle. Looking into cost reduction and process improvement.

3. Physical Plant/Facilities

- **HELP II Loan** first distribution received by hospital and account set up according to requirements.

OR HVAC:

- The alternative route is approved to go through the road way for HVAC. Board approved change order. Additional \$6,638 architectural fees.
- Waiting on OSHPD approval to begin construction.
- Timelines HVAC has been established with expected dates of completion to be March of 2019.

ATS:

- Electrical Engineering has configured the connection panel and submitted drawings.
- The architect is awaiting OSHPD approval and then the equipment will be ordered. Estimated in field review of 3 to 4 weeks.
- Equipment will take about 4 months to be built once ordered.

TELEMETRY:

- Project complete, waiting on final cost to submit to OSHPD.

NURSE CALL:

- The project is complete.
- The final cost was submitted to OSHPD.

EMERGENCY WATER HEATER:

- The water heater has been received.

- OSHPD is requiring a formal application be submitted and will no longer approve an emergency project. The application is submitted and awaiting OSHPD approval to begin work. I have requested an expedited review.
- To meet current code some duct, drain lines have to be relocated. The valve Housing for recirculation pump will go through the wall and into the staff bathroom- there will be a stainless steel valve (mixing valve) in a steel recessed cabinet to make it fit.

PARKING LOT:

- The project is unfunded.
- We will fill potholes until MCDH finds ways to fund this project.

GEOTECHNICAL SOIL ANALYSIS:

- This work began today, and they hit bedrock.

4. People/Physician, Nursing and Support Staffing

- There have been two meetings with the Union thus far with very little movement. Negotiation will resume on Wednesday, August 22.

5. Community Engagement/Involvement

- The Oversight Committee and the Bylaws issue was discussed earlier in the meeting.

VI. ACTION/INFORMATION: CONSIDERATION TO ADD PLANNING COMMITTEE MEMBERS: MR. STEVE LUND

- Mr. Lund introduced Dr. Barbara Kilian, who is interested in joining the Planning Committee. Ms. Kilian spoke of her background and qualifications.
- Carol White stated that she feels it is important to have community members on the committee and not more physicians.

MOTION: To add Dr. Barbara Kilian to the Planning Committee

- Allison moved
- Bruning second
- Carol White stated she feels the committee should accept Dr. Kilian's application, but feels the opening should be extended to other people as well.
- A notice will be put on the web site stating that community members who are interested in joining the Planning Committee should submit a letter of interest to Steve Lund or Gayl Moon.
- Motion carried
- Carol White opposed

VII. COMMENTS FROM THE COMMUNITY:

- Community members made comments regarding hospital issues.

VIII. ADJOURNED:

Meeting adjourned at 6:30 pm

Mr. Steve Lund
Board of Directors

Gayl Moon, Secretary
Board of Directors