

**PLANNING COMMITTEE AND BOARD MEETING  
OF THE  
BOARD OF DIRECTORS  
HOSPITAL REDWOODS ROOM  
TUESDAY, SEPTEMBER 25, 2018  
MINUTES**

**I. CALL TO ORDER:**

Steve Lund called the meeting to order at 5:00 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, Ms. Kitty Bruning

PLANNING COMMITTEE MEMBERS ABSENT: Mr. Bob Edwards, Dr. Jack Bellah

**III. ACTION: APPROVAL OF PLANNING MINUTES – AUGUST 21, 2018**

**MOTION:** To approve the Planning Committee minutes for August 21, 2018

- McAllister moved
- Bruning second
- Change Committee Members to Community Members.
- Change Carol White wording regarding the new Planning Committee Member.

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

**MOTION:** To approve the Planning Committee minutes for August 21, 2018 with the above stated changes

- McAllister moved
- Bruning second
- Motion carried

**IV. COMMUNITY COMMENTS**

- There were no community comments.

**V. ACTION/INFORMATION: STRATEGIC PLAN: EXECUTIVE SPONSORS**

**a. Parcel Tax Update**

**1. Exemptions Update**

- Exemption applications continue to be received. There will not be a deadline the first year. The application is on the MCDH web-site. People can still apply for an exemption.

**2. Oversight Committee Bylaws Update**

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

- Change the first sentence of page 1, paragraph #1 to read;  
*The Committee shall review proposed spending of Measure C Funds and make recommendations to the Board about whether the proposed spending is consistent the purposes set forth Measure C.*
- Page #2, paragraph 3a; change: From: *The committee shall consist of five members.* To: *The committee shall consist of nine voting members.*

- Under Eligibility “A”: Mr. Allison suggested changing the Citizens Oversight Committee to a *Taxpayers Oversight Committee*, and not to allow non tax payers on the committee. Change wording to read: *The Committee shall be comprised of individuals who are at least 18 years of age, who live in the boundaries of the district and who pay the Measure C Parcel Tax.* **This suggestion was withdrawn.**
- Change: *The committee shall consist of five members* to: *The committee shall consist of seven voting members.*
- Suggested supplementing vs. supplanting.
- Katy Pye’s suggestions are attached as part of these minutes.
- Make the language under Conflict of Interest easier to understand.

Mr. Lund stated that *the purpose of the Oversight Committee is to ensure/verify that every dollar that is received from the county is being spent appropriately.* The wording should clarify *how the money is going to be spent and how the money has been spent.*

Mr. Lund summed up the conversation and will make the following changes:

1. The committee will have seven voting members. Mr. Ellis is not a voting member of the Oversight Committee; he is to provide support, information, etc.
2. The budget will be done with the fiscal year with the annual report to be done at the end of the year.
3. An addendum to clean up the Conflict of Interest language if possible.

**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:
    - ✓ I am very happy to announce that Michaela Hysten MSN, RN has joined our practice as our new Quality Assurance Performance Improvement Coordinator. We are very excited as she is bringing a wealth of knowledge from various backgrounds including Quality Management, Policy and Procedures, Home Health and Critical Care. Her position is essential to ensure that NCFHC will continue to maintain and improve the quality of care for our community. Currently we are in the process of submitting our PRIME data, and my hope is to report those results next month. Our outreach continues at NCFHC to ALL of our primary care patients to ensure that every patient seen by their Primary Care Provider is offered these cancer screenings. We will start measuring the new data in the next few months. Our current data for 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.

- ACHD, Association of California Healthcare Districts, Board Self Evaluation April 2018
  - ✓ This Board Self Evaluation was completed by the MCDH Board, and meets the expectation and policy for the Annual Board requirement.
- RFP, In House Legal Services
  - ✓ This item is on the September Board agenda to be discussed in Closed Session.

## **2. Financial/Fiscal Solvency**

- A Purchasing Agent has been hired.

## **3. Physical Plant/Facilities**

### **OR HVAC & ATS:**

- OR HVAC & ATS: On October 12 OSHPD Inspector of Record (IOR) will be on sight at MCDH and the contractor will begin to dig through the roadway to lay lines for HVAC & ATS. This should be completed by March 2019.

### **TELEMETRY:**

- The final costs are being submitted to OSHPD in the hopes that this will be closed out soon.

### **NURSE CALL:**

- The papers have been submitted to close Nurse Call. OSHPD sent a letter stating that Nurse Call is officially closed.

### **EMERGENCY HOT WATER HEATER:**

- This project has been approved by OSHPD. The Hospital should have the notice to proceed sometime in December.

### **SEISMIC:**

- The drilling is complete. They will now test for earthquake equivalent shaking, which will be complete within the next two months.

Nancy continues to look for an architect to do the Oncology remodel, the old record retention remodel, and the wall between the Business Office and the Accounting Department. Steve and Nancy will work together to develop a plan to present to the Planning Committee about how this process might unfold moving forward.

Nancy will do a presentation in October regarding community engagement and potential architectural services.

## **4. People/Physician, Nursing and Support Staffing**

- Union negotiations continue with the next meeting scheduled to take place on October 3<sup>rd</sup>.
- The registry is currently at 28, which are down from 41. One reason is that some of the travelers have become permanent staff members.

## **5. Governance: Mr. Steve Lund**

- The League of Women Voters has set up a Forum for Board Candidates, to occur October 1, 2018.
- Mr. Lund would like the new Board to participate in the Masters of Governance Program which is offered by the California Hospital Association; the Board has to

meet certain expectations in terms of Board development, understanding, etc. to achieve certification at that level.

**VI. ACTION/INFORMATION: NUCLEAR MEDICINE: MR. MIKE ELLIS, CFO**

- Last month the discontinuation of Nuclear Medicine was discussed. It was discussed again this month with Dr. Kirkman & Dr. Perry both speaking in favor of keeping it up and running.
- A traveler is currently in the tech position until the end of December. Dr. Kirkman, Dr. Perry, and staff will simultaneously develop an outreach plan that would better inform providers in the area and encourage them to utilize not only Nuclear Med Services, but the services available in the Diagnostic Imaging Center. There will also be a formal written analysis of the risk assessment and issues associated with that.
- Discussion ensued.

**MOTION:** To revisit this issue in two (2) months

- Allison moved
- McAllister
- Discussion ensued
- Motion carried

Mr. Allison amended his motion, and Ms. McAllister amended her second to reflect the following motion.

**MOTION:** To revisit this issue in three (3) months, a written report will be provided

- Allison moved
- McAllister
- Discussion ensued
- Motion carried

**VII. COMMENTS FROM THE COMMUNITY:**

- Jade Tippett stated that in the review of the underperforming departments, while he doesn't feel it's this committee's place to be micro-managing departments, he does feel it is the Planning Committee's place to create or approve or ask to be created a process for reviewing and remediating underperforming departments. He feels that is fully in the venue of the Planning Committee. He feels that should be an agenda item so that staff can bring to the committee the framework for approaching underperforming departments in the future, rather than it being presented to the Planning Committee as a recommendation to terminate service.
- A community member suggested a Measure C web-site.

**VIII. ADJOURNED:**

Meeting adjourned at 6:30 pm

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Mr. Steve Lund  
Board of Directors

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Gayl Moon, Secretary  
Board of Directors