



DESERT HEALTHCARE DISTRICT
DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
September 25, 2018

Directors Present	District Staff Present	Absent
President Zendle, MD Vice-President/Secretary Carole Rogers, RN Treasurer Mark Matthews Director Kay Hazen Director Jennifer Wortham, DrPH	Chris Christensen, Interim CEO, CFO Lisa Houston, COO Donna Craig, Senior Program Officer Alejandro Espinoza, Program Officer and Outreach Director Will Dean, Communications and Marketing Director Andrea S. Hayles, Clerk of the Board <u>Legal Counsel</u> Jeff Scott	
AGENDA ITEMS	DISCUSSION	ACTION
A. Call to Order Roll Call	President Zendle called the meeting to order at 6:01 p.m. The Clerk of the Board called the roll with all Directors present.	
B. Pledge of Allegiance	President Zendle asked Director Matthews to lead the pledge of allegiance. President Zendle introduced the two candidates for zones 4 – Cathedral City Councilman Kaplan and Community Health Worker Evelt Perezgil. President Zendle also explained that Vice-President Rogers’ name will not appear on the ballot (no contest) as the elected incumbent.	
C. Approval of Agenda	President Zendle asked for a motion to approve the agenda.	#18-99 MOTION WAS MADE by Director Matthews and seconded by Vice-President Rogers to approve the agenda. Motion passed unanimously. AYES – 5 President Zendle, Vice-President Rogers, Director Matthews, Director Hazen, and Director Wortham NOES – 0 ABSENT – 0



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<p>D. Public Comment</p>	<p>No public comment.</p>	<p>ABSTAIN – 0</p>
<p>E. Consent Agenda E.1. Board Minutes a. Special Meeting of the Board of Directors – Closed Session – July 24, 2018 b. Special Meeting of the Board Study Session c. Board of Directors Meeting – July 24, 2018 E.2. a. Approval of July and August 2018 Financial Statements F&A Approved September 11, 2018</p>	<p>President Zendle pulled item E.1.c. – the minutes of the July 24, 2018 Board of Directors meeting for a correction to the Governing Board of Directors’ Report.</p>	<p>#19-01 MOTION WAS MADE by Vice-President Rogers and seconded by Director Matthews to pull item E.1.c. – the July 24, 2018 Board of Directors Minutes from the Consent Agenda. Motion passed unanimously. AYES – 5 President Zendle, Vice-President Rogers, Director Matthews, Director Hazen, and Director Wortham NOES – 0 ABSENT – 0 ABSTAIN – 0</p> <p>#19-02 MOTION WAS MADE by Director Wortham and seconded by Vice-President Rogers to approve the changes to the Consent Agenda. Motion passed unanimously. AYES – 5 President Zendle, Vice-President Rogers, Director Matthews, Director Hazen, and Director Wortham NOES – 0 ABSENT – 0 ABSTAIN – 0</p>
<p>F. Resources and Philanthropy 1. Progress and Final Reports on Current Grants 2. Proposed New Grant Structure</p>	<p>Donna Craig, Senior Program Officer, described the Progress and Final Reports of the current proactive grant structure that includes Letters of Interest and Grant Applications.</p> <p>Lisa Houston, CFO, explained the proposed new grant structure as it relates to the three-year Strategic Plan. The new structure includes moving to a quarterly grant cycle,</p>	<p>#19-03 MOTION WAS MADE by President Zendle and seconded by Vice-President Rogers to approve the proposed new grant structure</p>



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	<p>increased proactive grants driven by initiatives and four new community focus health areas, AB 2019 consideration, and evolving the policies to reflect the new grant structure. Mrs. Houston elaborated on the scoring structure to remove any potential bias such as alignment with the strategic plan, capacity, engagement with Board members and other platforms through the RFP process with a common structure and strategy that will consist of two Board members and community members.</p> <p>Vice-President Rogers expressed her objections to the Board not allowing community members to participate in the grant structure process. Mrs. Rogers explained the Community Advisory Committee at her former board position in northern California as a form of training and mentoring and proposes the inclusion of five community members and five community members to the Finance, Administration, Real Estate, and Legal Committee (F&A).</p> <p>Director Matthews explained the current and prior makeup of the community members of the F&A Committee, stating that he has no issue appointing additional community members.</p> <p>Director Hazen explained the advantages and disadvantages of the new structure – guiding future accomplishments and proactive community engagement. Further,</p>	<p>and revisit in 6 months for possible modifications.</p> <p>Motion passed unanimously. AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, and Director Hazen NOES – 0 ABSENT – Director Wortham ABSTAIN – 0</p>
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<p>3. Consideration to Approve Grant #974 – Health Assessment and Research for Communities (HARC): 2019 Coachella Valley Community Health Survey - \$399,979 with contingencies over a maximum of three (3) years to cover the costs of developing the triennial survey.</p>	<p>Director Hazen explained that the scoring structure is different than in the past and possibly requires a broader view of the scoring that would be advantageous to include community input for gaining insight; reviewing the options and discussing assignments for point value and criteria. Director Hazen stated that the structure is a complex system and she is concerned about the Staff capacity and execution due to the lengthy process.</p> <p>Director Wortham exited the meeting at 6:27 p.m.</p> <p>Donna Craig, Senior Program Officer, described the Health Assessment and Research for Communities (HARC) application for \$399,979 for three years to cover the costs of the Community Health Monitor that the District has supported in the past with a difference in funding for this grant that includes five contingencies.</p> <p>Janet Collins, board president, HARC, explained that as the prior Chronic Disease Director, Center or Disease Control and Prevention (CDC), she is amazed by the local data in the Valley to help, design, focus, and identify at-risk populations. The partnership will continue to grow over time with the interaction between the District and HARC.</p> <p>Karen Borja, board member, HARC, detailed her prior work with HARC data such as the revisions to the</p>	<p>#19-04 MOTION WAS MADE by Vice-President Rogers and seconded by President Zendle to approve Grant #974 – Health Assessment and Research for Communities (HARC): 2019 Coachella Valley Community Health Survey</p> <p>Motion passed unanimously.</p> <p>AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, Director Hazen, and</p> <p>NOES – 0</p> <p>ABSENT – Director Wortham</p> <p>ABSTAIN – 0</p>
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<p>4. Ready Set Swim to Desert Recreation District Update</p>	<p>North Shores Sunline Transit Agency route to assist with transportation needs in the east valley. Ms. Borja also explained the various requests from students for health data that she helps in connecting to HARC's annual report.</p> <p>Teresa Hodgkins, board treasurer, HARC, explained the vital support of the District for the survey to point to the needs of the community.</p> <p>Bill Ballas, board member, HARC, and CEO of Help to Hope Clinics, commended the District for investing in the project that will produce greater results in the future as outlined in the proposed proposal.</p> <p>Brett Klein, Clinics Marketing Specialist, Eisenhower Medical Center, explained that Eisenhower is in favor of the grant and the data. Mr. Klein has worked with HARC and other agencies over the years whose data has helped train and assist physicians in programs and improve the communities understanding of the need based on the data.</p> <p>Lisa Houston, COO, described the preliminary aspects of working with Desert Recreation District to take possession of the Ready Set Swim grant program; however, due to the 30% indirect costs that are above the government standard of operating costs, Staff requests not moving forward and suspending</p>	
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	<p>the program for the 2017-2018 year. Mrs. Houston requests board guidance on the next steps.</p> <p>Director Hazen inquired on the impact of continuing with the grant, which would require adjustments in District staffing and reallocations to staffing time. Director Hazen suggested that the District continue with the program while searching for a new operator, contractor, sponsor, or partnership that the District has done in the past and maintain program operations while continuing to search.</p> <p>Director Matthews expressed his concern with underlining financial matters at the Desert Recreation District and the District paying the Desert Recreation District to fulfill the obligation – expressing that he will not support the program and prefers the \$110,000 funding for 2017/2018.</p>	<p>#19-05 MOTION WAS MADE by Director Hazen and seconded by Vice-President Rogers to authorize up to \$145,000 – the current level of funding to continue to invest in the Ready, Set, Swim program. Motion passed 3-1.</p> <p>AYES – 3 President Zendle, Vice-President Rogers, and Director Hazen</p> <p>NOES – Director Matthews</p> <p>ABSENT – Director Wortham</p> <p>ABSTAIN – 0</p>
<p>G. Desert Healthcare District CEO Report</p> <p>1. Priorities- Milestones- Progress Measures Update</p> <p>2. November 27 and December 18 Holiday Schedules</p>	<p>Chris Christensen, Interim CEO, summarized the updates of the Priorities, Milestones, and Progress Measures also explaining that work continues with the potential expansion.</p> <p>Chris Christensen, Interim CEO, explained the upcoming holiday season and outlined the November meeting date the week after Thanksgiving, and proposing the December 18 meeting due to the December 25 Christmas holiday.</p>	



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<p>H. Desert Regional Medical Center Governing Board Report</p>	<p>President Zendle explained that the Governing Board reviewed and discussed the open and closed cases from the California Department of Public Health, evaluated the quality measures focusing on three components, and the review of credentialing and re-credentialing.</p>	
<p>I. Desert Regional Medical Center CEO Report – Michele Finney, CEO, Desert Regional Medical Center, Desert Care Network</p>	<p>Michele Finney, CEO, Desert Regional Medical Center, Desert Care Network, described several updates at Desert Regional Medical Center (DRMC) that include the capital investment of a new less invasive pacemaker; expansion in the GI lab such as additional ultrasounds; more treatment bays were approved and licensed; licensure related to cardiac patients in the Stergios Building; new surgical robots; Governance Committee conversations for additional resources for medically trained individuals with the hearing-impaired community; and two new urgent care centers. As reported last month, the Chief Nursing Officer (CNO) transferred to the Bay Area, and DRMC recruited an internal transfer from AZ that will begin as the new CNO in October. Details about the second patient safety officer hiring were provided. \$5M for capital expenditures and completing the physical plan assessment in the next month were detailed, and the completion of rebuilding the Sinatra One elevator and the repairs for Sinatra Five are underway.</p>	



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<p>I. Finance, Administration, Real Estate, and Legal Committee</p>		
<p>a. CFO Report & Las Palmas Leasing Update</p>	<p>Director Matthews outlined the CEO Report and Las Palmas Leasing Update.</p>	
<p>b. District and Desert Hospital Retirement Plan (RPP) Investment Report 2Q18</p>	<p>Director Matthews also described the aspects of the District and Hospital Retirement Plan Investment Report and the Retirement Protection Plan Actuarial Valuation Report as of June 30, 2018.</p>	
<p>c. Retirement Protection Plan Actuarial Valuation Report – 06/30/18</p>		
<p>d. Kaufman Hall Service Agreement Addendum #2</p>	<p>Director Matthews explained the coordination of work between Kaufman Hall and Desert Regional Medical Center on the seismic upgrade requirements due by 2030 and the valuable work of Kaufman Hall to extend those services with a second addendum.</p>	<p>#19-06 MOTION WAS MADE by Director Matthews and seconded by Vice-President Rogers to approve the Kaufman Hall Service Agreement Addendum #2. Motion passed unanimously. AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, Director Hazen, and NOES – 0 ABSENT – Director Wortham ABSTAIN – 0</p>
<p>e. Auditor Firm 5 Year Consideration for RFP</p>	<p>Director Matthews explained that normally after 5 years the District would begin an RFP process for a new firm. However, due to the extensive work the District is undertaking such as the expansion and rezoning, the F&A Committee feels that a one-year extension of the current firm is adequate.</p> <p>Vice-President Rogers requested that at some point the auditing firm give an in-person overview to the full board.</p>	<p>#19-07 MOTION WAS MADE by Director Matthews and seconded by Vice-President Rogers to approve a one-year extension of the current firm until the end of the November election. Motion passed unanimously. AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, and Director Hazen NOES – 0 ABSENT – Director Wortham ABSTAIN – 0</p>



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<p>f. Proposed Desert Healthcare District Hours of Operation</p>	<p>Chris Christensen, Interim CEO, explained the discussion amongst staff for a possible 9/80 or 4/10 schedule as outlined in the Staff Report options including the positive aspects of an alternative workweek. The F&A Committee recommended a 4/10 workweek instead of alternating staff schedules and office hours that could potentially confuse the public.</p> <p>Director Matthews moved to approve the proposed hours of operation and re-evaluate the policy in one year.</p> <p>Questions concerning mandatory participation in a 9/80 or 4/10 schedule for exempt and non-exempt staff was discussed and agreed upon to table the matter until Staff brings forth a policy for Board review.</p>	<p>#19-08 MOTION WAS MADE by Director Matthews and seconded by Vice-President Rogers to table the proposed District Hours of Operation and for Staff to present a policy with a one-year trial. Motion passed unanimously. AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, and Director Hazen NOES – 0 ABSENT – Director Wortham ABSTAIN – 0</p>
<p>J. 2. Hospital Governance and Oversight Committee</p> <p>1. Desert Regional Medical Center 2017-2018 Annual Report</p>	<p>Vice-President Rogers explained Desert Regional Medical Center’s 2017-2018 Annual Report that was presented to the Hospital Governance and Oversight Committee – a lease compliance requirement.</p>	
<p>J.3. New Providers, Facilities, Programs, and Services Ad Hoc Committee</p> <p>1. Phase O Seismic Results Presentation and Phase 1 Updated – Kevin Moore, Senior Principal, Simpson, Gumpertz & Heger (SGH)</p>	<p>Chris Christensen, Interim CEO, explained that Phase O has been completed with the estimated costs and introduced Kevin S. Moore, Senior Principal, Simpson, Gumpertz & Heger (SGH).</p> <p>Kevin S. Moore, Senior Principal, SGH, described his report on Desert Regional Medical Center’s seismic results explaining that most of the hospital is compliant. Mr. Moore</p>	



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	outlined the structural building challenges of Desert Regional Medical Center and the retrofit due by 2030.	
J.4. Board and Staff Communications Ad Hoc Committee	Director Hazen explained the role of the Committee and the comprehensive and broad framework to strengthen Board and Staff communications. Director Hazen requested that Staff develop a workshop/special meeting of the board in October to review the policies for improved content and new suggestions. The workshop will set aside time for a full discussion and Board input.	
K. New Business 1. Chief Executive Officer Recruitment Process 2. Board Meeting Schedule	Chris Christensen, Interim CEO, explained the potential for new board members, outlined the timeline and process for recruiting the new CEO, and proposed waiting until the first of the year to bring forth an executive search firm to recruit a new CEO. The Board acknowledged that the CEO may have a new set of expectations, recommends a firm that specializes in special districts, and to wait for the new board to make the final determination. Chris Christensen, Interim CEO, explained that due to the rezoning and expansion the District moved to the 6 p.m. start time to allow more public accessibility to the meetings. Staff requests consideration to revise the Board meeting start time to 4 p.m., which	#19-09 MOTION WAS MADE by President Zendle and seconded by Director Hazen to approve waiting until the new board is seated and bring back a timeline in January 2019 with recommendations for a search firm. Motion passed unanimously. AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, and Director Hazen NOES – 0 ABSENT – Director Wortham ABSTAIN – 0 #19-10 MOTION WAS MADE by Director Hazen and seconded by Director Matthews to table changing the Board meeting schedule time change until the new Board members can participate in the discussion. Motion passed unanimously.



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	<p>would still allow for public participation.</p> <p>Director Hazen cautioned that the meeting time change may be difficult for the public to attend. The change to 6 p.m. was to increase engagement from the public. The new Board members may not agree and determine that the 6 p.m. time will suffice, which could potentially change again – reiterating that now is not the time to change the meeting schedule.</p> <p>Bruce Underwood, Board Member, Coachella Valley Cemetery District and Desert Recreation District, explained that most public participants are unable to attend before 5 p.m. – also taking commute time into account.</p>	<p>AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, Director Hazen, and NOES – 0 ABSENT – Director Wortham ABSTAIN – 0</p>
<p>L. Old Business</p> <p>1. Communications and Marketing Plan</p>	<p>Will Dean, Director Communications and Marketing, described the Communications and Marketing Plan that has been revised to lay the foundation for a robust communications and marketing system. The plan includes individual projects with staff recommendations for approval.</p> <p>Director Hazen explained that the plan is a good framework, but internal communications should be included in the plan. Director Hazen suggested possibly having a separate plan for internal communications that outlines internal communications for staff to stay informed. Further, Director</p>	<p>#19-11 MOTION WAS MADE by Director Hazen and seconded by Vice-President Rogers to approve the Communications and Marketing Plan. Motion passed unanimously. AYES – 4 President Zendle, Vice-President Rogers, Director Matthews, Director Hazen, and NOES – 0 ABSENT – Director Wortham ABSTAIN – 0</p>



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<p>2. Policy Manual/Bylaws Timeline</p>	<p>Hazen would like more content on the website while Staff works to devise the new website. Vice-President Rogers explained that recent legislation requires that certain information is published to the website.</p> <p>Lisa Houston, COO, explained the Policy Manual/Bylaws Timeline outlining the changes and tying the communications with the Ad Hoc Committee on Board and Staff Communications.</p> <p>Legal Counsel, Jeff Scott, suggested that the Board incorporates the Policy Manual/Bylaws Timeline into the workshop/special meeting of the board discussion on policies and communication.</p> <p>At the direction of Director Hazen, she recommended that the Board direct Staff to move the item to the Ad Hoc Committee on Board and Staff Communications for review and discussion at the workshop.</p>	
<p>M. Legal Comments & Reports</p>	<p>Jeff Scott, Legal Counsel, explained the AB 2019 (Aguiar-Curry) new grant policy guidelines and requirements. AB 2123 (Cervantes) California Voters Rights Act amendment to permit public agencies to extend the period for the rezoning process with an extension of 180 days.</p>	
<p>N. Directors' Comments, Reports, Staff Direction, and Guidance</p> <p>1. Association of California Healthcare Districts</p>	<p>Vice-President Rogers outlined the aspects of her written report from her attendance at the Association</p>	



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<p>Wellness Summit (ACHD)</p> <p>2. Association of California Healthcare Districts (ACHD) 66th Annual Meeting – President Zendle, MD and Vice President Rogers, RN</p>	<p>of California Healthcare District (ACHD) Wellness Summit that included an overview of the speakers and informative topics such as preventable causes of death.</p> <p>President Zendle explained that he and Vice-President Rogers attended the Association of Healthcare Districts 66th Annual meeting and will provide a copy of the PowerPoint slides to the Staff and public at the October meeting. President Zendle also explained that he presented Staff with the report on the state of psychiatric beds in California that may assist with the Districts Behavioral Health Initiative.</p>	
<p>O. Adjournment</p>	<p>President Zendle adjourned the meeting at 8:14 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agenda-Board-of-Directors</p>

ATTEST: Carole Rogers
 Carole Rogers, Vice-President/Secretary
 Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board