

**Tahoe Forest Hospital District
Citizens Oversight Committee Meeting
Minutes of Monday, September 21, 2009, Eskridge Conference Room**

ATTACHMENT 1

Members Present: Randy Hill, Gerald Herrick (alternate), Gary Boxeth, Caroline Ford, Paul Kucharski, Dale Chamblin, Paul Leyton, Sherrin Fielder, Mark Tanner

Members excused or absent: Gary Davis

District Board representative:

Staff Present: Maia Schneider, Rick McConnell, Crystal Betts

Guests present: none

Topic / Agenda item	Discussion	Action steps/ Responsible party
I. Call to Order	Hill called meeting to order at 4:04 PM	
II. Roll call	<i>Please see above</i>	
III. Items not on the agenda/clear the agenda	none	
IV. Input from the audience	none	
V. Standing items: 1. Minutes 2. Financials 3. Facilities	<p>Randy Hill asked for clarification from minutes of August that request of TFHD BoD will be made 9/22 that COC will be cc'd on all financial reports from Geney – consensus was that was correct.</p> <p><u>Minutes</u> of August 2009 approval: Moved Paul Leyton; seconded Gary Boxeth; passed unanimously</p> <p><u>Financials</u>: Crystal Betts reviewed current financials and indicated that full invoice packet for August has been sent to COC finance sub committee. Discussion ensued re use of funds to date and return on investment for unused bond funds as well as float time between draw and reimbursement of bond funds. Discussion was held for allowable use of interest on bond monies. Earnings can be used for projects as defined by ballot or must be returned to taxpayers. Will financial reports be broken out by project as construction starts? Yes each project will have a Construction In Process (CIP) account but reports from Geney/Rick will be the most detailed. Crystal can provide a cost/earnings report for each project as they start.</p> <p><u>Facilities</u>: Rick McConnell provided an update on utilities work on DPR / Levon Streets. Freeman White will be on 9/22 BoD agenda for fixed-cost contract. Questions were asked about prime bidders versus general building contracts. COC agreed to discuss construction process, financial reporting and other issues that will be brought up at the field trip in a future regular meeting.</p>	<p>COC requested copies of contracts with F/W and G/G.</p> <p>Maia to obtain and distribute.</p> <p>Randy will bring recorder to field trip meeting so Maia can transcribe notes.</p>
VI. Campus Plan outreach – Maia	Maia Schneider offered to include COC members in public outreach re campus plan. COC demurred from formal participation at this time. COC may decide later to formalize participation in District	Maia to share presentation

Schneider	outreach. COC asked that any questions the community has of COC be brought back to them.	dates with COC as they are scheduled.
VII. COC terms and officers	Maia reviewed memo re terms and ballots. Caroline Ford asked about changing the terms of officers from 2 years to 1. Maia explained that would take a bylaws change but would be possible. Discussion followed regarding terms of officers. Mark Tanner moved to accept staff's recommendation for terms (see attachment). Ford second. Unanimous approval. Discussion was held regarding terms and elections and whether bylaws change should be implemented. Straw poll was held regarding preference for one year or two year terms. Possible outcome – one year term of office with specific call for automated succession of vice chair? Majority felt that one year term was preferable. Tanner moved to request to amend bylaws to change terms of officers to a single year term. Ford second. Passed unanimously. Automatic succession of officers can be dealt with via policy if COC wants to. Group agreed to move ahead with elections. Confidential ballots were distributed along with ballot box. By majority Kucharski elected Vice Chair and Caroline Ford Chair for 2010 (with anticipated bylaws amendment to one-year term as retroactive for their terms).	Maia to draft bylaws amendment for legal counsel review and BoD adoption. Also inform BoD of terms for their ok.
VIII. Web site updates	Paul L. recently visited web site and felt it was stale, and he expressed concerns regarding providing up to date information. He recommended a committee for COC communications. Recommendation was made to reconstitute communications committee for COC. Sub-Committee to revisit previous conversations with COC for this topic. Paul L offered to chair this sub committee. Paul K offered to serve. Sub committee to work with staff and present recommendations to COC at a future meeting.	
IX. Next scheduled meeting: requested topics, tasks	COC communications committee (budget, action plan). Policy re automated succession of officers Review/debrief of visit to Geney Gassiot offices	Caroline asked to meet with Randy for transition plan.

Adjourned at 5:58 pm