

**Tahoe Forest Hospital District  
Citizens Oversight Committee Meeting  
Minutes of Monday, April 19 2010, Eskridge Conference Room**

**Members Present:** Sherrin Fielder, Caroline Ford, Dale Chamblin, Gerald Herrick, Paul Kucharski, Gary Davis, Mark Tanner

**Members excused or absent:** Paul Leyton, Gary Boxeth

**District Board representatives:** Roger Kahn, TFHD Board member

**Staff Present:** Bob Schapper, Chief Executive Officer; Rick McConn, Chief Facilities Development Officer; Crystal Betts, Chief Financial Officer; Cindy Blaisdell, Administrative Assistant

**Guests present:** Randy Hill

<b>Topic / Agenda item</b>	<b>Discussion</b> <b>Now listing all the projects – standing agenda items</b>	<b>Action steps/ Responsible party</b>
I. Call to Order	Ms. Ford called meeting to order at 4.05 PM	
II. Roll call	<i>Please see above</i>	
III. Items not on the agenda/clear the agenda	There were no changes to the agenda as posted.	
IV. Input from the audience	Audience input was sought but none was offered.	
V. Standing items: 1. Minutes 2. Financials 3. Facilities	<p>1. It was moved by Mr. Chamblin and seconded by Mr. Kucharski to approve the minutes of the 2/10 meeting. Accepted without discussion.</p> <p>2. It was noted Ms. Betts will be joining the meeting shortly for her report.</p> <p>3. Mr. McConn stated the IT Data Center/Fiber should be lumped together. The pharmacy is a separate project.</p> <p>Lengthy discussion was held regarding if this list is what the Board of Directors has approved. Mr. Kahn stated this list was approved by the Board at their last meeting. Many of the projects the Board approves may trigger other related projects in the health system.</p> <p>Mr. Chamblin stated there is difficulty in meeting our charge that no money is spent for projects not approved by the Board or are not related to Measure C.</p> <p>Mr. Kahn stated as of this date, these are the projects approved by the Board of Directors. If a project was not connected to the Measure C funds, either Mr. Long or Mr. Kahn would advise the COC.</p> <p>Mr. McConn:</p> <ul style="list-style-type: none"> <li>• Pharmacy was lumped with the infill projects; <ul style="list-style-type: none"> <li>○ The Pharmacy is now becoming its own project;</li> <li>○ A schedule of values and a specific budget for the project will be forthcoming.</li> </ul> </li> </ul> <p>Ms. Ford stated this type of thing should be documented in the financial paperwork to the COC with a sentence or two relative to each project.</p> <p>Mr. Kahn stated there is no problem with getting that information, the District wants to be as</p>	Each individual project will have a sentence or two for clarification or changes regarding the projects.

	<p>transparent as possible all the way through this process.  Discussion regarding the Leadership Council meeting where Measure C was brought up for discussion.  Mr. Schapper stated the scope of projects relates back to the GO Bond ballot language. There may be a misunderstanding as to the scope of the Bond Measure. The information and scope of projects received from the community during the Measure C survey were discussed.  Mr. Kahn stated that from the community survey parking was not a priority for the community to pay for. Both the Town of Truckee and Nevada County has stated that more parking is needed.  Mr. Schapper stated the District cannot build services without solving and dealing with this issue. The key is to go back to the Bond Measure language:</p> <ul style="list-style-type: none"> <li>• Is the District working within the scope of the Bond;</li> <li>• Is the District prudently doing the best possible for the community;</li> <li>• The District wants the COC to feel this has been validated.</li> </ul> <p>Mr. McConn continued:</p> <ul style="list-style-type: none"> <li>• The Cancer Center, Skilled Nursing Facility (SNF) and the Central Energy Plant upgrades are submitted to the Town of Truckee for use permits;</li> <li>• The SNF and Energy Plant are into OSHPD;</li> <li>• The Cancer Center does not have to go to OSHPD;</li> <li>• The CEQA document is in the process of being finalized, which will then be circulated to the community;</li> <li>• Low bids for the Fluoroscope will start in May;</li> <li>• The rest of the projects are pretty much the same.</li> </ul> <p>Brief discussion was held regarding OSHPD schedule.  Ms. Betts reviewed the financials for January and February 2010.  An explanation was provided regarding property tax revenues and interest income.  Discussion was held regarding the Tax Revenue Fund and the calculation. It was noted there will always be some reserve to make sure we cover the debt service payment.  Mr. Kahn stated Ms. Betts is always very conservative and will continue to be conservative in the Districts financial planning.</p>	
<p>VI. Report from the Chair</p>	<p>Ms. Ford stated she has nothing new to report.</p>	
<p>VII. Finance sub committee report</p>	<p>Mr. Chamblin reported:</p> <ul style="list-style-type: none"> <li>• Attachment 3 should become a part of these minutes, which describes in detail the issue, which has already come up;</li> <li>• To make sure this committee is dotting the “i’s” and crossing the “t’s” by not approving invoices on projects that have not been approved by the TFHD Board;</li> <li>• The invoices were reviewed with Mr. McConn satisfied the Finance Sub-committee that the invoices were appropriate Measure C expenditures;</li> <li>• Having Mr. McConn attend the meetings has been a godsend;</li> <li>• Mr. McConn provides answers to 80 to 90% of the committees questions;</li> </ul>	

	<ul style="list-style-type: none"> <li>The next Sub-committee meeting is Friday, April 20.</li> </ul> <p>Mr. Schapper stated for the record TFH would never send an invoice to the COC that was not related to Measure C projects. Brief discussion was held. Ms. Ford stated she could attend the next Finance Sub-committee meeting. Ms. Fielder will send out a reminder. It was moved, seconded and carried to approve the Finance Sub-committee report.</p>	
VIII. Communications sub committee	<p>Discussion was held regarding the website:</p> <ul style="list-style-type: none"> <li>Information is added to the website monthly;</li> <li>Each month there is more to add;</li> <li>New pictures need to be updated as appointments are made.</li> </ul> <p>Mr. Kahn stated it is time the community knows what is going on. Community members ask what is happening with Measure C. Mr. Kahn suggested a letter to the community, signed by Mr. Long as President of the Board, Mr. Schapper and Ms. Ford sign on behalf of the COC. Discussion was held regarding the best way to communicate with the community at large. Mr. Schapper said that Ms. Schneider is the expert in terms of putting this communication together. Now that the District has a better feel for what the projects will look like, communicating the phasing of the projects is appropriate. Mr. Kucharski suggested inserting information with the PUD billing. The committee agreed this was an excellent idea. Mr. McConn stated the CEQA document will be on line on the District's web site, at the local libraries and at the hospital if the public would like to view or purchase a hard copy. Open meetings with the community for their comment regarding this document will be scheduled. The public posting will be included on the TFH website. It was moved, seconded and carried to accept this report.</p>	Ms. Schneider and Ms. Ford will meet to coordinate the update to the community.
IX. Forms 700	Forms 700 with original signatures were gathered at the meeting.	
X. TFHD BoD COC appointments	<p>Mr. Kahn reported:</p> <ul style="list-style-type: none"> <li>The committee received eight applications for the alternate positions;</li> <li>Applicants were outstanding, the committee chose two with financial backgrounds: <ul style="list-style-type: none"> <li>Andrea Baltzegar who is Controller at Resort at Squaw Creek;</li> <li>Larry Mace, who does audit work with Grant Thornton</li> </ul> </li> <li>Both applicants will be presented to the Board on April 27 for approval;</li> </ul> <p>Mr. Long and Mr. Kahn felt the direction from the COC was to choose applicants with financial backgrounds. Ms. Ford stated the alternates are allowed to do work on sub-committees.</p>	
X. TFHD Board member reports	Mr. Kahn stated he had nothing further to report.	
XI. New group photo	The COC members were asked to arrive early, by 3:30 pm, for the May 17 meeting. Ms. Thomason's department has arranged for a photographer to shoot a new group photo for web site and other collateral. Orientation will be held prior to the May meeting.	
XII. Next scheduled meeting: requested	The next regular meeting of the COC will be Monday, May 17 at 4:00 p.m. Per Ms. Ford, Ms. Schneider has invited Ms. Razo, the Chief Operating Officer to attend the next	

topics, tasks	meeting to present information regarding licensing. This will include information on licensing of individual departments in the facility and how it relates to the Measure C projects. The Finance Sub-committee will meet the last Friday in May. Ms. Ford asked if there were other topics other than the standing issues. None stated.	
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*Adjourned at 5.04 pm*