

Tahoe Forest Hospital District
Citizens Oversight Committee Meeting Minutes
Wednesday August 31, 2011, Eskridge Conference Room

ATTACHMENT 1

Members Present: Dale Chamblin, Sherrin Fielder, Paul Leyton, Gerald Herrick, Caroline Ford

Members excused or absent: Gary Boxeth (excused), Larry Mace (excused), Gary Davis, Mark Tanner, Andrea Baltzegar

District Board representatives: Roger Kahn, John Mohun

Staff Present: Maia Schneider, Rick McConnell, Crystal Betts, Bob Schapper

Guests present: Mike Geney

Topic / Agenda item	Discussion	Action steps/ Responsible party
I. Call to Order	Dale Chamblin called meeting to order at 4:31 PM	
II. Roll call	<i>Please see above</i>	
III. Items not on the agenda/clear the agenda	Mr. Chamblin commended Paul Kucharski for his dedicated service to, and Chairmanship of, the COC. Unanimous agreement.	
IV. Input from the audience	None	
V. Special election – COC Chair and Vice Chair	Paul Leyton nominated Dale Chamblin for Chair, second by Gerald Herrick. Unanimous approval. Chair Chamblin said he’s very honored to be a member of a committee with such dedication. Everyone here has something to offer which is already of value to our community. Secondly, he wanted to recognize the value of each member’s time, and recognized that we need to keep our meetings on track. Vice Chair nominations will be tabled until the next meeting.	
VI. Standing items: - Meeting minutes - Financial report - MC Budget report - Facilities update	Minutes moved acceptance Caroline Ford. Sherrin Fielder second. Unanimous approval. Financial report tabled to next regular meeting. Construction and budget update deferred until later in the agenda.	
VII. Finance subcommittee report	Ms Fielder noted that there were minutes from two subcommittee meetings in the agenda. At this point they have moved through 40 invoice packages and are up to date. Ms. Fielder called for rotation into the subcommittee meetings: September 30 – (tbd) and October 28 – Caroline Ford. Mr. Leyton to attend 11/18 meeting. Ms. Fielder noted that the November and December committee dates conflicted with holidays, and suggested moving the meetings back one week in each month. Committee members concurred.	Move November and December committee meetings back one week – Maia to schedule rooms. Maia to

		send email to COC for September attendance
VIII. Communications subcommittee report	Mr. Leyton discussed his meeting with Paige Thomason, Maia Schneider, Bob Schapper and Dale Chamblin on 8/31. He stated that it was a very good meeting; they spent 30 minutes discussing the goals of the communications program. Mr. Leyton asked members to comment on goals that will be outlined in the notes. We will be working with COC consultant Anthony Fulton via conference call and the COC's comments will prepare us for that call. Ms. Thomason will help create a plan to execute and we will bring a budget to the Board of Directors.	
IX. Board relations subcommittee report	<p>Ms. Ford reported that she participated in an informal meeting with Mr. Leyton and Chair Chamblin. She said they agreed that strategies we needed were: formal discussions regarding communications and PR; and regular attendance at Districts Strategic Planning meetings and Finance Committee meetings. She recommended two COC members who can attend in rotation so there's always someone to participate. Ms. Ford is happy to volunteer to be a regular attendee at the Strategic Planning meetings and they need a volunteer for Finance Committee meetings. They also discussed an orientation to the Geney Gassiot processes; not all COC members have seen that presentation. Specifically, how are change orders and project decisions made? Chair Chamblin asked if an abbreviated version of his previous presentation could be made? Mr. Geney said of course, and we could do that here at the COC meeting. Ms. Ford said the last thing they want to review is the over/under costs for each project and the process that led to decisions. The Communication Plan and outline for the budget will define better the COC's role in communication with the public.</p> <p>It was also discussed that perhaps an economic impact analysis of Measure C projects on the community could be conducted to demonstrate the additional benefits of the projects. Mr. Leyton asked if the econ impact analysis appropriate for COC or District? Ms. Ford responded that it is probably in the District's purview but it is additional information that this project is much bigger than just the construction. Chair Chamblin asked Roger Kahn and John Mohun whether the Board would be interested in conducting such an assessment? Mr. Kahn replied that the District has done so in the past, but probably would not do this for just the projects. Chair Chamblin said that they would leave it up to the Board to decide whether to do this; Ms. Ford reiterated that it could be a good piece of information for the community. Bob Schapper stated that a little of what was discussed in today's communications subcommittee meeting was around what could be communicated that would be important or useful to share. For example, we have OB services which don't return a profit to the District. But we could look at this service from a "domino effect" point of view; for example, if we lost birthing capability, would we lose other services and physicians? To Ms. Ford's point, the economic impact analysis is an interesting way to view services that otherwise the community may not connect with. If we could target that kind of service, that might be of use. Ms. Ford also stated that for any future bonds, it would be helpful to have this historical data regarding economic impacts. It can be done retrospectively later but it</p>	<p>Maia to inform COC whenever finance or planning meetings are scheduled.</p> <p>Maia to work with Mike Geney for repeat presentation to COC members on the budget and tracking process</p>

	<p>will be harder to pick through the information by then. Mr. Leyton said that he encourages the Board to consider performing another analysis but with an emphasis on the construction projects and services.</p> <p>Ms. Ford continued that in reviewing the Grossmont COC report, that it was not a comparable operation to TFHD. They are a significantly different organization, with greater resources and a different charge. She said that she was willing to do more research on COC's and their missions and charges. Chair Chamblin asked to clarify what the purpose of the consultant's time would be. Mr. Mohun stated that the consultant has experience with COCs around the state and he appears to have broad knowledge.</p> <p>Chair Chamblin clarified that a potential audit function noted in the subcommittee minutes would be to audit the COC's performance and structure. Mr. Leyton expressed concern that we not embark on too many things at once – do we really need to take on auditing our own performance at this point? Chair Chamblin agreed. Ms. Ford explained that this is not her recommendation, but was merely part of the subcommittee's discussion. Chair Chamblin suggested we table that request for now.</p> <p>(Note: Chair Chamblin moved to item XII at this point)</p>	
<p>X. COC member recruitment update</p>	<p>Maia Schneider updated the committee that three candidates applications had been received from the Truckee Donner Chamber, and that the Board would receive a recommendation from the vetting committee at their September meeting.</p>	
<p>XI. Bylaws revisions</p>	<p>Chair Chamblin noted that the bylaws specify quarterly reports to the Board. Are the quarterly reports necessary? Motion made by Mr. Leyton to recommend changing the bylaws, second by Ms. Ford. Unanimous approval. Chair Chamblin also brought up the question of whether the named seats on the COC (ie, NLTRA, CATT, etc) were appropriate in light of potential difficulty in recruiting? Could we add language to state “whenever possible”? Mr. Leyton moved to make recommended change to bylaws, Chair Chamblin second. Unanimous approval.</p>	<p>Maia to bring recommended bylaws changes to BoD for review</p>
<p>XII. Meeting frequency</p>	<p>Chair Chamblin explained that he wanted to ensure a great respect for all of the members' time as volunteers. His feeling is that now the COC could shift easily to a quarterly meeting schedule, as long as we continued to be representatives at the aforementioned Board committee meetings as well as the COC Finance Subcommittee meetings. There is a provision in our bylaws for ad hoc meetings, so if anything urgent came up we could still meet. Mr. Leyton noted that four meetings per year made sense and there ought to be latitude for the Chair to call for a meeting without 5 people approving it. This change was moved by Mr. Leyton, second by Ms. Fielder, unanimous approval. Subcommittee meeting attendance may be scheduled through staff via email.</p>	<p>Staff to inform COC members of Board committee dates as soon as they're know. Agendas will be sent ahead of the meetings.</p>

	<p>Mr. Kahn asked whether the COC wants to attend all finance meetings which are monthly, or just those related to Measure C, which are usually quarterly? Mr. Leyton asked if any building agenda items come up in the other finance meetings? Mr. Kahn stated that we could let you know ahead of time. February, May, August and November are when we hear the construction project updates.</p> <p>Chair Chamblin to work with staff to set quarterly COC meeting updates.</p>	
XIII. Updates from TFHD Board representatives	Mr. Mohun commented that the meeting held with the Board relations subcommittee was extremely helpful as it removed some ambiguity.	
XIV. Quarterly Facilities Plan and Budget Update	<p>Mr. McConn gave an update on the construction projects, phasing and budgets. Due to regulatory requirements there were some changes made in sterile processing, movement of personnel, and records management. Overall, the budget number has been reduced by \$250k; the overall budget is hovering at around \$99mm but we are working on scope modifications to bring that number down.</p> <p>Mike Geney reported that to date, 6 projects have been completed on time and on budget. We are working on 5 projects which are also on time and on budget. We will submit to OSHPD by the end of this calendar year for final projects. To date we have utilized only 1/3 of contingencies with 40% project completion. Chair Chamblin asked what the contingencies were used for. Mr. Geney explained they're primarily agency-mandated changes and conditions unaccounted for, such as an unexpected boulder in the project area.</p> <p>Mr. Leyton asked what the plan was to make up the \$4million in anticipated costs over the \$95 million for construction. Mr. McConn replied that this is a Board and Senior Leadership issue.</p> <p>Mr. Schapper indicated that this is a moving target; we need enough agility to purchase F&E. Originally we used \$3mm of the Measure C funds to retire debt; we could exchange "debt for debt" and use those funds for construction instead. We are taking conservative approaches to each phase and project. We cannot necessarily move mandated technology requirements, and we're looking at each requirement in detail. We may be able to substitute technologies out of our capital budget. But we're pressing Mr. Geney to get us to the right number. Mr. Leyton commented that it would be simple and appropriate that the Board notify the COC as part of their regular reporting so the COC is kept abreast of changes to the budget target as we move forward. Mr. Kahn stated that the Board is watching the budget but has purposely not identified a single source of assets for the difference as they are still pressing the facilities team to get the costs down.</p>	
XV. Next scheduled meeting: topics, tasks	TBA	

Adjourned at 5:37 PM

