

**MINUTES OF THE APRIL 15, 2014 REGULAR MEETING OF THE  
PETALUMA HEALTH CARE DISTRICT BOARD OF DIRECTORS**

**CALL TO ORDER:**

President Thornton called the meeting to order at 12:10pm in the building conference room at 1425 N. McDowell Blvd.

**PRESENT:**

Fran Adams, RN, BSN, Secretary  
Elece Hempel, Member-At-large  
Robert Ostroff, MD, Treasurer  
Kathie Powell, MS, Vice President  
Josephine S. Thornton, MA, President

**ALSO PRESENT:**

Suzanne Cochrane, Board Clerk, PHCD  
Ramona Faith, CEO, PHCD  
Kathy Ficco, Community Member  
Babs Kavanaugh, Consultant  
Panos Lykidis, CAMDEN Group  
Richard Nadale, Director of Finance, PHCD  
Wendi Thomas, RN, ER Director, PVH

**CALL FOR CONFLICT:**

A conflict of interest item for Director Adams during the closed session portion of the meeting was noted. Director Adams will remove herself during this portion of the Board meeting.

**CONSENT CALENDAR:**

The Petaluma Health Care District's Mission and Vision was read by Director Hempel.

**A motion was made by Director Ostroff, seconded by Director Hempel to approve the April 15, 2014 Agenda and the March 18, 2014 Minutes. This motion was passed by a vote of 5 ayes (Directors: Thornton; Ostroff; Hempel; Adams; Powell).**

**PUBLIC COMMENTS:**

There were no public comments.

**BOARD COMMENTS:**

There were no board comments.

## **ADMINISTRATIVE REPORT:**

### ***CEO Update:***

There were no further questions relative to the CEO Report.

Ramona Faith, CEO, distributed an informational fact sheet regarding the Lynch Creek Walgreens Project. The Planning Commission will be reviewing the proposal on April 22nd and Petaluma City Council in May or June.

Ms. Faith has also presented a Walgreens Project update to the Economic Development Board and the Government Affairs Committee requesting support for this project. These two committees will review information and provide recommendations to the Chamber of Commerce Board for endorsement. Ms. Faith is also scheduled to provide a Walgreens update at the Petaluma Valley Hospital Foundation Board on April 18, 2014.

Ms. Faith shared with Directors a recent article in the Argus Courier regarding the partnership between Petaluma Health Care District and Petaluma Education Foundation. The article features CHIPA and the work they are doing on bringing Healthy for Life, an innovative obesity prevention program, to schools within the Old Adobe Union School District. In addition the article promoted Healthquest and the CPR training that is offered to freshman at Casa Grande High School.

The Documentary Film titled "Are We Crazy About our Kids? The Cost/Benefit Equation" presented on April 9 was well attended. Panelists did an excellent job and were very informative in answering the audiences' questions. The Chamber of Commerce will be hosting their Friday Luncheon News at Noon event on May 2<sup>nd</sup> and will be showing the documentary film and panelist presentation.

### ***President's Report:***

President Thornton appointed Director Hempel and President Thornton to the Ad Hoc Committee for Planning & Public Information Services for Community Support.

## **FISCAL SUSTAINABILITY:**

Rick Nadale, Director of Finance, presented the February 28, 2014 financials.

As of February 28, 2014 the Statement of Net Assets reflected assets of \$13,124,416 and liabilities and deferred revenue of \$1,999,247 leaving the net fund balance at \$11,125,169.

The February 2014 monthly Statement of Revenue and Expense shows a loss of \$62,374 (including \$7,216 in unrealized portfolio losses) which is \$15,159 better than the budgeted loss of \$77,533.

**A motion was made by Director Powell seconded by Director Adams to approve the February 28, 2014 Financials. This motion was passed by a vote of 5 ayes and 0 noes (Directors: Thornton, Adams, Hempel, Powell, Ostroff).**

**PETALUMA VALLEY HOSPITAL:**

Wendi Thomas, RN, ER Director, Petaluma Valley Hospital provided an update on Petaluma Valley Hospital.

Ms. Thomas noted preparation for a JCAHO audit continues with a recent completion of a mock survey. Findings from the mock survey are being reviewed and recommendations implemented in preparation of the upcoming JCAHO audit.

Two committees have recently been established to review the ADO's submitted from the nursing staff. One committee focuses on acuity issues and consists of staff and leadership and another titled Acuity Compliance Committee focuses on researching data collected from the ADOs to determine if there are any trends associated with the submission of ADOs.

In addition, the new Medi Tech system is providing data to assist in improving the patient flow. At this point areas of focus include improving time patients are admitted from the Emergency Room to the Med/Surg unit, improve time ER physician sees a patient in the Emergency Room, and improve time a patient is seen by a Hospitalist.

Leadership continues to do hospital rounds on a regularly basis bringing forth possible recommendations to improve systems using a team approach as well as acknowledging staff on the excellent care and work they are providing.

Ramona Faith indicated she would like to participate in an Acuity Compliance Committee to discuss District's response to emails regarding unsafe staffing. Ms. Thomas will provide information on upcoming meeting dates and times.

In addition, the Board requested Ms. Thomas to present results from Medi Tech data relative to Emergency Department patient flow at a future PHCD Board meeting.

Ramona Faith presented a letter from the Petaluma Valley Hospital Foundation requesting District support during the Fund the Need portion of the PVH Benedetti Leadership event. Funds collected will go towards the purchase of an Echocardiograph Machine for PVH. The District will offer a lead gift of \$10,000.

Discussion ensued with Directors in support of the District participating in the Fund the Need campaign at the May 3, 2014 Benedetti event.

**RESOLUTION 14-01:**

President Thornton presented Resolution 14-01 regarding Notice Requesting Consolidation of PHCD Board of Directors to the General Election scheduled for November 4, 2014.

**A motion was made by Director Ostroff, seconded by Director Hempel to approve Resolution 14-01, Notice Requesting Consolidation of PHCD Board of Directors to the General Election and approved by the following roll call:**

**Director Thornton aye  
Director Powell aye  
Director Ostroff aye  
Director Adams aye  
Director Hempel aye**

**INFORMATIONAL ITEMS:**

Ramona Faith reviewed upcoming events sponsored by the District and letters of acknowledgement.

Ms Faith also acknowledged Elece Hempel who recently received Woman of the Year from the 10<sup>th</sup> Assembly District presented by Assemblyman Marc Levine.

**BOARD GOVERNANCE:**

Ramona Faith presented Board policies as follows:

**Access to Public Records Policy: A motion was made by Director Ostroff seconded by Director Thornton and approved by a vote of 5 ayes. (Thornton, Ostroff, Powell, Hempel, Adams)**

**Board Meeting Policy: A motion was made by Director Ostroff, seconded by Director Hempel and approved by a vote of 5 ayes. (Thornton, Ostroff, Powell, Hempel, Adams)**

**Board Meeting Layout Policy: A motion was made by Director Ostroff, seconded by Director Thornton and approved by a vote of 5 ayes. (Thornton, Ostroff, Powell, Hempel, Adams)**

**Board Benefit Policy was reviewed and revised by Directors. A motion to approve the Board Benefit Policy with changes noted was approved by Director Ostroff, seconded by Director Powell and approved by a vote of 5 ayes. (Thornton, Ostroff, Powell, Hempel, Adams)**

Corrections included reimbursement for Kaiser Insurance will be available to Directors and Directors will be allowed to receive retro reimbursement for out of pocket insurance costs as of January 1, 2014.

Discussion ensued pertaining benefits provided to retired directors and was tabled to a future Board meeting for further discussion.

**ADDITIONAL PUBLIC COMMENTS:**

There were no public comments.

**ADJOURN TO CLOSED SESSION:**

**President Thornton adjourned the meeting into closed session pursuant to:**

- **Government Code §54956.8 Closed Session; real property transaction; meeting with negotiator – 400 North McDowell Blvd.; The Camden Group**

**ADJOURN TO OPEN SESSION:**

President Thornton adjourned the meeting into open session and reported no action was taken in closed session.

**ADJOURN:**

President Thornton adjourned the meeting at 5:10pm

***Submitted by:***

Fran Adams, Board Secretary

**RECORDED BY:**

Suzanne Cochrane, Board Clerk