

PIONEERS MEMORIAL HEALTHCARE DISTRICT
207 West Legion Road, Brawley, CA 92227
REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 23, 2023
PMH Auditorium
5:00 pm

Minutes

PMHD MISSION: Quality healthcare and compassionate service for families of the Imperial Valley

In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a board meeting, please contact the District at (760) 351-3250 at least 47 hours prior to the meeting.

I. **CALL TO ORDER** (time: 5:00 pm – 5:15 pm)

President Santillan called the meeting to order at 5:00pm in the PMH Auditorium

A. Roll Call

BOARD MEMBERS:

Katy Santillan, President
Rachel Fonseca, Secretary
Linda Rubin, Treasurer
Nick Aguirre, Asst.
Secretary/Treasurer

STAFF:

Damon Sorensen, Interim CEO
Sally Nguyen, General Counsel
Carol Bojorquez, Interim CNO
Ramaiah Indudhara, MD, Chief of Staff

GUESTS:

Carly Zamora, Chief of Clinics
Jorge Reyes, HR Director

Absent: Enola Berker, Vice President

B. Approval of Agenda

A motion was made to approve the agenda by Director Aguirre, seconded by Director Rubin. **The motion was unanimously carried.**

II. **BOARD MEMBER COMMENTS**

Director Aguirre thanked everyone for being in attendance. He reported that the County Board of Supervisors presented Pioneers Memorial Healthcare District with a proclamation to recognize the district for all the work it does for the community. This was done during Special District's Week.

Director Aguirre stated that LAFCO will be holding a meeting on May 25th. It was noted that Director Rubin and Ms. Nguyen will be attending the meeting.

Director Rubin mentioned that it looks like the employees had a grand hospital week. She is glad everyone enjoyed the festivities. Director Rubin stated that she was

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wondering if Assemblymember Garcia was sending his representative to the different City Council meetings. As far as she is concerned, we agree with having one healthcare district, but since we are doing all the heavy lifting, it should remain a local decision.

Director Santillan advised that the District is concerned about transparency given the ECRMC debt. We are concerned whether or not the District and the community can take on that debt.

- III. **PUBLIC COMMENTS** – At this time, the Board will hear comments on any agenda item and on any item not on this agenda. If any person wishes to be heard, he or she shall stand; address the chairperson and state the subject, or subjects, upon which he or she desires to comment. Time limit for each speaker is 5 minutes. A total of 15 minutes shall be allocated for each item. *(time: 5:15 pm – 5:30 pm)*

There were no comments.

- IV. **OLD BUSINESS** *(time: 5:30 pm – 5:40 pm)*

There was no old business.

- V. **MEDICAL STAFF REPORT** – Ramaiah Indudhara, MD, Chief of Staff, will present for Board consideration, the following matters: *(time: 5:40 pm – 6:00 pm)*

- A. Recommendations from the Medical Executive Committee for Medical Staff Membership and/or Clinical Privileges, policies/procedures/forms, or other related recommendations

Dr. Indudhara reported that there has been a significant decrease in COVID cases; similar to what is occurring in the rest of the country. Currently, there are three cases at Pioneers. Progress continues on improving physician documentation. He mentioned that there was a noticeable bump in the number of transfers. There was a total of 91 transfers in April, compared to 64 in March. The most transfers were in GI and some pediatric. The medical staff is looking more closely at the reasons for the transfers and documentation. Clinical services were reviewed, and nothing was found out of the ordinary. All of the policies listed in the report went through the appropriate committees and approvals. Director Santillan asked how communication with ECRMC was going and did they provide any further equipment. Ms. Bojorquez advised that they have established regular meetings with ECMRC, and they meet every two weeks. This includes PMHD, County EMS and ECRMC. A process has been established which is followed when transferring OB patients. Last week, ECRMC was on bypass, but Pioneers did not go on bypass. Director Rubin asked if Pioneers receives a lot of OB transfers from El Centro. Ms. Bojorquez stated that Pioneers receives a lot of calls, but she does not have the transfer data. A motion was made to approve the medical staff report by Director Rubin, seconded by Director Aguirre. **The motion was unanimously carried.**

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VI. POLICIES/PROCEDURES/REVIEW OF OTHER ITEMS – The Board will consider and may take action on the following: (*time: 6:00 pm – 6:45 pm*)

A. Approval of Minutes

1. 4/10/23 Special Meeting
2. 4/17/23 Special Meeting
3. 4/25/23 Regular Meeting

B. Hospital Policies

1. Community Support Policy
2. Emergency Management Plan
3. Firearms and Weapons
4. Gifts & Entertainment Policy
5. Hypoglycemia in the Newborn
6. Law Enforcement Requested Blood Draws
7. Legal Health Record and Designated Record Set
8. Neonatal Endotracheal Intubation
9. Neonatal Thoracentesis-Needle Decompression
10. Neonatal Umbilical Vessels Catheterization
11. Office for Civil Rights Compliance Reviews and Investigations
12. Paid Time Off and Medical Leave Hours
13. Public Records Request
14. Release of Medical Information – General Policy Principles
15. Sick Leave – California
16. Staffing – ICU Department Plan with Guidelines and Criteria
17. The Brown Act
18. Transparency Laws and Social Media

A motion was made to approve the minutes and hospital policies by Director Rubin, seconded by Director Aguirre. **The motion was unanimously carried.**

C. Update Reports

1. Women's Auxiliary

The Women's Auxiliary had their general meeting for the Spring and elected new officers. They donated about \$32,000 to Pioneers for five bassinets and other OB items. Administration is working on completing the order of these items.

2. LAFCO

There was nothing to report.

3. Funding Requests Committee

There were no requests received.

4. Compliance Officer Evaluation
5. General Counsel Evaluation

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It was reported that we are waiting on the ratings from two Board members to complete the evaluations.

D. April 2023 Finance Report

Mr. Sorensen provided an overview of the finance report since Ms. Loper is out today. He advised that the district made money; we had another strong month. Typically, this is our slow time; however, things have not really slowed down much this year. Volumes decreased a bit over the weekend and then picked back up rather quickly. There were discussions at the ED Huddle by staff on how to respond when volumes slow down such as flexing staff down, and other steps to take. Mr. Sorensen stated that Finance will be bringing in the insurance proposals next month and we are seeing that there will be double-digit increases in the coverage. He reported that the Distressed Hospital bill passed. The State sent out some surveys requesting information from hospitals who qualify, and Ms. Loper has provided a response. There was a webinar today that provided more information about the program and the application process, which is set to begin in June. The bill provides interest free loans for 72 months, then there is a grace period of 18 months. There are various measures and documentation that they will review to determine who is awarded funds. Finance has sent two grants to the grant consultant. Mr. Sorensen stated that they have provided good leads and we'll see what can be generated out of that. The district is still working to finalize the rate for the nursing home. Mr. Sorensen feels that having the nursing home is going to be good for the district, since their census is so high. Mr. Sorensen advised that the budget proposal for next fiscal year has a lot of conservativeness built in. The final version will be brought to the Board next month for consideration. Director Rubin asked if Mr. Sorensen had seen ECRMC's finances for last month. He noted that he has not. Mr. Sorensen advised that he had touched base with Mr. Velez, ECRMC's CEO, who let him know that their financials were better for the month. Director Santillan mentioned that Mr. Velez had reached out to her to meet, but she has not had the opportunity to do so. She will try to meet with him next week, if possible.

E. Human Resources Report

Mr. Reyes noted that he, and several directors, will be attending a career fair at the IV Mall. He stated that he included a separate dashboard for the skilled nursing facility in his report. The turnover rate continues to be low. Mr. Reyes and other PMHD staff participated in the luncheon for new nursing graduates two weeks ago. There was good participation, and 11 offers were made. Ms. Bojorquez advised that IVC's graduation ceremony will be on June 7th and the nursing directors will attend as well as her. Director Santillan asked for status of the recruitment request that was made by HIM staff member. Mr. Sorensen reported that there was work done to streamline processes in HIM as they work with a lot of paper. Processes were automated, which resolved the staffing issue.

A motion was made to approve the finance and HR report by Director Aguirre, seconded by Director Fonseca. **The motion was unanimously carried.**

F. Authorize Upgrade of Chemistry Analyzers – Vitros 7600

Contract Value: \$379,750 for two; Contract Term: Purchase; Budgeted: Yes; Budget Classification: Capital

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- G. Authorize Purchase of Four Olympus Surgical Towers and Telescope Upgrade Services
Contract Value: \$564,365.⁸⁹; Contract Term: Purchase and Three (3) year service; Budgeted: FY 2024 capital budget; Budget Classification: Capital
- H. Authorize SAFE (Sexual Assault Forensics Examination)/SART Agreement #C5611326 with the California Department of Corrections
Contract Value: \$30,025.63; Contract Term: July 1, 2023 through June 30, 2026; Budgeted: N/A; Budget Classification: Revenue
- I. Authorize Letter of Agreement with ADP for Professional Services
Contract Value: N/A; Contract Term: One (1) year; Budgeted: N/A; Budget Classification: Maintenance
- J. Authorize Engagement Letter and Professional Services Agreement with Moss Adams, LLP
Contract Value: \$113,000; Contract Term: One (1) year; Budgeted: Yes; Budget Classification: Purchased Services
- K. Authorize WellCents Service Agreement with NFP Retirement, Inc.
Contract Value: Finance by retirement plan; Contract Term: One (1) year; Budgeted: N/A; Budget Classification: Employee Benefits
- L. Authorize Renewal of Stop Loss Insurance with Sun Life Assurance Company
Contract Value: \$999,270.³⁰; Contract Term: One (1) year; Budgeted: Yes; Budget Classification: Salaries and Wages, Benefits
- M. Authorize Consulting Agreement with Progressive Healthcare, Inc.
Contract Value: not to exceed \$50,000; Contract Term: One (1) year; Budgeted: Yes; Budget Classification: Purchased Services
- N. Authorize Medical Directorship Agreement with George Fareed, MD
Contract Value: not to exceed \$28,000/yr.; Contract Term: Three (3) years; Budgeted: Yes; Budget Classification: Professional Fees
- O. Authorize Emergency Medical Care On-Call Amendment for Mostafa A. Hamdy, MD
Contract Value: approx. \$50,000; Contract Term: One (1) year; Budgeted: No; Budget Classification: Professional Fees
- P. Authorize Medical Directorship Agreement with Mohammad I. Admani, MD
Contract Value: not to exceed \$12,000; Contract Term: One (1) year; Budgeted: Yes; Budget Classification: Professional Fees
- Q. Authorize Staffing Agreement with Locum Tenens, Inc.
Contract Value: Based on recruitment efforts; Contract Term: Three (3) years; Budgeted: No; Budget Classification: Purchased Services
- R. Authorize Staffing Agreement with Alliance Health Services, LLC
Contract Value: Based on recruitment efforts; Contract Term: Three (3) years; Budgeted: No; Budget Classification: Purchased Services
- S. Adoption of Community Support Budget as Required by AB1728
- T. Authorize Purchase of 8 Patient Monitors from GE Healthcare Pending Legal Review
Contract Value: \$170,711.⁶⁹; Contract Term: Purchase; Budgeted: No; Budget Classification: Capital
- U. Authorize Administrative Services Agreement with Pinnacle Claims Management, Inc.
Contract Value: \$318,000; Contract Term: One (1) year; Budgeted: Yes; Budget Classification: Employee Benefits
- V. Authorize Statement of Work to Master Services Agreement with Moss Adams, LLP
Contract Value: approx. \$67,000; Contract Term: Two (2) years; Budgeted: Yes; Budget Classification: Purchased Services
- W. Authorize Participating Facility Agreements with Western Growers Assurance Trust and Pinnacle Claims Management, Inc. Pending Legal Review
Contract Value: depends on volumes; Contract Term: Three (3) years; Budgeted: No; Budget Classification: Revenue
- X. Authorize Third Amendment to the Provider Participation Agreement with Health Net of California, Inc.
Contract Value: based on volumes; Contract Term: coterminous with PPA; Budgeted: Yes; Budget Classification: Revenue

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Y. Authorize Dietitian Consultant Agreement with Dietitians of Orange County

Contract Value: \$80/hr.; Contract Term: One (1) year; Budgeted: No; Budget Classification: Purchased Services

Director Rubin requested that more detail be provided on the write ups. If any savings are achieved, the write-up should provide that information.

ITEM Y – Director Rubin advised that there are probably local dietitians that can be retained for a short agreement, which would be cheaper. The good thing is that it can be cancelled in 30 days and probably need to get that going right away. Mr. Sorensen mentioned that this is for the skilled nursing facility, and this is a cost-reimbursed situation. If PMHD spends \$80 for the service, then PMHD will be reimbursed for that cost. There was a lengthy discussion at the Senior Leaders meeting about looking at all the elements of the nursing home.

ITEM G – The surgical towers are about \$450,000. The PMH Foundation donated \$100,000 to cover the cost of one of the towers. The towers have been here “on trial” and payment for them will be issued in July. The vendor has agreed to let PMHD keep using them until that point.

ITEM L – Director Rubin asked if there would be savings if a certain threshold is met for the stop loss coverage. Mr. Reyes stated that he did not have the information but would ask Gallagher for that report. Ms. Nguyen pointed out that in the last 10 years, PMHD has used the stop loss twice on two employees and it did yield some savings. Director Rubin stated that is the kind of information she would like to see in the write up.

ITEM H – Director Fonseca noted that the document mentions the former CNO. It was advised that it will be revised.

ITEM N – It was clarified that there are two directorship agreements, one for Admani and one for Fareed.

ITEM M – Director Fonseca asked for more information regarding this agreement. Ms. Zamora reported that this is a consultant that is currently doing an analysis of fair market value for physician agreements. Mr. Sorensen stated that the consultant does a lot for us related to the agreements. He sits down with the physicians and goes over all the numbers as well. Ms. Zamora noted that the cost of this agreement has been reduced in half over the last year.

A motion was made to approve items F through Y, except for S, by Director Rubin, seconded by Director Aguirre. **The motion was unanimously carried.**

ITEM S – Ms. Smith reminded the Board that AB1728 requires the Board to set a budget for community support on an annual basis. The budget set for last year was \$10,000; only \$500 of that has been used. The Board was asked if they want to set the same amount for next year’s budget or modify it. Director Rubin recommended the amount be decreased to \$7,500. A motion was made to set the Community Support budget to \$7,500 by Director Rubin, seconded by Director Aguirre. **The motion was unanimously carried.**

SECTION**VII. MANAGEMENT REPORTS** – The Board will receive the following information reports and may take action. *(time: 6:45 pm – 7:30 pm)***A. Operations Reports** – Damon Sorensen, Interim CEO**1. CEO Report (Interim Chief Executive Officer)**

Mr. Sorensen thanked the Board for their donations for hospital week. It helped us have an amazing hospital week for the staff. The Foundation made several donations to Pioneers last week such as two ICU beds, five Med/Surg beds, one rapid infuser for the ED and the funds for the tower. The foundation members are fabulous and when we see them, we should extend our thanks. There is still a lot of work to do with the skilled nursing facility. It has been a little bumpy, but HR is doing great work in getting all the staff onboarded. Mr. Sorensen reminded the Board that our agreement has the nursing home funding operations until the A/R starts coming in to PMHD. They are sending PMHD \$500,000 every two weeks to cover the expenses of the nursing home. We have started the process and filed all of the necessary rate letters. Once payments start being received, they will stop funding Pioneers. Ms. Ramirez, Marketing Director, shared what the signage would look like for the nursing home. She reported that the street signage cannot have lighting because all of the cabling from the post was stolen. They can add solar lights which will be a lot cheaper. Once the signage and painting are completed, then a grand opening event will be scheduled. An event will also be held to announce the launch of the base hospital at Pioneers. An email will be sent to the Board once the events have been scheduled.

2. Hospital operations (Interim Chief Nursing Officer)

Ms. Bojorquez reported that DNV conducted the accreditation survey of PMH last week. They will be issuing three level-1 non-conformities and seven level-2 non-conformities. For the level ones, they give PMHD 60 days to show objective evidence of improvement. Action plans are developed for all the non-conformities. DNV was able to close all of the non-conformities from last year, except two of them. One was related to barrier protection plan and the other had to do with the sprinkler system; they found the same issues as last year. Last year, there was a conditional level finding having to do with restraints. This will be downgraded to a level one for this year. The other level-ones had to do with medication management. The level-twos had to do with reassessment after administering medication, defibrillator patches for pediatric patients could not be readily located, no process in place for the oxygen flow meters, training for OR fire safety, bloodborne pathogen training, and other items having to do with life safety and physical environment. DNV had a lot of noteworthy things to say, such as, they really liked the grievance process, the control substance surveillance team and the ED and Safety huddles. Every year they survey, they always mentioned how impressed they are with the staff. Director Santillan asked if there are more deficiencies this year than last year. Ms. Bojorquez advised that she'll have to check her report as she cannot recall how many there were last year. She let the Board know that we are still in line to go live on July 1st for the Base station. The ER staff has been doing a lot of training and has started to do ride-along with EMS. Ms. Bojorquez noted that there were 405 items reported during the safety

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huddles; the majority of those items have been closed. PMHD participates in the California Maternity collaborative and received an award for being below the programs targeted rates for c-sections. Director Santillan asked if Marketing was made aware of that award. Ms. Ramirez stated that she was aware of and will be posting on social media. Lastly, Ms. Bojorquez advised that they continue to meet with the hospitalists and Dr. Richley will be the new medical director for that group. Meetings will be held with Dr. Richley as well.

3. Clinics operations (Chief of Clinic Operations)

Ms. Zamora provided an overview of the clinic statistics. She noted that the patient satisfaction scores for three of the clinics were of note. There seems to be an increase in wait times in urology and both women's health clinics. The wait times can run from 45 minutes to an hour. Work is being done with the providers to improve in that area. Volumes did increase, especially at PHC and the Callexico clinic. The call center continues to receive about 2,000 calls per week. The national average on no-show rates is about 18%, the clinics are doing well. The only outlier is WHAP that is not meeting the metric. Work is being done to improve that with staff calling three days before and one day before to remind patients of their appointments. There were three positions open at the clinics, but three offer letters were sent out and were accepted; those posts will be closed. Callexico still has a LVN position open. For the grant funds received, one RN has been hired, one is still posted, and two postings for community health worker positions have been opened. The speech therapist rescinded his resignation. He will be working at Pioneers and the skilled nursing facility. Marketing will be taking photos of the staff and physicians tomorrow. A meeting was held last week with the providers to discuss unlocked notes. It was agreed that notes will be locked within 48 hours. The target is to have 95% completion, they are currently at 94% overall. The focus for physician recruitment, for the last year, has been GI. There are three interviews coming up for general GI physicians. The Board thanked Ms. Zamora for her report.

4. Medical staff (Chief Nursing Officer)

Nothing further to report.

5. Finance (Chief Financial Officer)

Nothing further to report.

6. Information technology (Chief Nursing Officer)

Ms. Bojorquez noted that Ms. Teague is working with Cerner on the implementation planning. Ms. Smith advised the Board that since the go-live date will be in April 2024, the staff will need to use the auditorium for training purposes during the week of the supplemental meeting. So, there may be a need to only hold one Board meeting that month or move location.

7. Facilities, logistics, construction, support

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Mr. Sorensen reported that a decision was made not to replace the position of Chief of Logistics and Support Services. Instead, those departments have been delegated to other Senior Leaders or Directors. Angela McElvany will now oversee EVS/Housekeeping. Jaime Cristobal will now manage facilities, safety and biomed. Carly Loper will oversee dietary and materials management. Director Santillan asked if PMHD has completed any phase of the seismic plan. Mr. Sorensen noted that he would have to look at the report.

8. Quality resources - (Director of Quality Resources)

Nothing further to report.

9. Board matters

Ms. Smith reported to the Board that a lot of the waivers that were in place during the public health emergency have now gone away with the end of the PHE. So, we are now reverting back to the normal Brown Act requirements for open meetings and postings. This includes requirements for posting when wishing to participate in a meeting virtually/telephonically.

B. Legal Counsel Report – Sally Nguyen

1. All matters to be discussed in Closed Session

VIII. CLOSED SESSION – The following matters will be considered by the Board in closed session; the Board will reconvene in open session to announce any action taken on matters considered in closed session. *(time: 7:30 pm – 7:50 pm)*

A. CONSIDERATION OF MATTERS INVOLVING TRADE SECRETS – Safe Harbor: Health and Safety Code §32106, subparagraph (b)

1. Based on the Board's prior findings regarding Trade Secret classification, as contained in Resolution 2023-01, consideration and discussion of possible initiation of the following:
 - a. Updating Certain District Strategic Planning Initiatives

B. PENDING OR THREATENED LITIGATION – Safe Harbor: Subdivision (b) of Government Code §54956.9

1. Conference with Legal Counsel regarding threatened litigation involving possible facts or circumstances not yet known to potential party or parties, disclosure of which could adversely affect the District's position.
 - a. Compliance Issues

IX. RECONVENE TO OPEN SESSION *(time: 7:50 – 8:00 pm)*

A. Take Actions as Required on Closed Session Matters

There were no reportable actions taken in closed session.


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X. ADJOURNMENT *(time: 8:00 pm)*

The meeting was adjourned to the next meeting.



Board Secretary



Clerk of the Board