

Tahoe Forest Hospital District
Measure C General Obligation Bond Citizens Oversight Committee Meeting
Monday, August 11, 2008, 4:00 PM -Lobby Conference Room, Tahoe Forest Hospital

Members Present: Randy Hill, Mark Tanner, Leisa Peterson, Paul Leyton, Gary Davis, Sherrin Fielder, Caroline Ford

Staff Present: Evangeline Van Skyhawk, Maia Schneider, Rick McConn, Steve Gross

Guests present: Crystal Betts-CFO and Debbie White-Education

Attachment #1 Minutes from 7/14/08
Attachment #2 Small Pond Proposal
Attachment #3 Website draft
Attachment #4 Financials
Attachment #5 HIPPA and Your Legal Duties

Topic/Agenda	Finding/Conclusions	Recommendations/Action and Responsible Party
I Called To Order at	4:02pm	
II Roll Call	Please see above	
III Clear the Agenda/Items Not On the Posted Agenda	Maia Schneider extended invitation to COC to attend Stakeholders Event on August 27 th . Randy Hill will be this year's recipient of the Hobday award. Schneider addressed initial reason for not including COC as not wanting to seem as though an attempt was being made to gain favor with the COC members. Hill and Schneider addressed this issue and both felt that COC should be invited as they play an important role within the Health System.	Invitations will be sent via mail to all COC members within the week.
IV Input – Audience		
V Approval of Minutes of 7/14/08	Geney is the last name of “Mike” listed as guest on minutes from 7/14/08. Paul Leyton made motion to accept minutes, Leisa Peterson seconded. Minutes were approved unanimously.	Evangeline to add last name to minutes.
VI VI Brown Act Reminder	Schneider reviewed Brown act. Important not to email or conduct serial phone calls regarding COC. Any info should be addressed at an agendaized COC meeting.	

<p>VII Intro to District Finances- Crystal Betts</p>	<p>Statement for bond and fiscal policy on how cost related to bond is handled was distributed by Crystal Betts. Sale went off without a hitch; closed on Tuesday August 5th, 2008. Bonds were sold for slightly more (29.2M) First payment will show up in the November tax bill. Cost of insurance came out of proceeds. Cost to property owners will be \$10.14 per 100,000 of assessed value, which is less than expected. Rick McConn and Mike Geney put together created 3- year capital plan and cash flow summary. Cash flow summary will be put together on an annual basis and has been approved by the District Board. When expenses come in, there will be a review and validation process. Pre construction costs will be validated by McConn. Account # set up for each cost center related to master plan. Each phase will have a separate cost center. For construction-related costs, construction manager Mike Geney, will compile a cost summary, signed by McConn and architect and submitted to accounting for payment. At month-end a general ledger report will be issued including a print out by project. There will be a copy of each invoice attached to each report. Betts and McConn will review each invoice and report. Once these have been approved as eligible, packet will then go to CEO for final approval. This will then go to Director of Accounting for payment. Health System must plan for uncovered expenses through the master plan. Bond reimbursement packet will be presented to COC for review at monthly meetings. Report will be extensive. Schneider suggested assigning a subcommittee to review and make recommendations to Committee. Hill looked to Sherrin Fielder to take on that responsibility. Additional discussion was had as to understanding how costs fit into project and therefore how the COC will know if the costs are valid. The debt service payment is paid for by the property tax revenue and interest. District balance sheet will show the GO Bond- this is where the money will be reflected from the sale of the Bond. Paul Leyton suggested adding “Measure C” after the GL Bond verbiage. Current maturity is what is due as debt on the current bond. Hill clarified that the financials will be historical. Hospitals’ financials beyond Measure C are beyond the scope of the COC.</p>	<p>Please see Handouts for more specific information.</p> <p>Betts will PDF package and forward to designated subcommittee member.</p>
<p>VIII Facilities Development Update – Rick McConn</p>	<p>Master Planners were here at the end of July to meet with each of the District Board members and to discuss the ECC, ER and Cancer Center. Tomorrow there will be a meeting to address IT to try to come up with a resolution. Next week will look at radiology and oncology. September 4th there will be a special board / planning meeting. Freeman White will be providing some revised info. Discussion has taken place on ECC. Additional time will be spent to expand the scope of Master planners on the ECC. Schneider added that John Moise had toured the IT facilities and will want to present his findings at the next meeting. As projects are identified, Geney Gassiot is prohibited from bidding on any projects as a result of being construction manager. Discussion was held in regards to OB and demographics.</p>	<p>Schneider to bring summary of Planning Committee meetings.</p>

IX Your Legal Duty and HIPPA- Debbie White	<p>Debbie White presented info on HIPPA and “Your Legal Duty”. Video was shown and handouts were given. Overall premise- anything that you see pertaining to a patient is only to be shared on a need to know basis. You are not permitted to share what is seen within the hospital with anyone. Test was taken by all COC members following the video on elder abuse. When reporting Elder Abuse, members can contact the ombudsman, the director of LTC-Ann Delforge, Social Services, or law enforcement.</p>	<p>Please reference Handouts for additional information.</p>
X Ad Hoc Website committee update	<p>Leisa Peterson reviewed the website proposal. Leyton questioned whether it made sense to move forward with the website without true financial info. Consensus was that this was a work in progress, and that in the interest of moving forward, this was ok. Randy motioned to ask Small Pond to move forward on development of beta site by the next meeting in September. Approved unanimously.</p>	<p>Hill requested having a brief overview and tabling topic to be first item on agenda for September.</p> <p>Committee will want to have access to the beta site during the next meeting on line</p>
XI Next Scheduled Meeting, 9/8/8- Topics and Tasks	<p>Web page top of agenda for next time.</p>	

Meeting adjourned at 5:59 pm

