

**Tahoe Forest Hospital District
Citizens Oversight Committee Meeting
Minutes of Monday, October 19, 2009, Eskridge Conference Room**

ATTACHMENT 1

Members Present: Randy Hill, Gerald Herrick, Sherrin Fielder, Dale Chamblin, Paul Kucharski, Gary Davis, Paul Leyton, Caroline Ford,

Members excused or absent: Mark Tanner, Gary Boxeth

District Board representatives: Roger Kahn, Larry Long

Staff Present: Rick McConnell, Maia Schneider, Crystal Betts

Guests present: none

Topic / Agenda item	Discussion	Action steps/ Responsible party
I. Call to Order	Hill 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	none	
IV. Input from the audience	none	
V. District Board representation (item held until 5:05 PM)	Randy: The Board has appointed two board members as representatives to the COC so that we consistently have representation; this also provides an opportunity to address questions in committee that can be addressed at this level without the formal process of going forward to the Board. Having said that, this does not remove or undermine our authority to go to the BoD with questions or concerns or follow our adopted protocol for Board interaction. I want to ensure everyone is comfortable with this and your questions are answered. (no questions from COC members) Larry Long: this action was really about trying to improve continuity of participation and answer queries of the Board from the COC.	
VI. Standing items: 1. Minutes 2. Financials 3. Facilities	1 Paul Leyton moved, Dale Chamblin seconded minutes. All in favor. 2. Randy Hill asked some clarifying questions re monthly financials. We made payment on bond so trustee/GO bond line has been reduced accordingly. No radical changes. 3. Rick McConnell brought committee up to speed re utilities work on Donner Pass Road. DPR will be repaved within next two weeks. Cost is borne entirely by TFHD.	
VII. Finance sub committee report - Fielder	Sherrin explained process by which sub committee reviewed invoice details. Sherrin asked Crystal Betts about policy for sign-off page. Crystal explained that Rick McConnell reviews entire invoice package (many pages) and signs off on one cover page. Crystal will include the sign off/summary page in future review packets. COC discussion: MPOE fiber installation / IT – what is the difference between those projects? Are	At future COC meetings select COC member to

	<p>those end-of-project items? Rick – MPOE “Main Point of Entry” is backbone of hospital going forward. It will accommodate EMR and telephonics and is critical infrastructure. IT relocation is BOA/IT total project – relocating business office, accounting, administration, finance and IT from where the Cancer Center will be built.</p> <p>Geney Gassiot contract – 10% multiplier plus insurance fee – where in contract is insurance covered? Rick: It is 1.25 % to cover liability insurance and is one of the “reimbursables.”</p> <p>Sub committee will do random spot check of invoices. Is what committee saw what Crystal gives us? Sherrin: Crystal gives us the whole invoice list – we randomly select a few invoices to audit. Randy – will that give you a fair insight into what’s actually going on? Are you comfortable with that methodology? Sherrin / Dale: we are only asking for random back up documentation but we are looking at full invoice listing to make selection. Committee picks invoices based on dollar amount, then Sherrin uses accounting principles to get a larger representative sample. Paul L: What percentage of the invoices and total dollar are you looking at? Sherrin: based on last month we hit roughly 75% of dollar value. We will always look at new vendors. The process is judgmental <u>and</u> random. Randy: you have a pretty awesome responsibility now – I hope that if you hit the wall you bring that to us first.</p> <p>Gary D: what is time commitment of sub committee so far? Dale: it’s been a few hours at each meeting plus reading time. Crystal: I try to give them the information in the same order every month so they’re not spinning wheels to review packet. Sherrin: maybe we should rotate guest COC members into the financial sub committee every month. (This idea was well received by COC)</p> <p>Paul K moved to accept financials; Gary D second. Passed unanimously.</p>	<p>cycle into sub committee meeting for that month</p>
<p>VIII. Communications sub committee report</p>	<p>Paul L: The two Pauls met with Maia last month. Our report is attached as part of your packet. The strategy was to fulfill goals and reach target audience: taxpayers and property owners. We have a series of six items to begin work on now. I ask that each member take the responsibility to provide via email to me (Paul L) and Maia within one week – two “frequently asked questions” for the COC web site to expand that section. Paul reviewed 6 recommendations with COC.</p> <p>Randy: on “strategy” how was the target audience defined? Also, “staff to draft simple statement” on presentations to community re Campus outreach...should that be a COC responsibility? Paul L will forward the statement already drafted by committee to bring to community – Maia will distribute to COC for review, comment and approval.</p> <p>Randy will draft a “My Turn” column for the Sun. The committee will get the quarterly and annual report for review and agreed they did not need to review the “My Turn” column before Randy submits.</p> <p>Caroline: on FAQ, we should update that before we drive people to the web site. All agreed.</p> <p>Roger: will there be Measure C information on district site? Maia: yes, district-appropriate content will be on the district site; COC-specific will be on the COC site.</p> <p>Caroline: when Maia is in community realm, she should bring back COC questions to the COC and place on COC web site as part of FAQ.</p> <p>Randy – let’s not ask questions (FAQs) for questions’ sake – submit questions you believe relevant. It seems that we could be getting into areas where the committee should have the opportunity to participate. We should approve this communication together. Maia and Paul to collate all FAQ suggestions and send out to all; if anyone has a concern the proposed FAQs will come back to full</p>	<p>All COC members to draft up to 2 new FAQ for the web site and submit to Maia.</p> <p>Paul to submit statement for staff outreach inclusion.</p> <p>Randy to draft and submit “My Turn” column</p>

	<p>committee for review.</p> <p>There was discussion regarding item #3 and whether it was necessary for the COC to create a distinct marketing effort. The group consensus was that when appropriate, the District should use its resources to drive community members to the COC web site, but that the COC should not put forth extraordinary effort to create a distinct and aggressive web marketing plan. It was agreed that future action item #3 (Include information on COC on hospital collateral and Measure C signage) can be revisited later if need be.</p> <p>Caroline: Do you have a motto (moniker) or other for the Measure C work when it starts?</p> <p>Roger or Larry: Not yet but we can see needing that later. Maia: Paige will determine that when we get closer to needing it. Caroline: That’s probably a good way to be visible when we need to be.</p> <p>Randy: to summarize: we will all see the drafts for the community presentation statement and the new FAQs. I will draft a My Turn column and send out.</p>	
<p>IX. “Speak Your Peace” Leyton / Schneider</p>	<p>Paul L: TTCF has introduced a program to bring civility to interactions and dialogue with the community. Maia and I were both at the kickoff for the Speak Your Peace initiative.</p> <p>Paul L: Moved adoption of principles for Speak Your Peace for COC; Dale Chamblin second. Roger: Is this a Board action to take first? Larry: I know the COC needs to feel more independent and I want to offer them that opportunity. Unanimous approval. Staff clarified that the COC name will be added to the TTCF web site.</p>	
<p>X. Debrief field trip discussion</p>	<p>Paul L: The presentation was outstanding. A tremendous amount of information was communicated in an easy to understand way through the power point presentation. The process by which the management of the measure c projects is outstanding.</p> <p>Dale: One of my questions is about dispute resolution. As I read this, it’s very clear how disputes between TFHD and CM will be handled. What’s not clear is CM’s role in assisting district with disputes with contractors. According to Geney they built their reputation on assisting their clients with disputes. They are on site daily and detailing every aspect of the construction. My challenge is that this information is not detailed in the contract with Geney. I know that District counsel has reviewed this, but I don’t see the specific call-out. I don’t need an answer but wanted to bring this to BoD attention.</p> <p>Paul L: In the Geney contract there are 4 references to negligence and they all relate to sole negligence. In my experience I have not ever run into a sole negligence situation; it was always comparative. So I raise the question as to whether or not there should be an amendment or explanation by counsel to the BoD as to the safety of the District in case of any negligence. See sections 9.215, 4.16, 8.44, 8.77. I think there needs to be some review to ensure the District is protected as it should be.</p> <p>Roger: Instead of making this a formal request to Board I would prefer that Larry and I bring it to our counsel and review both issues brought up tonight and bring that to the Board.</p> <p>Sherrin: Can we ask that counsel clarify whether COC funds will be spent on legal costs if they arise or will the district pay for that out of other funds?</p> <p>Roger: If we have litigation on a Measure C project, that would come out of Measure C money</p> <p>Randy: Which by extension is related to the work of the COC. I believe it is legitimate to pose a question as a COC member. It is legitimate to bring an issue to the Board by the COC. My only</p>	<p>Maia to send power point presentation out to COC from field trip</p> <p>Roger asked that staff inform COC members if/when Geney presentation is made to BoD so they can attend</p>

	<p>caution is that we not get distracted from our mission to review expenditures against the letter and spirit of measure C, as opposed to an elected representative who has a fiduciary responsibility. We get far afield when we demand a response to our question. We are not responsible for awaiting their answer or approving their answer. If we're looking to be informed, perfect. If we're looking to question, then we're outside our mission. It's all about intent.</p> <p>Caroline: I believe our responsibility was reaffirmed in the process in how the costs are being monitored; this fits well with our oversight. We now have a clear picture of how costs are being monitored for the projects.</p>	
<p>XI. Next scheduled meeting: requested topics, tasks</p>	<p>Caroline and Maia to meet and set agenda for November</p>	

Adjourned at 5:58 pm