

**Tahoe Forest Hospital District  
Citizens Oversight Committee Meeting  
Minutes of Monday, November 16, 2009, Eskridge Conference Room**

**ATTACHMENT 1**

**Members Present:** Paul Leyton, Paul Kucharski, Caroline Ford, Gary Boxeth, Dale Chamblin, Gerald Herrick, Randy Hill

**Members excused or absent:** Gary Davis, Mark Tanner, Sherrin Fielder

**District Board representative:** Larry Long

**Staff Present:** Rick McConn, Maia Schneider

**Guests present:** none

Topic / Agenda item	Discussion	Action steps/ Responsible party
I. Call to Order	Ford called meeting to order at 4:01 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. Standing items: 1. Minutes 2. Financials 3. Facilities	<p>1. Minutes from field trip moved approval by Paul Leyton, second Paul Kucharski. Passed unanimously (Hill abstained). Minutes from October meeting moved approval by Dale Chamblin, second by Kucharski. Discussion: Hill asked for clarification from October discussion of potential litigation (<i>none pending; this is theoretical</i>) costs: would those be borne by Measure C funds? Larry Long agreed with previous comments; hypothetically legal costs are covered by construction budget. There are contingency funds built into budget. Suggestion that Board obtain opinion from legal counsel. Rick to ask Gary Hicks about this when he next speaks with him. Minutes approved unanimously (Boxeth abstained).</p> <p>2. Crystal Betts absent, financials tabled to next meeting.</p> <p>3. Rick McConn updated committee on infrastructure work for data center relocation and utilities work on Donner Pass Road. Design continues on Cancer Center and extended care center. Timing for design is within next 6 months. Submitted to Town for Conditional Use Permit for Cancer Center, central energy plant and ECC. Town's timeline TBD; Hospital District will be lead agency for CEQA but we will still be coordinating with Town. Expect mitigated negative declaration for environmental review.</p>	
VI. Review of COC Bylaws and Ethics Statement	Caroline initiated discussion of Bylaws and Ethics statement for a couple of reasons: 1, to review Bylaws with whole committee including new members; and 2, to have a discussion about how we bring issues to the COC and to the District. If there's an issue that any member isn't comfortable discussing in the larger group, perhaps they can approach the Chair prior to approaching the District board to flush out as many issues as possible. Members still retain	Maia to remind Caroline to approach COC members who missed today's

	<p>their rights as individual members to address the Board; however if the issue is a COC matter then the party should endeavor to reach consensus with the committee prior to reaching the Board. Any member can always approach Caroline as Chair to address their concerns and strategize on sticking points. We should reach consensus in the committee as much as possible. Paul L mentioned procedure already created for addressing District Board with COC questions and concerns; that seems pretty clear. Caroline was referring to a member wanting to bring an issue to the Board that didn't reach consensus at the committee level; we should try to work it out here first. Paul agreed that it was better to bring issues to group and not "back door" issues. Caroline emphasized the importance of following protocol and not bending the ears of District board members outside of the established protocol. She wants to air any issue and clear it up at committee level. Randy Hill commented that taking COC business before the District board as a "private citizen" is probably an oxymoron. But there's a difference between taking <i>any</i> issue or taking a COC-specific issue to Board. Randy suggested that the District Board needs to be disciplined about referring COC members back to committee if a BoD member is approached on COC matters outside of the protocol. Caroline closed with saying this is a refresher on protocol and our ethics statement.</p>	<p>meeting to caucus on this issue.</p>
<p>VII. Finance sub committee report</p>	<p>Dale Chamblin reported out for finance sub committee meeting on 11/9. Invoices were selected based on size, new vendors, and random selection. 7 questions were posed to TFHD staff for clarification to Rick McConn and Rick has responded to each question. Dale presented question regarding property values dropping and whether that could impact bond financing and repayment. Staff explained that Crystal does have a response to this question and unfortunately she is out ill; Maia will send to COC after sub committee has reviewed the response. Caroline: should this issue be brought into the FAQs? Randy: should our FAQs become proxy for the District? In other words, isn't it the responsibility of the District to relay this information? Paul L: we have minutes from finance committee – can't they be appended to our minutes? Staff asked for clarification whether the COC wants the sub committee minutes on the web site with other minutes. The committee agreed that COC should review the Q&amp;A format and determine whether it is appropriate to post those sub committee notes on the web site. Randy: moving forward the bulk of what we're doing is this detailed financial review. It's a big load for one committee to carry. At some point should we be thinking about committee assignments, timelines, etc – how long should one person serve on any given committee? This is a lot of pressure for one group. Caroline –that's a good point and why we want every member to rotate into the finance committee meetings @ one member guest each meeting. Caroline mentioned the importance of keeping institutional memory on COC as well as vetting carefully the next COC membership recruitment to include someone with accounting background to back up Sherrin. Consistency will be important moving forward. COC will decide at next meeting how best to include finance sub committee meeting minutes in public record.</p>	<p>Maia to send minutes and responses from sub committee meeting to all COC members.</p> <p>Finance sub committee to come back to COC with recommendations on committee structure, membership terms, etc</p>
<p>VIII. Communications sub committee</p>	<ol style="list-style-type: none"> <li>1. Final text for public outreach was sent to COC. Caroline asked Paul K to distill COC text down to one or two simple lines for Maia to use in the future.</li> <li>2. FAQ for web site was discussed. Paul L has edited Caroline's FAQ. Each FAQ was taken individually and edits were suggested. Edited FAQ will be placed on COC web site.</li> </ol>	<p>Maia to place edited FAQ on COC web site. Paul L to edit last</p>

	<p>Discussion was held on what information and content is appropriate for COC to share as their charge to report to community, versus what was District responsibility. Gary Boxeth moved to approve FAQs as edited; Dale C seconded. Passed unanimously.</p> <p>Staff clarified the kind of information that will eventually appear on District web page for Measure C projects. The two sites already x-link to one another. Paul L offered to take a pass at editing the final question on the FAQ; Caroline agreed.</p>	<p>FA question and submit rewrite to staff; staff to distribute for approval at next COC meeting.</p>
IX. Set meeting dates December and January	<p>December and January meetings combined to one meeting in January to avoid holiday conflicts. January date set for January 11.</p>	
X. TFHD Board member reports	<p>Larry Long reported that the District's external auditors are very satisfied with District's accounting and safeguards. At last meeting, District Board approved COC reappointments, Bylaws and also adopted Speak Your Peace.</p>	
XI. Next scheduled meeting: requested topics, tasks	<p>Agendize Freeman-White contract for next meeting. Rick to investigate item A.1.3 (difference between hard and soft costs?).</p> <p>Agendize FAQ for next meeting for review of Paul's edits and any new FAQs.</p>	

*Adjourned at 5:37 pm*