

**Tahoe Forest Hospital District**  
**Citizens Oversight Committee Meeting Minutes**  
**Wednesday December 7, 2011, Eskridge Conference Room**

**ATTACHMENT 1**

**Members Present:** Dale Chamblin, Christy Curtis, Mark Tanner, Paul Leyton, Andrea Baltzegar, Larry Mace, Gary Boxeth, Gerald Herrick, Alyssa Westenberg

**Members excused or absent:** Sherrin Fielder, Caroline Ford, Gary Davis

**District Board representatives:** Roger Kahn, John Mohun

**Staff Present:** Maia Schneider, Rick McConnell, Crystal Betts, Bob Schapper, Ted Owens

**Guests present:** Mike Geney

<b>Topic / Agenda item</b>	<b>Discussion</b>	<b>Action steps/ Responsible party</b>
I. Call to Order	Dale Chamblin called meeting to order at 4:35 PM	
II. Roll call	<i>Please see above</i>	
III. Items not on the agenda/clear the agenda	Dale asked for introductions from everyone for the benefit of new members. Dale cleared the agenda	
IV. Input from the audience	None	
V. Introductions of new members	Maia Schneider introduced new COC appointees Alyssa Westenburg (TDCoC) and Christy Curtis (alternate)	
VI. COC elections	Dale asked for a nomination for Co Chair. Gary Boxeth nominated Gerald Herrick. Seconded by Paul Leyton. Passed unanimously. 5 members whose terms have expired have all agreed to serve again. Gary moved to renew the terms; Mark Tanner seconded. Passed unanimously.	
VII. COC Bylaws change	Dale introduced the reasons behind the requested bylaws changes. The bylaws were updated and adopted by the District Board. Maia Schneider reviewed the changes as requested by the COC.	
VIII. Standing items: - Meeting minutes - Financial report - Facilities update	- Approval of minutes moved by Gerald. Second by Paul. Passed unanimously. - Crystal reviewed the last quarter financials and summarized GO bond activity. Funds are invested with LAIF for best return. - Rick McConnell reported that last Thursday evening from 7 pm to 7 am the four modular units for the Central Energy Plant were set. All four were set in one evening. That was a milestone and a real accomplishment for everyone. Neighbors were notified and no complaints received.	
IX. Quarterly Facilities Update	Rick McConnell reported on the budget highlights. Interim Birthing and South Building had some redesigns so we're doubling back and pushing on design team to get them within original budget. The regulatory scope modifications number is up \$300k; some of that is equipment related to the lineac. The new Cancer Center Director is working with the facilities team to determine best equipment. However, the overall budget for equipment is down \$1 million.	

	<p>In areas where we have projects under design, the design fees and soft costs are already approved by the Board so you see those in projects that have not yet gone to bid.</p> <p>Paul asked what was the plan to make up the \$4 million anticipated over budget? Bob Schapper responded that the overall project costs include \$4.5 million in owner directed changes. The TFHD management team is looking at how to absorb those costs, either through debt financing or cash reserves. But we are also pushing on the facilities team to come in under budget to make up some of that if possible. Paul asked if whether the top priority was to push down on the construction budgets? Bob replied that it's our responsibility to listen to the District Board and follow their sensitivities. But we also want to get the most out of the project. We need to be good stewards of the project and provide the community with the best outcomes, so we need to balance improvements to the project against the balance sheet of the District.</p> <p>Paul recommended that the COC revisit this regularly at the COC meetings. Roger commented that Crystal has set aside \$4 million in the ten year long range budget forecast. The overage in the Measure C budget will probably come from a combination as cost savings, district reserves, and financing. But we won't be making decisions about that today.</p> <p>Dale asked about the District's other capital improvements – how are those financed? Crystal Betts stated we do that through reserves or through financing. Bob stated that we don't want to lose our credit rating, and we work very hard to manage our balance sheet so we don't lose our rating. That rating is a rare commodity among rural hospitals.</p> <p>Paul and Dale agreed that this is a good question to follow and the COC will do so.</p>	
X. Finance subcommittee report	In Sherrin Fielder's absence, Gary Boxeth reported on September 30 meeting. (November meeting will be reviewed at March 2012 COC meeting) Billing #41 is still open pending responses from staff.	
XI. Communications subcommittee report	<p>Paul previously submitted a draft Communications Plan for the COC to consider. Paul walked through his report and stated that the requested outreach was nominal cost and he hoped the District Board would approve. Paul said that it was important that it be written and produced professionally, under Paige Thomason's direction, with review by COC.</p> <p>Dale asked about a budget. Paul conceded there would be costs, and we need to understand the costs. Roger commented that the items included in Paul's recommendations should be a part of your annual report. Roger would support providing District resources for this outreach.</p> <p>Maia suggested that Communications committee meet with Paige asap to determine all of the pieces for the COC outreach; Maia and Paige would make recommendation to Board for expenditures and then work with COC to implement. Paul recommends following Cancer Center opening timelines for outreach. Alyssa will work with Paul on the sub committee.</p>	Maia to set a meeting with Paul and Alyssa and Paige immediately.
XII. Reports from TFHD Board Subcommittee attendance	Dale reviewed his report from the District BoD Strategic Planning Committee. All agreed that it was helpful to have this information ahead of the regular COC meeting. Dale reminded the members that it was important to attend the sub committee meetings of the Board, and to please reply all when you sign up for committee meetings.	
XIII. Updates from TFHD Board representatives	John Mohun stated that he felt like the "tread was hitting the pavement" for the charge of the COC. We welcome to two new members and wanted to let you know there's an open channel for communication between our Board and the COC.	

	<p>Roger had nothing else to add.  John reminded the COC that the Board changes their committee assignments and its possible the COC will have new representatives at their next meeting.</p>	
<p>XIV. Next scheduled meeting: topics, tasks</p>	<p>Next regular meeting March 7 at 4:30. Meetings will be held in March, June, September and December</p>	

*Adjourned at 5:21 PM*