

**Tahoe Forest Hospital District**  
**Citizens Oversight Committee Meeting Minutes**  
**Monday October 29, 2012, Truckee Tahoe Airport**

**ATTACHMENT 1**

**Members Present:** Paul Leyton, Gary Boxeth, Gerald Herrick, Dale Chamblin, Christy Curtis, Caroline Ford, Mark Tanner

**Members excused or absent:** Sherrin Fielder, Alyssa Thomas, Gary Davis

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

**Staff Present:** Rick McConn, Crystal Betts, Bob Schapper, Paige Thomason, Carey Hood

**Guests present:** Mike Geney

Topic / Agenda item	Discussion	Action steps/ Responsible party
I. Call to Order	Chair Dale Chamblin called meeting to order at 4:35PM	
II. Roll call	<i>Please see above</i>	
III. Items not on the agenda/clear the agenda	Move Special Meeting Agenda after Regular Meeting Agenda	
IV. Input from the audience	None	
V. Introduction of new staff	Dale introduced Carey Hood, the new staff liaison for the Citizens Oversight Committee	
VI. Standing items: - Meeting minutes - Financial report	- Motion to approve minutes by Gary Boxeth, second Caroline Ford. Approved unanimously. - Crystal Betts reviewed financials from May through August 2012. Issuance of final Measure C Bonds in August. Statements are available on final series of bonds. Dale Chamblin asked if there was anything unexpected and Crystal Betts responded that interest rates were much lower which resulted in a positive impact on our debt service.	
VII. Quarterly Facilities Update	- Rick McConn presented the quarterly update on construction projects; Overall amounts haven't changed substantially from last update, a small increase in ER, but also decreases in south building so overall staying within the same dollar amounts: \$95M for Measure C Projects, Owner/Regulatory upgrades \$5M, \$3.4M other therefore staying within \$103-104M range. Regarding the interim birthing center, construction drawings had been submitted Sept 2011 to OSHPD with comments back; when a new individual, not previously involved with code compliance got involved, there were several code compliance issues (not related to patient safety, but rather staff lockers, etc). This jeopardized OB/GYN so the District Board authorized another higher level meeting with OSHPD to look at the broader scheme and seismic updates. OSHPD agreed to look only at substantive issues such as ADA access so resubmitting alternate plan and interim birthing is back on course. Paul Leyton asked about additional costs as a result.	

	<p>Rick McConn indicated they lost about 6-7 months and there will be additional cost for redesign submission to OSHPD however time had been built into the schedule including budgets so should still be on time with interim birthing being completed the same time as ER. ER renovations and extension are underway. Dietary Phase I is moving to a compliant area, moving respiratory therapy, staff locker rooms and other infill projects.</p> <p>- Mike Geney provide a Measure C update. 76% of Measure C projects are complete. Geney Gassiot is currently managing 168 prime contracts. Dale Chamblin asked if there are disputes with contractors that are substantial; Mike indicated there are a few disputes but expects them to be resolved; what claimants say happened in the field does not match what the documentation says, but they expect to have resolved, prefer to negotiate and then to mediate. Mike Tanner indicated that the Contractors Assoc. members' feedback was that there are problems with Freeman White; Mike Geney indicated that Freeman White had underground engineering and central plant difficulties, but that this is one of the most complex problems he has seen; Geney Gassiot has shared with Freeman White principals on where to improve the process and using constructability reviews to catch errors and omissions ahead of time. Paul Leyton asked who is liable for errors and omissions. Mike Geney responded that errors and omissions claims can be extremely difficult, but ultimately Freeman White and their carrier would be responsible.</p> <p>- Mike Geney provided a presentation "Measure C Projects Updates to TFHD Board of Directors" originally presented on 9/25/12.</p> <p>Dale Chamblin asked about the \$340K savings on permits and fees with the Cancer Center; Mike Geney indicated they worked together to take down all overhead wires and bring them underground; big numbers applied to that effort, but working through the design challenges provided a reduction in cost.</p> <p>Q&amp;A: No additional questions; Rick McConn and Mike Geney were thanked for thorough presentations.</p>	
VIII. Term Renewal – COC Members	<p>The following Citizens Oversight Committee Members' terms will expire in November 2012: Dale Chamblin, Chair, Gerald Herrick, Vice Chair, Gary Boxeth, Christy Curtis, Gary Davis and Mark Tanner. All have agreed to renew terms for another two years. In the past, the COC has voted for their own renewals. The issue was raised that perhaps this is actually a District Board issue; Roger Kahn suggested that the COC make their recommendations to the Board and it would be included on the next District Board Agenda in November for approval. Motion to approve the term renewal by Paul Leyton, second Caroline Ford. Approved unanimously.</p>	
IX. Finance subcommittee report	<p>- Gerald Herrick presented the Finance Subcommittee report and encouraged all COC members to attend the monthly meetings to witness how detailed the subcommittee gets into selecting billings to review in advance with questions referred to Rick McConn for answers; they discuss questions resolve any discrepancies and ensure that the billing is consistent with the Measure C Bond language.</p> <p>Dale Chamblin announced that Larry Mace had resigned to take an extended sailing trip so a new subcommittee member will be recruited. Gerald Herrick complimented Sherrin Fielder on</p>	

	<p>the work she does with review, spreadsheet updates and tracking any issues until resolved. Gerald invited all to attend the next Finance Subcommittee Meeting scheduled for Friday, Nov. 30<sup>th</sup> at 9am in the Pine Street Café Conference Room.</p>	
<p>X. Communications subcommittee report</p>	<ul style="list-style-type: none"> <li>- Paul Leyton reported: 1) The COC Report went out to the public and he particularly thanked Paige Thomason, Marketing Director, for completion and appreciated the well thought out media plan, 2) He has resigned as the Chair of the Communications Subcommittee and had duly informed Dale Chamblin</li> <li>- Dale Chamblin indicated that the position is now open and he will contact each COC member to see who would be interested in assuming that role; the biggest job has been accomplished with the release of the community report so there will not be a huge obligation until the next report is produced. Dale thanked Paul for his service and a job well done. Dale asked if anyone had received any feedback from friends/associates/public to which there were favorable responses.</li> <li>- Paige Thomason provided a recap on the COC Report: The media presence began in August and peaked with a number of inquiries for info shortly thereafter. All communications drove the community to the website; 610 stakeholders received the report via mail, additional distribution was accomplished through meetings and public outreach, which is still occurring on radio, local TV, online and in-print ads, eblasts through the local chambers which hits all businesses (1,000+), over 50 viewers have downloaded the report from the website. Paul Leyton commented that he felt the results were better than expected and reiterated that Paige had implemented an effective media plan.</li> <li>- Mark Tanner brought up the fact that there had been articles in the media regarding an increase in the Measure C tax on assessed value and he had not received any communication from the hospital or the district board to inform him that this was happening. When he personally received inquiries, he didn't know how to respond. Bob Schapper apologized for not alerting COC members about this. Given the scope of the COC's work, it was not perceived that COC members would receive inquiries about a District Board decision for an increase in the tax on assessed value of properties. In hindsight, he appreciated that the community might believe that this falls within the responsibilities of the COC. That impact was not anticipated and is accepted as an important lesson learned.</li> </ul>	
<p>XI. Reports from COC members attendance at TFHD meetings</p>	<p>None</p>	
<p>XII. COC Recruitment Status</p>	<p>Carey Hood is working with Paige on advertising for two positions on the COC; both positions are "at-large", but will require financial and/or bookkeeping background. Recommendations were made from Roger Kahn to inquire with Sitkoff O'Neil and Crystal Betts recommended the McClintock Accountancy. Carey requested that everyone forward any contacts or suggestions</p>	

	and she would follow up.	
XIII. Updates from TFHD Board representatives	John Mohun indicated that he had received positive responses on the brochure. Roger Kahn thanked the COC members, commenting that he knows there is a lot of work involved and the District Board appreciates their service.	
XIV. Next scheduled meeting: topics, tasks	Wednesday December 5, 4:29 PM	

*Adjourned at 6:10 PM*