

**Tahoe Forest Hospital District
Citizens Oversight Committee Meeting Minutes
Wednesday, December 4, 2013 Eskridge Conference Room**

Members Present: Gerald Herrick, Paul Leyton, Sarah Wolfe, Gary Boxeth, Mark Tanner, Sherrin Fielder

Members excused or absent: Gary Davis, Christy Curtis

District Board representatives: John Mohun, Roger Kahn

Staff Present: Bob Schapper, Rick McConn, Ted Owens, Carey Hood,

Guests present: Mike Geney

Topic / Agenda item	Discussion	Action steps/ Responsible party
I. Call to Order	Chair Gerald Herrick called the meeting to order at 4:34 PM	
II. Roll call	<i>Please see above</i>	
III. Items not on the agenda/clear the agenda	<p>Gerald Herrick mentioned the recent Chamber Awards event at the Resort at Squaw Creek where the Hospital and the Cancer Center were both nominees. Ted Owens spoke and thanked Gerald for attending and representing COC and was pleased to announce that the Cancer Center did receive the Business Revitalization award. All the Cancer Center doctors attended, executive staff was present and Roger Kahn, representing the District Board, was happy to accept the award.</p> <p>Carey Hood made the following announcements:</p> <ul style="list-style-type: none"> - Reminder that Form 700's will need to be completed early next year. Carey will email all members when the new form is available and will include last year's completed form for reference. Deadline for completion will be March 5, 2014. - Everyone has been provided with a 2014 COC Meeting calendar - Reminder that the next COC Finance Subcommittee Meeting is scheduled a week earlier than normal due to the holiday. The meeting will be held Friday, Dec. 20 at 9:00am at the Foundation Conference Room. 	
IV. Input from the audience	None	
V. Standing items: - Meeting minutes - Financial Report	<p>September 25, 2013 Meeting Minutes - Motion to approve by Paul Leyton, Second by Gary Davis; Sherrin abstained due to her absence at the previous meeting. All in Favor - Approved</p> <p>Attached Financial Report provided by Crystal Betts. Crystal could not attend the meeting so</p>	Approved

	provided a detailed narrative on the recent financials. Gerald offered a question period, however there were no questions.	
VI. Quarterly Facilities Update	<p>September 30th Quarterly Update: Rick McConn provided a general update which indicated that construction remains on track. There were some minor modifications which resulted in a net \$150,000 reduction in expenses. Most recently they received a permit on the south building project which was provided in record time.</p> <p>Mike Geney provided an update on dollars spent, remaining outstanding projects, and contingency approvals.</p> <p>Paul Leyton asked a question regarding contingency funds and raised a concern about if the remaining \$590K would be sufficient. Mike Geney responded that those dollars are assigned to the final three construction projects which are not expected to exhaust that amount.</p> <p>Roger Kahn took the opportunity to complement Rick McConn, Mike Geney and the construction team remarking that it is to their credit that such large, complex projects have remained on time and on budget.</p>	
VII. Finance Subcommittee Report	Sherrin Fielder commented on the Finance Subcommittee's work on reviewing billings through September. Sherrin invited other COC members to attend the upcoming Finance Subcommittee meetings. Dates will be emailed to all members to schedule. Sherrin also requested that a spreadsheet be located which Larry Mace, a previous COC Member, had created that provided information on the dollar percent of each billing the Finance Subcommittee reviewed. Staff will research.	Carey Hood
VIII. Communications Subcommittee Report	<p>Paul Leyton reported that he, along with Gerald Herrick, Paige Thomason and Carey Hood met recently regarding next steps for communication with the community on COC oversight work. A plan is being developed that will include an Ad in the Sierra Sun and possibly also within the health system magazine. The concern was raised about utilizing the health system magazine to deliver information from the COC being an independent oversight group. The suggestion was made that this might be acceptable with an accompanying statement that the COC has requested that the Healthy System publish their report. Statements were made that the magazine would be an ideal vehicle as it wouldn't represent a high cost for significant outreach; Roger Kahn, representing his views as a board member, thought it was a sensible idea. Gerald Herrick requested that the communications subcommittee work on ad development with the possibility that COC may see the ads at the March meeting.</p> <p>Sarah Wolfe commented regarding COC independence and felt that a disclaimer was appropriate; Ted suggested that it is also an opportunity to remind the community of the COC's role and identify the members.</p> <p>John Mohun reminded that the COC is about checks and balances. The hospital was not forced to create the COC, but chose to create the committee and included that plan in the ballot</p>	

	language. Will definitely need a clear statement that the COC is an independent body. The Communication subcommittee will move forward with their plan.	
IX. Annual Report DRAFT Review	<p>Paul Leyton led the discussion on the Annual Report.</p> <p>The following changes were recommended:</p> <p>Gary Boxeth commented about the sentence that referred to the group reviewing other public agency projects; As Paul Leyton personally did that research, it was recommended that "...we reviewed" be removed.</p> <p>Sarah Wolfe found an error and recommended that it be corrected to "Organizational changes in 2013..." (not 2012)</p> <p>Sherrin Fielder recommended that once we have an updated spreadsheet on the dollar percentage of each billing the Finance Subcommittee reviewed, we include that in the mention of the Finance Subcommittee information.</p> <p>A suggestion on format was requested to ensure that full names are used at first use and the formal Mr. X or Ms. X on subsequent use of names.</p> <p>A Motion was made to make changes as presented by Gary Boxeth, Sherrin Fielder seconded. All in favor and approved</p> <p>It is expected that this report will be presented at the District Board Meeting on Tuesday, January 28, 2014. Gerald Herrick will present and welcomes all COC members to attend. Carey Hood will confirm the date with everyone once it is on the January Agenda.</p>	Approved with Changes
X. Reports from COC members in attendance at TFHD meetings	None	
XI. Updates from TFHD Board representatives	Roger Kahn: Dale Chamblin is in Costa Rica so Roger attended tonight to represent the District Board along with John Mohun. Roger took the opportunity to thank all COC members for their service to the community and particularly called out the members who have served on the COC since inception, providing appreciation also on behalf of the District Board and the administration.	
XV. Next scheduled meeting: topics, tasks	Wednesday, March 5, 2014, 4:29 PM	

Adjourned at 5:12 PM Motion to Adjourn by Gary Boxeth, motion seconded by Sarah Wolfe; Adjournment approved.