# BOARD OF DIRECTORS
## REGULAR QUARTERLY MEETING MINUTES

**Friday, October 7, 2011**  
**12:00 to 2:00 p.m.**

**Palomar Pomerado Health**  
**Conference Room (1st Floor)**  
**456 E. Grand Avenue, Escondido, CA**

## AGENDA ITEM
### I. CALL TO ORDER
- Chairperson Linda Greer was unable to attend, so Vice-Chair Bruce Krider called the meeting to order as Acting Chair at 12:10 p.m.
- Quorum comprised of Directors Covert, Hemker, Krider. Directors Greer and Rivera were excused.
- Notice of Meeting and Full Agenda Packet were posted at PPH facilities and on the Health Development (HD) home page of the PPH web site on Friday, September 30, 2011, which is consistent with legal requirements. Notice of that posting was also made via email that same date.

## II. PUBLIC COMMENTS
- There were no public comments

## III. MINUTES* – Regular Quarterly Meeting, April 8, 2011
- No discussion  
  **MOTION:** By Director Covert, seconded by Director Hemker and carried to approve the minutes of the Regular Quarterly Meeting of April 8, 2011. All in favor. None opposed.

## IV. OLD BUSINESS*
### A. Prior meeting action items
- Director Hemker presented the new Prior Meeting Action Items listing, created as a method of tracking topics that require follow-up at future meetings.

## V. NEW BUSINESS*
### A. FY2011 Pre-Audit Financial Report
- Utilizing the information included as Addendum C of the agenda packet, Kristine Roberts reviewed the pre-audit financials for the Fiscal Year ended June 30, 2011
  - Completed the FY 11 Pre-Audit report
  - Health Development
    - Revenue under budget by $5,534
    - Expenses positive variance $45,284
  **MOTION:** By Director Hemker, seconded by Director Krider and carried to approve the FY2011 Pre-Audit Financial Report as presented. All in favor. None opposed.
(I.A) AGENDA ITEM

- DISCUSSION
  - Positive Net Income of $39,750
    - Research Institute also had positive variances for revenue, expenses and net income
      - Positive Net Income of $38,009

B. YTD FY2012 Financial Report

- Utilizing the information included as Addendum D of the agenda packet, Kristine Roberts reviewed the Year to Date FY2012 Financial Report.
  - Health Development
    - Revenue under budget by $5,363 – mostly related to Health Development Services – being conservative with salaries
    - Expenses – positive variance of $2,301 – mostly related to consulting fees – looks like smoking cessation grant will not move forward
    - Net Income is below budget by $3,063
  - Research Institute
    - Revenue above budget
    - Net income is above budget
    - Healthy Development Services is 90% of indirect revenue

MOTION: By Director Hemker, seconded by Director Krider and carried to approve the YTD FY2012 Financial Report as presented. All in favor. None opposed.

VI. PRESENTATIONS

A. Update on Health Development Grants

- Utilizing the presentation included as Addendum D of the agenda packet, Kristine Roberts presented an update on current grants, with additional comments noted below
  - Current Grants
    - Bioterrorism/Emergency Preparedness
      - Five years remaining on twelve-year contract
      - Main use is for purchase of equipment/supplies and communications equipment
      - Purchases for surge capacity and pandemic influenza
      - $433,533 in remaining funds
    - Green Oaks Ranch
      - Final year of contract
      - County plans to continue program
      - Waiting to hear when RFP will be released and will file at that point
      - $143,586 in remaining funds

Information Only
### AGENDA ITEM

- **DISCUSSION**

<table>
<thead>
<tr>
<th>MAA (Medical Administrative Services)</th>
<th>CONCLUSIONS/ACTION</th>
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<tbody>
<tr>
<td>Recovers administrative costs ...</td>
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<tr>
<td>Withdrew further participation in the program at this time based upon cost/benefit of required resources</td>
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<table>
<thead>
<tr>
<th>Marjorie Mosher Schmidt Foundation (Child Abuse Program)</th>
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<tbody>
<tr>
<td>$17,000 awarded</td>
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<tr>
<td>Used to provide funds for interior of SART/Child Abuse</td>
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<table>
<thead>
<tr>
<th>National Children’s Alliance</th>
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<tbody>
<tr>
<td>Will submit another $5,000 at end of the year</td>
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<tr>
<td>Used for cost of bilingual interviewer at PPH Child Abuse Program</td>
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<table>
<thead>
<tr>
<th>Parker-North County Project</th>
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<tbody>
<tr>
<td>Not aware of any more money coming in for this grant</td>
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<table>
<thead>
<tr>
<th>United Way</th>
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<td>$106,376 awarded; some funds remain</td>
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<tr>
<td>Not anticipating utilization of all funds by end of the year</td>
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<td>An extension will be requested</td>
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<table>
<thead>
<tr>
<th>Bilingual Interviewing Grant</th>
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<tbody>
<tr>
<td>No plans to renew this grant</td>
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<tr>
<td>All funds have been utilized</td>
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<thead>
<tr>
<th>Healthy Development Services (HDS)</th>
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<tr>
<td>$1,752,000 awarded annually for 5 years</td>
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<td>On target financially; under on expenses</td>
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<table>
<thead>
<tr>
<th>In-n-Out – Child Abuse Program</th>
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<tr>
<td>SART utilizes funds when needed</td>
<td></td>
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<tr>
<td>Some funds used for lab costs</td>
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<tr>
<td>$3,500 awarded</td>
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- **New Grants**

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<tr>
<th>Interlink Pathways</th>
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<td>$260,000 received in one year and nine months</td>
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<td>Staff funding for navigators positions</td>
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<tr>
<th>First 5 Targeted at Risk Home Visiting Program</th>
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<td>RFP pending – should be released soon</td>
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HEALTH DEVELOPMENT BOARD OF DIRECTORS – MEETING MINUTES FRIDAY, OCTOBER 7, 2011

I.A. AGENDA ITEM

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<thead>
<tr>
<th>DISCUSSION</th>
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<th>FOLLOW-UP/RESP. PARTY</th>
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<tbody>
<tr>
<td>• Hope to have funds released soon by the state</td>
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<td>• Expected to be in form of new RFPs and renewals</td>
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B. Update on Research Institute Studies

- Utilizing the presentation included as Addendum E of the agenda packet, Melissa Wallace presented an update on new and ongoing clinical trials coordinated through the Research Institute, with additional comments noted below
  - Confidentiality precludes discussing specifics of clinical trials
  - 4 new IRC clinical trials approved Q4 FY11
  - 10 new IRC clinical trials approved Q1 FY12
  - Impact to PMC – new patients into the system who normally would not be at our facility
  - Continuously looking to improve administrative side of clinical review process

| Information Only                                                            |                      |                      |

C. Management Services Agreement with Palomar Pomerado Health (PPH)

- Tim Nguyen, Corporate Controller for PPH, requested potential payment for services rendered by PPH Finance Department staff to Health Development
  - A significant amount of staff time is being utilized
  - $2,000 per month retroactive to July was requested

MOTION: By Director Hemker, seconded by Director Covert and carried to approve $2,000 per month payment retroactive to July for services rendered by staff. All in favor. None opposed.

- Director Krider requested that this item be revisited at the next meeting for discussion of an increase in the amount paid, to reflect actual costs incurred

D. Grant Proposal Update

- CALTRANS/SANDAG
  - TRANSPORTATION GRANT FOR THE WOUND CARE CLINICS
    - Michael Covert, CEO, provided an update in the absence of Ms. Moore
      - Two wheelchair accessible vans have been requested
      - PPH has made the approved list for submission to Caltrans Programming for inclusion with grant request to the Federal Transit Administration
        1) Tentative amount of grant would be a total of $120,000

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E. Grant Activity Updates

- CENTER FOR NURSING EXCELLENCE
  - Dr. Brenda Fischer, Director, Center for Nursing Excellence, introduced two guests – Polina Pavlova and Sarah Manning, seniors at CSUSM and BSN leadership students

| Information only                                                            |                      |                      |
### HEALTH DEVELOPMENT BOARD OF DIRECTORS – MEETING MINUTES FRIDAY, OCTOBER 7, 2011

**I.A AGENDA ITEM**

- **DISCUSSION**

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- Utilizing the presentation included in the agenda packet as Addendum G, Dr. Fischer provided updates on the following grants:

#### ARCHSTONE FOUNDATION GRANT

- Screening tools have been built into Clarity
- Hoping to grow program
- Grant is used to provide spiritual care services to critically ill patients
- $200,000 has been awarded
- Demonstration project with 9 Southern California Healthcare Organizations
- Two-year program
- Funds 3 part-time roles of NP, BCC, MSW

#### TRANSITIONS INTO PRACTICE I

- Residency program for 30 senior CSUSM BSN Students
- One-year program based on Quality and Safety Education Competencies for Nursing
- $268,000 from the San Diego Workforce Partnership
- Presentation at California Institute for Nursing and Health Care “Magic in Teaching” Conference

#### TRANSITIONS INTO PRACTICE II

- Residency Program for 15 Senior CSUSM BSN Students
- Program based on Quality and Safety Education Competencies for Nursing
- $75,000 from the San Diego Workforce Partnership
- Presentation at California Institute for Nursing and Health Care “Magic in Teaching” Conference

#### LS-1 STUDY TERMINATION

- ICU in a Suitcase
- Device vetted by staff
- Device found not to be up to our standards and grant participation terminated
- MOU terminated

#### INTERLINK PATHWAYS & WEST FOUNDATION GRANT

- Utilizing the presentation included in the agenda packet as Addendum H, Leslie Solomon, Manager, Organizational Learning, provided an update
  - Gary and Mary West Foundation
  - Next Steps – Establish baseline and targets
  - Program concentrated on how to keep young adults 16-24 focused on medical career paths and potential future staff for the organization
HEALTH DEVELOPMENT BOARD OF DIRECTORS – MEETING MINUTES FRIDAY, OCTOBER 7, 2011

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<tbody>
<tr>
<td>- Hopefully they will pursue their education locally</td>
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<td>- HR maintains contact and provides supportive services</td>
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<td>- Retention information is being gathered</td>
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VII. INFORMATION ITEMS

A. None

VIII. BOARD MEMBER COMMENTS/FUTURE AGENDA ITEMS

B. None

IX. FINAL ADJOURNMENT

The meeting was adjourned by Acting Chairperson Kider at 1:15 p.m.

SIGNATURES:

- Acting Chairperson: Bruce Kider
- Assistant to the CEO: Nancy Wood

Next Meeting: Annual Organizational Meeting – Friday, January 13, 2012 – 12:00-2:00 p.m. – Grand Conference Room