# 2013 Attendance Roster

## Board of Directors

<table>
<thead>
<tr>
<th>Members</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2/26</td>
</tr>
<tr>
<td>Michael Covert, FACHE</td>
<td>P</td>
</tr>
<tr>
<td>Linda Greer, RN</td>
<td>C</td>
</tr>
<tr>
<td>Bob Hemker</td>
<td>P</td>
</tr>
<tr>
<td>Ted Kleiter</td>
<td>P</td>
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<tr>
<td>Bruce Krider</td>
<td>P</td>
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</tbody>
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### Guest Presenters

- See text of minutes for names of invited guests/presenters

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P = Present  E = Excused  A = Absent  C = Chair

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1. See text of minutes for names of invited guests/presenters
I. CALL TO ORDER
- Chairperson Greer called the meeting to order at 6:02 p.m.
- Quorum comprised of Directors Covert, Greer, Hemker, Kleiter and Krider
- Notice of Meeting and Full Agenda Packet were posted at Palomar Health facilities and on the Palomar Health Development, Inc. (PHD) home page on the Palomar Health web site on Wednesday, February 20, 2013, which is consistent with legal requirements. Notice of that posting was also made via email.

II. PUBLIC COMMENTS
- There were no public comments

III. MINUTES* – Regular Quarterly Meeting, October 31, 2012
- No discussion
  **MOTION:** By Director Hemker, seconded by Director Krider and carried to approve the minutes of the Regular Quarterly Meeting of October 31, 2012. All in favor. None opposed.

IV. OLD BUSINESS
- Prior Meeting Action Items (Attachment 1)
  - Director Hemker noted that the only pending item was related to Interlink Pathways, and that discussion is on the agenda for this evening’s meeting

V. NEW BUSINESS*

Director Hemker stated that the audit presentation was originally scheduled in 2012 but had to be postponed due to a meeting change
- Referencing Addendum B on Pp27-56 of the agenda packet, Mr. Hemker introduced AKT auditors Ron Mitchell and Jessica Strouth and asked if the members of the Board had any specific comments or questions for them
- Mr. Mitchell stated that the independent audit report was an unqualified opinion and there were no material findings

### PALOMAR HEALTH DEVELOPMENT, INC., BOARD OF DIRECTORS – MEETING MINUTES – TUESDAY, FEBRUARY 26, 2013

#### (I.A) AGENDA ITEM

**DISCUSSION**

- Ms. Strouth stated that the audit went smoothly
- The Executive Summary for both the Palomar Health Development, Inc., and the Healthy Development Services (HDS) Program audits can be found on Pg30
- In response to a question by Chairperson Greer, Mr. Hemker stated that Mr. Mitchell and the AKT firm have been auditing the financial statements for Palomar Health Development for 2 or 3 years, so they are not yet up for partner rotation

**CONCLUSIONS/ACTION**

**FOLLOW-UP/ RESP. PARTY**

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- Mr. Mitchell stated that the report on the HDS Program was also unqualified opinion

**MOTION:** By Director Hemker, seconded by Chairperson Greer and carried to approve Resolution No. 02.26.13(02)-2 – Authorizing Acceptance of the Program Specific Independent Audit of the Annual Financial Report of Healthy Development Services for Fiscal Year End 2012. All in favor. None opposed.

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#### C. Resolution No. 02.26.13(03)-3 – Acknowledging Appointment of the New Board and Confirming the Election of Officers for Calendar Year 2013

- Chairperson Greer nominated Director Kleiter as Secretary and made a motion to recommend that all other officers remain the same as those elected for CY2012 (Linda Greer, Chairperson; Bruce Krider, Vice-Chairperson; Ted Kleiter, Secretary; Bob Hemker, Treasurer)

**MOTION:** By Chairperson Greer, seconded by Director Kleiter and carried to approve Resolution No. 02.26.13(03)-3 – Acknowledging Appointment of the New Board and Confirming the Election of Officers for Calendar Year 2013, with the slate of officers from CY2012 to remain the same, substituting Director Kleiter as Secretary. All in favor. None opposed.

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#### D. Resolution No. 02.26.13(04)-4 – Establishing Regular Board Meetings: Calendar Year 2013

- Director Hemker suggested the dates of Tuesday, June 25, 2013, and Tuesday, October 29, 2013, with meetings to begin at 6:00 p.m. in the Grand Avenue Conference Room

**MOTION:** By Director Covert, seconded by Director Kleiter and carried to approve Resolution No. 02.26.13(04)-4 – Establishing Regular Board Meetings: Calendar Year 2013, with the meetings to be held on Tuesday, June 25, 2013 and Tuesday, October 29, 2013, with meetings to begin at 6:00 p.m. in the Grand Avenue Conference Room. All in favor. None opposed.

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#### E. Resolution No. 02.26.13(05)-5 – Confirming Appointment of the Officers of the Corporation for Calendar Year 2013

- Director Greer recommended that the slate of officers remain the same as those elected for CY2012 (Michael Covert as President, Bob Hemker as Treasurer and Tanya Howell as Secretary)

**MOTION:** By Chairperson Greer, seconded by Director Kleiter and carried to approve Resolution No. 02.26.13(05)-5 – Confirming Appointment of the Officers of the Corporation for Calendar Year 2013, with the slate of officers from CY2012 to remain the same. All in favor. None opposed.
F. Approval of New Corporate Logo

- The logo as drafted by the Marketing Department is consistent with the Palomar Health name and logo, with the rendering similar to that used by dba’s throughout the District
- Director Kleiter stated that having the words “Development, Inc.” in a larger font might be appropriate for other entities such as the Foundation, but it was not appropriate for this entity, since the corporation isn’t known by those two words

MOTION: By Director Kleiter, seconded by Director Krider and carried to approve the new corporate logo, with the entire name of the corporation to be changed to the same font as the words “Palomar Health”. All in favor. None opposed.

G. YTD Financial Report

Utilizing the presentation included in the agenda packet, Kristine Roberts, Supervisor Accounts Payable, presented the YTD FY2013 financials for PHD and the Research Institute (RI)

- PHD
  - Revenue had a positive variance of $9,336 vs. budget
    - Bulk of that variance is from MAA, which is still accepting our invoices based on the September 2009 time survey results
  - Expenses had a negative variance of $20K vs. budget
    - Board-approved increase in administrative fees for Palomar Health staff for PHD-related work, which was not budgeted
    - The CMS nurse graduate and at risk grants were also not budgeted

- Research Institute
  - Revenue had a positive variance of $648K vs. budget
    - Did not budget for a research study related mostly to schizophrenia and mental health
    - Revenue is the patient care provided on the unit
  - Expenses had a negative variance of $641K vs. budget
    - Also related to the unbudgeted research study
    - Expense is what PHD pays to Palomar Health for the patient care
  - Expenses and revenue almost totally offset
  - Net income had a positive variance of $7,533 vs. budget

- Indirect Revenue
  - 80% comes from the HDS grant
  - A decision was made when submitting the Green Oaks Ranch grant proposal to forego indirect revenue
    - Benefits of keeping the grant outweighed loss of that small revenue stream
    - Will see that indirect revenue diminishing as the year progresses

- Both PHD and RI continue the trend of positive net income

MOTION: By Director Hemker, seconded by Director Kleiter and carried to approve the YTD FY2013 Financial Report for Health Development and the Research Institute as presented. All in favor. None opposed.
### VI. PRESENTATIONS

#### A. Update on Grants & Contracts Inventory

Utilizing the presentation included in the agenda packet, Aimee Jones, Staff Accountant, reviewed the listing of current grants, with the following additional information highlighted:

- **First 5 Commission** awarded additional funding for the JumpStart program related to addiction centers
- **SDAACN** only has about $400 left in grant monies
- **Green Oaks Ranch**
  - Grantsor combined the 2 prior contracts into one
  - PHD is subcontracting with New Alternatives
  - As noted above, a decision was made to forego the 10% indirect revenue in order to keep the program going
- **First 5 Targeted At Risk Home Visiting** is an educational program for parents
- **Komen grant** was denied
  - Feedback on reason was vague, basically that the proposal didn’t meet the direction they’re going in this year and to reapply next year
- **Federal grants** are going narrow and deep so we haven’t had an opportunity to apply for any recently

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<tr>
<th>CONCLUSIONS/ACTION</th>
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<tbody>
<tr>
<td>Information Only</td>
<td>• Information on how many individuals have been helped by each particular grant will be compiled and emailed to the members of the Board</td>
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#### B. Program Activities Updates

##### I. Interlink Pathways

Utilizing the attached updated presentation (*Attachment 2*), Brad Krietzberg, Director Organizational Learning, and Christi Perdomo, Manager Career Development, provided an overview of recent activities:

- **Gary & Mary West Foundation**
  - Awarded a second installment
  - Funding covers labor costs for Interlink personnel
- **Structural Changes**
  - Relocated the Interlink Pathways office to Escondido, aligning them more closely with Pipeline Career Services
  - Brad has taken on responsibility for the program
- **Additional grant objective** to focus on employment opportunities in addition to internships
- **Workshops** prepare students for internships and the workforce
  - Teach professionalism, communication and how to prepare for employment
  - Workforce workshops are held at local schools (San Pasqual, Escondido, Orange Glen)
  - Also provide exposure to other healthcare jobs than just medical/nursing (e.g., lab tech, imaging tech, etc.)

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</table>
II. Research Institute

Utilizing the presentation included in the agenda packet, Melissa Wallace, Manager Revenue Cycle Analytics, provided an update on the Research Institute (RI)

- The RI program works in conjunction with the Investigational Review Committee (IRC), which focuses on reviewing all clinical trials and research that will be conducted at any Palomar Health facility to ensure the privacy and safety of the subjects
  - In the first quarter of FY2013 there were 5 new trials
    o Chart review studies are to review past procedures to evaluate techniques or products
  - In the second quarter there were 7 trials approved
    o Sotera wireless is for the cuff-less monitoring devices
    o The IRC is not limited to studies conducted at Palomar Health facilities, and Dr. Ho is conducting his research from his own practice
  - Through February, there had been 4 new trials approved for the third quarter
  - Clinical trials bring patients into the hospital, and the revenues are passed through to Palomar Health from PHD
    o Trials also bring outpatients in to the labs and pharmacy
  - Administrative overview process
    o Budget negotiation is related to determining who the patient payor is
    o Supply Chain Services and Information Security team have been added to the process

VII. INFORMATION ITEMS

- None

VIII. BOARD MEMBER COMMENTS/FUTURE AGENDA ITEMS

- None

IX. ADJOURNMENT

The meeting was adjourned by Chairperson Greer at 6:56 p.m.

SIGNATURES:

PHD Board Chair  Linda C. Greer, RN

Board Assistant  Tanya Howell

Next Meeting: Regular Quarterly Meeting – Tuesday, June 25, 2013, 6:00 p.m., 1st Floor Conf Room, 456 E. Grand Avenue
1 Interlink Pathways
   A 1/13/12: Need to have a dinner for principals and superintendents to discuss the program and determine how we can gain their support for it in their schools
   B 8/10/12: Next steps
      i  Building partnerships with community agencies
      ii  Focusing on workforce readiness
      iii  Seeking placements for high school and post-high school students
   C 10/31/12: Interlink Pathways is undergoing a reorganization, and Brad Krietzberg will be making a full report on its personnel, budget and structure at the Annual Organizational Meeting in 2013
      i  A request was made that his presentation include information on number of students who have finished the program and how many have actually gone into the healthcare field
   D 2/26/13: On agenda – can be removed from follow up
**Interlink Pathways Update**

Palomar Health Development, Inc.
February 26, 2013

- Awarded $260,000 total
  - Year 1 installment: $148,050 (8/16/11)
  - Year 2 installment: $111,950 (10/24/12)
- The grant covers labor costs for period of **August 1, 2011 to July 31, 2013**
  - YTD Actual: $59,111.98
  - YTD Budget: $69,011.44
  - Budget Variance: $9,899.46 favorable
Realignment Opportunities

• Relocated Interlink Pathways personnel to share offices with Pipeline Career Services
• Hired full-time Student Placement Coordinator (1 FTE) from the pipeline
• Established new reporting structure to meet our goals through:
  – Efficient exchange of knowledge, skills & expertise
  – Increased collaboration among projects
  – Improved data sharing & outcomes reporting

Structural Changes

Brad Krietzberg,
Director
Organizational Learning

Christi Perdomo,
Manager
Career Development

Blanca Arias,
Health Career Community Liaison

Trang Nguyen,
Student Placement Coordinator

*New Executive Director West Foundation: Ginny Merrifield
Revised Grant Objectives

_Broadened grant objectives to focus on employment opportunities in addition to internships_

1. Increase internship opportunities for youth _ages 16-24_
2. Assist HCA and other students enter internships and **achieve employment**
3. Speakers’ Bureau exposes students to other health occupations aside from medicine and nursing

OBJ 1: Internship Opportunities

<table>
<thead>
<tr>
<th>Internship Types</th>
<th>YTD</th>
<th>% to Target</th>
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<tbody>
<tr>
<td>Palomar Health Internships</td>
<td>620</td>
<td>140%</td>
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<tr>
<td>External Internships</td>
<td>136</td>
<td>226%</td>
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<tr>
<td><strong>Total Internship Opportunities</strong></td>
<td><strong>756</strong></td>
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### OBJ 2: Internship Readiness Workshops

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<th>% to Target</th>
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<tr>
<td>Workshops</td>
<td>12</td>
<td>200%</td>
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<tr>
<td>Workshop Attendees</td>
<td>548</td>
<td>117%</td>
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<tr>
<td>Internship Applicants</td>
<td>115</td>
<td>96%</td>
</tr>
<tr>
<td>Internship Acceptances</td>
<td>77</td>
<td>128%</td>
</tr>
<tr>
<td>Percent of Accepted Workshop Attendees</td>
<td>67%</td>
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### OBJ 2: Workforce Readiness Workshops

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<th>Variable</th>
<th>YTD</th>
<th>Progress to Target</th>
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<tr>
<td>Workshops</td>
<td>6</td>
<td>100%</td>
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<tr>
<td>Workshop Attendees</td>
<td>69</td>
<td>115%</td>
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<tr>
<td>Employment Applicants</td>
<td>81</td>
<td>162%</td>
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<tr>
<td>Hires</td>
<td>22</td>
<td>63%</td>
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Workshop Feedback

“Knowing my bird style and effectively using that at work and perhaps tweaking it for a better working environment. Thank you for the informative presentation.” Sarra Salito, WRW participant

“It made me realize I should practice using my voice more so it is louder and less shaky during the interview.” Jay Lambert, IRW participant

“The workshop really helped me identify my strengths and weaknesses in an interview setting. It provided me with tools and tips on how to succeed.” Rochelle Liu, IRW participant

Speakers’ Bureau

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<tr>
<th></th>
<th>YTD</th>
<th>% to Target</th>
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<tr>
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<td>150%</td>
</tr>
<tr>
<td>Presenters</td>
<td>12</td>
<td>67%</td>
</tr>
<tr>
<td>Attendees</td>
<td>401</td>
<td>200%</td>
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• Speakers from medical, nursing, and allied health careers
• Events throughout North County
  – San Pasqual Academy
  – EUHSD and HCAs
  – Palomar College
  – Encuentros Leadership Conference
Moving Forward...

• Gary & Mary West Foundation Site Visit
• Del Lago Academy Curriculum Design
• EUHSD and ROP/Adult programs
• Escondido Education COMPACT
• Adult Transition Program, SMUSD
• Palomar College
• Concorde Career College
• Palomar Health Foundation

Thank you!