



**MOUNTAINS**

**COMMUNITY HOSPITAL**

*The Heart of Mountain Healthcare*

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**Quality Committee Meeting**  
**Thursday, August 29, 2024, 1:00 p.m.**  
**George M. Medak Conference Room, Suite 202**  
**MCH Medical Office Building, 29099 Hospital Road, Lake Arrowhead, CA 92352**

*Or*

**Microsoft Teams meeting**  
[Click here to join the meeting](#)

**Meeting ID: 234 601 921 58 / Passcode: MWdfbE**

**Or call in (audio only): [+1 951-384-1117](tel:+19513841117),605686207# United States, Riverside**  
**Phone Conference ID: 605 686 207#**

Members:	Barry Hoy, Committee Chairperson Mark Turner, Chief Executive Officer Leslie Plouse, Quality Director	Gerry Hinkley, Committee Member Terry Peña, COO/CNO Jeri Simpson, Community Member
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**OPEN SESSION**

1:00 p.m.

**CALL TO ORDER**

Barry Hoy, Committee Member

**PREVIOUS MINUTES**

Barry Hoy, Committee Member  
Action Probable

**PUBLIC COMMENTS**

Government Code  
Section 54954.3 Sections A & B

The public has the right to address the legislative body on any item of interest to the public.  
A time restraint may be implemented at the discretion of the Committee Chairperson.

**CLOSED SESSION AGENDA ITEMS**

(According to section: (54956.9))

1. Quality Dashboards	Leslie Plouse, Quality Director Information Only
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**RETURN TO OPEN SESSION**

1. Closed Session Report	Barry Hoy, Committee Member
2. Public Report of Decisions	Barry Hoy, Committee Member

**Quality Committee Meeting  
Thursday, August 29, 2024, 1:00 p.m.**

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**OPEN SESSION AGENDA ITEMS**

1. BETA Heart Update

Leslie Plouse, Quality Director  
Information Only

**ADJOURNMENT**

San Bernardino Mountains Community Hospital Quality Committee Meetings

Attendance Matrix - 2024

Committee Members	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Barry Hoy	√	<b>C A N C E L L E D</b>	√	√	√	√	√					<b>D A R K</b>	
Gerry Hinkley	√		√	A	√	√	√						
Terry Peña	√		√	E	√	√	√						
Mark Turner	√		√	√	√	√	√						
Leslie Plouse	√		E	√	E	√	√						
Jeri Simpson	--		--	√	√	√	√						
Cheryl Moxley	√		--	--	--	--	--	--	--	--	--		
Julie Atwood	√		√	--	--	--	--	--	--	--	--		
Don Larsen	√		A	A	--	--	--	--	--	--	--		
<b>Comment:</b>													
	√	Present	E	Excused	A	Absent							

<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION/RECOMMENDATION</b>	<b>ACTION/FOLLOW-UP</b>
<p>1.0 Members Present:</p> <p>Absent:</p> <p>Recording Secretary:</p> <p>Guests:</p>	<p>Barry Hoy, Committee Chairperson            Gerry Hinkley, Committee Member            Mark Turner, Member, Chief Executive Officer            Terry Peña, Member, Chief Operating Officer/Chief Nursing Officer            Leslie Plouse, Member, Quality Director            Jeri Simpson, Community Member</p> <p>Kristi McCasland, Executive Assistant</p> <p>Kieth Burkart, Board President            Cheryl Robinson, Board Vice President            Barry Smart, Board Treasurer            Yvonne Waggener, Chief Financial Officer            Kim McGuire, Community Development Director            Tom Madrigal, Facilities Manager            Steffanie Miller, Executive Assistant to Facilities            John McLaughlin, Public</p>	<p><b>Quorum present</b></p>
<p>2.0 Call to Order:</p>	<p>Hoy called the meeting to order at 1:03 p.m.</p>	<p><b>The meeting was called to order</b></p>
<p>3.0 Previous Minutes</p>	<p>On a motion made and seconded, the Quality Committee Meeting Minutes of June 28, 2024 were approved as written.</p>	<p><b>On a motion made and seconded, the Quality Committee Meeting Minutes of June 28, 2024 were approved as written</b></p> <p><b>M (Hoy) / S (Peña) / C</b></p>
<p>4.0 Public Comment:</p>	<p>There was no public comment noted at this time.</p>	<p><b>None</b></p>

<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION/RECOMMENDATION</b>	<b>ACTION/FOLLOW-UP</b>
5.0 Adjourn to Closed Session:	<p>The Quality Committee Adjourned to “Closed Session” at approximately 1:03 p.m.</p> <p><b><u>CLOSED SESSION ATTENDEES:</u></b>            Barry Hoy, Committee Chairperson            Gerry Hinkley, Committee Member            Mark Turner, Member, Chief Executive Officer            Terry Peña, COO/CNO            Leslie Plouse, Quality Director            Jeri Simpson, Community Member            Kristi McCasland, Executive Assistant            Kieth Burkart, Board President            Cheryl Robinson, Board Vice President            Barry Smart, Board Treasurer            Yvonne Waggener, Chief Financial Officer</p>	<b>None</b>
6.0 Return to Open Session:	The Committee returned to “Open Session” at approximately 1:36 p.m.	<b>None</b>
6.1 Closed Session Report:	Per Hoy, the following items were reported on during “Closed Session” – Root Cause Analysis (RCA); and BETA Heart Dashboard.	<b>Information only</b>
7.0 Agenda Items 7.1 Regulatory & Patient Safety Action Plans	<p>Plouse reported on the following Regulatory &amp; Patient Safety Action Plans:</p> <ul style="list-style-type: none"> <li>• <u>TJC Lab Reaccreditation Survey: 5/3/2022-5/5/2022</u> Critical value documentation audits are completed.</li> <li>• <u>SNF CMS Life Safety Survey: 4/9/2024-4/10/2024</u> All of the items on the action plan were at 100% compliance; we will continue to monitor these items for one more month.</li> <li>• <u>TJC Lab Reaccreditation Survey: 4/2/2024-4/2/2024</u> All of the items on the action plan were at 100% compliance for the month of June.</li> </ul>	<b>Information only</b>

<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION/RECOMMENDATION</b>	<b>ACTION/FOLLOW-UP</b>
7.2 Regulatory Activity/Updates	Plouse reviewed the recent TJC updates for the Lab and Hospital reaccreditations.	<b>Information only</b>
8.0 Final Adjournment:	There being no further business to discuss, the meeting was adjourned at approximately 1:42 p.m.	<b>Meeting adjourned</b>



**MOUNTAINS**  
COMMUNITY HOSPITAL  
*The Heart of Mountain Healthcare*

**Marketing Committee Meeting**  
**Thursday, August 29, 2024, 1:30 p.m.**

**George M. Medak Conference Room, Suite 202**

**MCH Medical Office Building, 29099 Hospital Road, Lake Arrowhead, CA 92352**

*Or*

**Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

**Meeting ID: 234 601 921 58 / Passcode: MWdfbE**

**Or call in (audio only): +1 951-384-1117,,605686207# United States, Riverside**

**Phone Conference ID: 605 686 207#**

Members: Cheryl Robinson, Committee Chairperson  
Mark Turner, Chief Executive Officer  
Kim McGuire, Community Development Director

Barry Hoy Committee Member  
Terry Peña, Chief Operating Officer  
Jeri Simpson, Community Member

**PEN SESSION**

1:30 p.m.

**CALL TO ORDER**

Cheryl Robinson, Committee Chairperson

**PREVIOUS MINUTES**

Cheryl Robinson, Committee Chairperson  
Action Probable

**PUBLIC COMMENTS**

Government Code  
Section 54954.3 Sections A & B

The public has the right to address the legislative body on any item of interest to the public.  
A time restraint may be implemented at the discretion of the Committee Chairperson.

**AGENDA ITEMS**

1. Fundraising

Kim McGuire, Community Dev. Director  
Information Only

2. Marketing

Kim McGuire, Community Dev. Director  
Information Only

**ADJOURNMENT**



# San Bernardino Mountains Community Hospital Marketing Committee Meetings

## Attendance Matrix - 2024

Committee Members	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Cheryl Robinson	F A C I L I T I E S	√	H U M A N  R E S O U R C E	F A C I L I T I E S	√	H U M A N  R E S O U R C E	F A C I L I T I E S		H U M A N  R E S O U R C E	F A C I L I T I E S		D A R K	
Barry Hoy		√			√			√					
Terry Peña		√			√			√					
Mark Turner		√			√			√					
Kim McGuire		E			√			√					
Jeri Simpson		--			√			√					
Don Larsen		A			--			--					--
Gerry Hinkley		√			--			--					--
<b>Comment:</b>													

√ Present                      E Excused                      A Absent

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
<p>1.0 Members Present:</p> <p>Absent:</p> <p>Recording Secretary:</p> <p>Guests:</p>	<p>Cheryl Robinson, Committee Chairperson            Barry Hoy, Committee Member            Mark Turner, Member, Chief Executive Officer            Terry Peña, Member, Chief Operating Officer/Chief Nursing Officer            Kim McGuire, Foundation / Community Development Director            Jeri Simpson, Community Member</p> <p>Kristi McCasland, Executive Assistant</p> <p>Kieth Burkart, Board President            Barry Smart, Board Member            Gerry Hinkley, Board Member            Yvonne Waggener, Chief Financial Officer            Peter Venturini, Foundation President            Gary Hicks, G.L. Hicks Financial, LLC</p>	<p><b>Quorum present</b></p>
<p>2.0 Call to Order:</p>	<p>Robinson called the meeting to order at 1:37 p.m.</p>	<p><b>The meeting was called to order</b></p>
<p>3.0 Previous Minutes:</p>	<p>The minutes of the meeting of the Marketing Committee held on February 29, 2024 were approved as written</p>	<p><b>The minutes of the meeting of the Marketing Committee held on February 29, 2024, were approved as written.</b></p> <p><b>M (Hoy) / S (Peña) / C</b></p>
<p>4.0 Public Comment:</p>	<p>There was no public comment noted at this time.</p>	<p><b>Information only</b></p>
<p>5.0 Fundraising / Marketing</p>	<p>McGuire updated the committee on Fundraising, Events and Marketing activities.</p>	<p><b>Information only</b></p>

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
	<p>1. <u>Foundation/Fundraising:</u></p> <ul style="list-style-type: none"> <li>• So far in CY 2024, the Foundation has raised \$91k.</li> <li>• The LeGrand Picnic is scheduled for July 21, 2024 and will have a “Field of Dreams” theme. Sponsorship opportunities, current sponsors and specifics on the event were reviewed in detail.</li> <li>• The Summit Circle Dinner has been scheduled for June 6, 2024 at SkyPark.</li> <li>• The Foundation welcomed three new Board Members: Paul Medawar, Amy Doutt and Lynn Wilson.</li> <li>• Randall Hallett from Hallett Philanthropy will be assessing the Foundation’s capacity to raise money and develop a plan for the future.</li> </ul> <p>2. <u>Events:</u></p> <ul style="list-style-type: none"> <li>• MCH had a booth at the following community events: Rim High School Health Fair; SkyPark Locals Day; Loma Linda Job Fair; Lake Gregory Market Days; Game of Skate event.</li> <li>• Upcoming events include: <ul style="list-style-type: none"> <li>○ Summit Circle Dinner – June 6</li> <li>○ Lake Gregory Market Night – June 7</li> <li>○ Auxiliary Installation Brunch – June 14</li> <li>○ Mountain Health Fair in VOE – June 14</li> <li>○ LeGrand Picnic – July 21</li> <li>○ Lake Gregory Market Night – July 26</li> <li>○ Rose Memorial – August 17</li> </ul> </li> </ul> <p>3. <u>Marketing:</u></p> <ul style="list-style-type: none"> <li>• Mark’s Q2 CEO Video</li> <li>• From the Heart Newsletter, Spring Edition</li> <li>• Video about the impact of donations on the hospital to be shown at the LeGrand Picnic</li> <li>• Direct Mail piece with information about all of our providers to all of the PO Boxes</li> </ul>	

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
	<ul style="list-style-type: none"> <li>Community Health Needs Survey</li> </ul>	
6.0 Adjournment:	There being no further business to discuss, the meeting was adjourned at approximately 1:55 p.m.	<b>Meeting adjourned</b>



**Finance Committee Meeting**  
**Thursday, August 29, 2024, 1:45 p.m.**  
**George M. Medak Conference Room, Suite 202**  
**MCH Medical Office Building, 29099 Hospital Road, Lake Arrowhead, CA 92352**

*Or*

**Microsoft Teams meeting**  
[Click here to join the meeting](#)  
**Meeting ID: 234 601 921 58 / Passcode: MWdfbE**  
**Or call in (audio only): [+1 951-384-1117,,605686207#](#) United States, Riverside**  
**Phone Conference ID: 605 686 207#**

Members:	Barrick Smart, Committee Chairperson Yvonne Waggener, Chief Financial Officer Mark Turner, Chief Executive Officer	Barry Hoy, Committee Member Terry Peña, Chief Operating Officer Jeri Simpson, Community Member
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**OPEN SESSION**

1:45 p.m.

**CALL TO ORDER**

Barry Smart, Committee Chairperson

**PREVIOUS MINUTES**

Barry Smart, Committee Chairperson  
Action Probable

**PUBLIC COMMENTS**

Government Code  
Section 54954.3 Sections A & B

The public has the right to address the legislative body on any item of interest to the public.  
 A time restraint may be implemented at the discretion of the Committee Chairperson.

**AGENDA ITEMS**

- |   |  |
|---|--|
| 1. District Hospital Leadership Forum (DHLF):<br>Supplemental Reimbursement | Yvonne Waggener, Chief Financial Officer<br>Nathan Davis, DHLF & Ryan Witz, DHLF<br>Information Only |
| 2. FY25 Proposed Capital Budget   | Yvonne Waggener, Chief Financial Officer<br>Action Possible  |
| 3. Financial Statements   | Yvonne Waggener, Chief Financial Officer<br>Action Probable  |
| 4. Capital Purchases  | Yvonne Waggener, Chief Financial Officer<br>Action Possible  |
| 5. Investments  | Yvonne Waggener, Chief Financial Officer<br>Action Possible  |

**Finance Committee Meeting**  
**Thursday, August 29, 2024, 1:45 p.m.**

Page 2 of 2

- |  |   |
|--|---|
| 6. Resolution 2025-01 Authorizing Investment of Monies in the Local Agency Investment Fund | Yvonne Waggener, Chief Financial Officer<br>Action Possible |
| 7. California State Treasurer’s Office Authorization for Transfer of Funds                 | Yvonne Waggener, Chief Financial Officer<br>Action Possible |

**ADJOURNMENT**

## San Bernardino Mountains Community Hospital Finance Committee Meetings

### Attendance Matrix - 2024

Committee Members	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Barry Smart	√	√	√	√	√	√	√					D A R K
Barry Hoy	√	√	√	√	√	√	√					
Yvonne Waggener	√	√	√	√	√	√	√					
Mark Turner	√	√	√	√	√	√	√					
Terry Peña	√	√	√	E	√	√	√					
Jeri Simpson	--	--	--	√	√	√	√					
Don Larsen	√	A	A	A	--	--	--	--	--	--	--	
Gerry Hinkley	√	√	--	--	--	--	--	--	--	--	--	
<b>Comment:</b>												
	<span style="margin-right: 20px;">√ Present</span> <span style="margin-right: 20px;">E Excused</span> <span>A Absent</span>											

<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION/RECOMMENDATION</b>	<b>ACTION/FOLLOW-UP</b>
<p>1.0 Members Present:</p> <p>Absent:</p> <p>Recording Secretary:</p> <p>Guests:</p>	<p>Barrick Smart, Committee Chairperson            Barry Hoy, Committee Member            Yvonne Waggener, Member, Chief Financial Officer            Terry Peña, Member, Chief Operating Officer/Chief Nursing Officer            Mark Turner, Member, Chief Executive Officer            Jerri Simpson, Community Member</p> <p>Kristi McCasland, Executive Assistant</p> <p>Keith Burkart, Board President            Gerry Hinkley, Board Member            Cheryl Robinson, Board Vice President            Kim McGuire, Foundation/Community Development Director            Leslie Plouse, Quality Director            Peter Venturini, Foundation President            John McLaughlin, Public</p>	<p><b>Quorum present</b></p>
<p>2.0 Call to Order:</p>	<p>Smart called the meeting to order at 1:42 p.m.</p>	<p><b>The meeting was called to order</b></p>
<p>3.0 Previous Minutes:</p>	<p>On a motion made and seconded, the Finance Committee Meeting Minutes of June 28, 2024 were approved as amended.</p>	<p><b>On a motion made and seconded, the Finance Committee Meeting Minutes of June 28 2024 were approved as amended.</b></p> <p><b>M (Hoy) / S (Turner) / C</b></p>
<p>4.0 Public Comment:</p>	<p>There was no public comment noted at this time.</p>	<p><b>None</b></p>
<p>5.0 Agenda Items: 5.1 Financial Statements</p>	<p>Waggener reported that they preliminarily closed FY24, but that FY24 still needs to be audited. Waggener presented the FY24 Financial</p>	<p><b>A motion was made and seconded to recommend to the</b></p>



TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
	<p>Statements as of and for the twelve (12) months ended June 30, 2024. Comparative statistics and selected financial indicators were reviewed.</p>	<p><b>Board to accept the Financial Statements as of twelve (12) months ended June 30, 2024.</b></p> <p><b>M (Hoy) / S (Simpson) / C</b></p>
<p>5.2 Capital Purchases</p>	<p>Waggener presented and reviewed the FY24 Capital Purchases for the twelve (12) months ended June 30, 2024.</p>	<p><b>Information Only</b></p>
<p>5.3 Investments</p>	<p>Waggener presented and reviewed the LAIF and UBS statements as of June 30, 2024.</p>	<p><b>Information Only</b></p>
<p>5.4 FY25 Proposed Capital Budget</p>	<p>Waggener presented and reviewed the FY25 Capital Budget. Turner noted that the Senior Management Team needs to prioritize the items on the FY25 Capital Budget as to what we anticipate spending in FY25. The finalized FY25 capital budget will be brought to the August meeting for review/approval.</p> <p>Waggener noted that due to timing issues, she reached out to Burkart to get approval to purchase a couple essential capital budget items now, before the FY25 capital budget was approved by the Board. The capital items approved by Burkart for purchase includes: Ultrasound Machine (Canon); Ultrasound Probe Disinfection Machine (Nanosonics); Ultrasound Machine Extended Warranty (Canon); and a TONO pen for the ED.</p>	<p><b>Information Only</b></p>
<p>5.5 Earmarking Use of Debt Service Money</p>	<p>Hinkley noted that since we are eliminating our debt by paying off the COPs and MOB loan, perhaps we could consider putting aside funds for the new acute care wing that would have been used for debt. This may be discussed further at a later date.</p>	<p><b>Information Only</b></p>
<p>5.6 Cell Tower Sale Option</p>	<p>Turner reported that he received an offer from TowerPoint to buy the easement to the Verizon cell tower. Turner discussed the details of the deal they presented. After discussion, it was decided to have Turner do some more research and bring it back if he felt it would be favorable enough for us to pursue.</p>	<p><b>Information Only</b></p>

<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION/RECOMMENDATION</b>	<b>ACTION/FOLLOW-UP</b>
6.0 Adjournment:	There being no further business to discuss, the meeting was adjourned at approximately 2:45 p.m.	<b>Meeting adjourned</b>

# RESOLUTION 2025-01

RESOLUTION OF San Bernardino Mountains Community Hospital District

AGENCY ADDRESS P.O. Box 70  
Lake Arrowhead, CA 92352

AGENCY PHONE NUMBER 909-436-3200

## AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the San Bernardino Mountains Community Hospital District.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby authorizes the deposit and withdrawal of San Bernardino Mountains Community Hospital District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following San Bernardino Mountains Community Hospital District officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Mark Turner  
(NAME)

Yvonne Waggener  
(NAME)

Barrick Smart  
(NAME)

Chief Executive Officer  
(TITLE)

Chief Financial Officer  
(TITLE)

Treasurer  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by City Council/Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

**PASSED AND ADOPTED**, by the Board of Directors of San Bernardino Mountains Community Hospital District on August 29, 2024

**Note: Resolution must be adopted by the governing body. Please submit an original resolution or a certified copy of the resolution to LAIF. A certified copy is 1) a copy of the resolution affixed with the seal of the agency or 2) a copy of the resolution attested by the City Clerk/Board Secretary with his/her signature.**



**California State Treasurer's Office  
Local Agency Investment Fund (LAIF)**

**Authorization for Transfer of Funds**

Effective Date  
8/29/2024

Agency Name  
San Bernardino Mountains Community Hospital District

LAIF Account #  
20-36-002

Agency's LAIF Resolution # 2025-01 or Resolution Date 8/29/2024

**ONLY** the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Mark Turner	CEO
Yvonne Waggener	CFO
Barry Smart	Treasurer

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Barry Smart

\_\_\_\_\_  
Title  
Treasurer

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Mark Turner

\_\_\_\_\_  
Title  
CEO

\_\_\_\_\_  
Phone Number

Please provide email address to receive LAIF notifications.

Name	Email

Please email the completed form for review to [laif@treasurer.ca.gov](mailto:laif@treasurer.ca.gov) and allow 2 days for a response. **DO NOT** mail the original form until you receive approval.

Mail the approved form to: CA State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001



**“Mountains Community Hospital makes possible essential quality medical services to the residents and visitors of the local mountains.”**

**DISTRICT BOARD OF DIRECTORS MEETING**

**Thursday, August 29, 2024, 2:45 p.m.**

**George M. Medak Conference Room, Suite 202**

**MCH Medical Office Building, 29099 Hospital Road, Lake Arrowhead, CA 92352**

*Or*

**Microsoft Teams meeting**

**[Click here to join the meeting](#)**

**Meeting ID: 234 601 921 58 / Passcode: MWdfbE**

**Or call in (audio only): [+1 951-384-1117,,605686207#](#) United States, Riverside**

**Phone Conference ID: 605 686 207#**

Members:	Kieth Burkart, President Barry Hoy, Secretary Gerald Hinkley, Director	Cheryl Robinson, Vice President Barrick Smart, Treasurer
Staff Members:	Mark Turner, Chief Executive Officer Bijan Motamedi, M.D., MEC President Kim McGuire, Community Development Director	Terry Peña, Chief Operating Officer Yvonne Waggener, Chief Financial Officer Kristi McCasland, Executive Assistant

**OPEN SESSION**

2:45 p.m.

**CALL TO ORDER**

Kieth Burkart, President

**PRESIDENTS COMMENTS**

Kieth Burkart, President  
Action Possible

**BOARD MEMBER REPORTS**

All Board Members

**PUBLIC COMMENTS**

Government Code  
Section 54954.3 Sections A & B

The public has the right to address the legislative body on any item of interest to the public.  
A time restraint may be implemented at the discretion of the Board President.

**PREVIOUS MINUTES approval**

Kieth Burkart, President  
Action probable

**CONSENT AGENDA**

Kieth Burkart, President  
Action Probable

(Motion will be made to include all items listed)

1. Approval of Quality Committee minutes, meeting held July 25, 2024
2. Approval of Marketing Committee minutes, meeting held May 23, 2024

**DISTRICT BOARD OF DIRECTORS MEETING**  
**Thursday, August 29, 2024 2:45 p.m.**

Page 2 of 3

3. Approval of Finance Committee minutes, meeting held July 25, 2024
4. Approval of the attached list of Policies and Procedures that was sent August 20, 2024

**AGENDA ITEMS**

- |  |   |
|--|---|
| 1. Resolution 2025-02 Amendment to the Conflict of Interest Code                           | Mark Turner, Chief Executive Officer<br>Action Possible |
| 2. Medical Office Building (MOB) Exterior Repair Work Contract Award                       | Mark Turner, Chief Executive Officer<br>Action Possible |
| 3. CEO Report  | Mark Turner, Chief Executive Officer                    |
| a. Strategic & Facilities Master Planning  | Information Only  |
| b. Mission Moment  | Information Only  |
| c. Internal Construction Updates   | Information Only  |
| d. Acute Care Wing/Retrofit/SNF Wing Project Updates                                       | Information Only  |
| e. Cell Tower Sale Option  | Information Only  |
| 4. COO/CNO Report  | Terry Peña, Chief Operating Officer<br>Information only |
| 5. Quality Committee Report<br>Report of Meeting held August 29, 2024                      | Barry Hoy, Chairperson<br>Information Only              |
| 6. Marketing Committee Report<br>Report of Meeting held August 29, 2024                    | Cheryl Robinson, Chairperson<br>Information only        |
| 7. Finance Committee Report<br>Report of Meeting held August 29, 2024                      | Barry Smart, Chairperson                                |
| a. District Hospital Leadership Forum: Supplemental Reimbursement                          | Information Only  |
| b. FY25 Proposed Capital Budget  | Action Possible   |
| c. Financial Statements  | Action Probable   |
| d. Capital Purchases   | Action Possible   |
| e. Investments   | Action Possible   |
| f. Resolution 2025-01 Authorizing Investment of Monies in the Local Agency Investment Fund | Action Possible   |
| g. California State Treasurer's Office Authorization for Transfer of Funds                 | Action Possible   |
| 8. Board Education   | Kieth Burkart, President                                |
| a. AHA Rural Health Care Leadership Conference, February 23-26, 2025, San Antonio, TX      | Information Only  |
| b. HASC Annual Conference, April 23-25, 2025, Indian Wells, CA                             |   |

**DISTRICT BOARD OF DIRECTORS MEETING**  
**Thursday, August 29, 2024 2:45 p.m.**

Page 3 of 3

9. Discussion Topic Suggestions

Kieth Burkart, President

**ADJOURN TO CLOSED SESSION**

**CLOSED SESSION AGENDA ITEMS**

(Closed session pursuant to Govt. Code Section 54954.5

- |   |  |
|---|--|
| 1. <u>Hearings</u><br>Subject matter: Staff Privileges<br>Re: Credentialing Recommendations<br>Closed session pursuant to Cal. Health & Safety § 32155  | Bijan Motamedi, M.D., MEC President<br>Action Probable   |
| 2. <u>Medical Executive Committee Report</u><br>Subject Matter: Report of Medical Executive Committee<br>Meeting minutes<br>Closed session pursuant to Cal. Health & Safety § 32155   | Bijan Motamedi, M.D., MEC President<br>Information only  |
| 3. <u>Annual Management Action Plan (MAP) Updates</u><br>Subject Matter: Proposed new services, programs & facilities<br>Estimated date of public disclosure: March 31, 2025<br>Closed session under Cal. Health & Safety § 32106 | Mark Turner, Chief Executive Officer<br>Information only |
| 4. <u>Executive session</u><br>Subject Matter: CEO Evaluation<br>Closed session under Cal. Gov. Code § 54957  | Board Members Only<br>Information only                   |

**RETURN TO OPEN SESSION**

- |                               |                          |
|-------------------------------|--------------------------|
| 1. Closed Session Report      | Kieth Burkart, President |
| 2. Public Report of Decisions | Kieth Burkart, President |

**NEXT BOARD-ATTENDED MEETINGS**

Regular Board of Directors Meeting:  
Thursday, September 26, 2024 at 1 p.m.  
*(Days & times are subject to change so  
please refer to the posted agenda for exact  
times)*

**FINAL ADJOURNMENT**

SAN BERNARDINO MOUNTAINS COMMUNITY HOSPITAL DISTRICT

**San Bernardino Mountains Community Hospital Board of Directors Meetings**

**Attendance Matrix - 2024**

<b>Meeting Dates</b>	1/12/2024**	1/25/2024*	2/22/2024**	2/29/2024*	3/28/2024*	4/15/2024**	4/25/2024*	5/23/2024*	6/7/2024**	6/21/2024**	6/28/2024*	7/25/2024*	8/29/2024*	9/26/2024*	10/24/2024*	11/21/2024*	DEC*
<b>Board Members</b>																	
<b>Kieth Burkart</b>	√	√	√	√	√	√	√	√	√	√	√	√					
<b>Cheryl Robinson</b>	√	√	√	√	√	√	√	√	√	√	√	√					
<b>Barry Hoy</b>	√	√	√	√	√	√	√	√	√	√	√	√					
<b>Barrick Smart</b>	JC	√	√	√	JC	√	√	√	A	√	√	√					
<b>Gerald Hinkley</b>	--	--	--	√	√	√	A	√	√	√	√	√					
<b>Cheryl Moxley</b>	√	√	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
<b>Staff Members</b>																	
<b>Mark Turner</b>	√	√	√	√	√	√	√	√	√	√	√	√					
<b>Terry Peña</b>	√	√	√	√	√	--	E	√	√	√	E	√					
<b>Yvonne Waggener</b>	√	√	√	√	√	√	√	√	√	√	√	√					
<b>Kim McGuire</b>	√	√	--	E	√	--	√	√	√	--	√	√					
<b>Kristi McCasland</b>	√	√	--	√	√	√	√	√	E	√	√	√					
<b>Bijan Motamedi, M.D.</b>	--	√	--	--	√	--	√	√	--	--	√	√					
<b>Lawrence Walker, M.D.</b>	--	--	--	√	--	--	--	--	--	--	--	--					
<b>Julie Atwood</b>	√	√	--	√	√	--	--	--	--	--	--	--	--	--	--	--	--
<b>Comments</b>	* Regular Board of Directors Meeting / ** Special Board of Directors Meeting																
	√	Present		JC	Board Member Attended Remotely Under AB2449 "Just Cause" Provisions		EC	Board Member Attended Remotely Under AB2449 "Emergency Circumstances"									
	E	Excused		A	Absent												

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<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION/RECOMMENDATION</b>	<b>ACTION/FOLLOW-UP</b>
1.0 Call to Order:	Kieth Burkart, Board President, called the Board of Directors meeting to order at approximately 2:46 p.m.	<b>The meeting was called to order</b>
2.0 Board Members Present:  Members Absent:  Recording Secretary  Staff Members Present:  Guests:	Kieth Burkart, Board President Cheryl Robinson, Vice President Barrick Smart, Board Treasurer Barry Hoy, Board Secretary Gerry Hinkley, Board Director  Kristi McCasland, Executive Assistant  Mark Turner, Chief Executive Officer Terry Peña, Chief Operating Officer/Chief Nursing Officer Yvonne Waggener, Chief Financial Officer Kim McGuire, Foundation/Community Development Director Bijan Motamedi, M.D., MEC Chief of Staff Leslie Plouse, Quality Director  Jeri Simpson, Community Member Peter Venturini, Foundation President John McLaughlin, Public	<b>Quorum present</b>
3.0 President’s Comments:	None	<b>None</b>
4.0 Board Member’s Reports:	Robinson reported that the LeGrand Picnic was a very successful event and thanked the Foundation for all of their hard work.	<b>None</b>
5.0 Public Comments:	Venturini reported that preliminary numbers show that the LeGrand Picnic raised \$393k, which is \$100k more than what was raised last year. Venturini made a recommendation as the team looks to reduce costs associated with the Acute Care Wing project to consider keeping the	<b>None</b>

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
	proposed square footage because there is always a lack of space hospital-wide. He noted the additional space could be used to add new services.	
6.0 Previous Minutes:	On a motion made and seconded the Minutes from the Board of Directors meeting of June 28, 2024 were approved as written.	<p><b>On a motion made and seconded the Minutes from the Board of Directors meeting of June 28, 2024 were approved as written.</b></p> <p><b>M (Smart) / S (Robinson) / C</b></p> <p><b>5 Ayes / 0 Nays / 0 Abstain / 0 Absent</b></p>
7.0 Consent Agenda:	<p>The following Consent Agenda items were reviewed:</p> <ol style="list-style-type: none"> <li>1. Approval of the Quality Committee minutes, meeting held June 28, 2024.</li> <li>2. Approval of Facilities Committee minutes, meeting held April 25, 2024.</li> <li>3. Approval of the Finance Committee minutes, meeting held June 28, 2024.</li> <li>4. Approval of the Policies and Procedures that were sent July 15, 2024 (<i>see list attached to the June Board Packet</i>).</li> </ol>	<p><b>On a motion made and seconded, the Consent Agenda items were approved as presented.</b></p> <p><b>M (Robinson) / S (Hoy) / C</b></p> <p><b>5 Ayes / 0 Nays / 0 Abstain / 0 Absent</b></p>
8.0 Agenda 8.1 MCH Organizational Chart	Turner reported that as part of the process of reviewing our Biennial Conflict of Interest Code, it was found that the new Hospital Supervisors positions were not added to the MCH Organizational Chart.	<p><b>On a motion made and seconded, the Board approved the revised MCH Organizational Chart as presented.</b></p> <p><b>M (Robinson) / S (Hinkley)</b></p> <p><b>5 Ayes / 0 Nays / 0 Abstain / 0 Absent</b></p>

<b>TOPIC</b>	<b>DISCUSSION/CONCLUSION/RECOMMENDATION</b>	<b>ACTION/FOLLOW-UP</b>
8.2 CEO Report a. Mission Moment	Turner reported that he is still working to develop a process to implement the Mission Moment; he should have an update to present at the August 2024 Board meeting.	<b>Information only</b>
b. Internal Construction Updates	Turner reported that the construction updates were already presented as part of the Facilities Committee meeting.	<b>Information only</b>
c. Acute Care Wing / Retrofit / SNF Wing Project	<p>Turner noted that a Kick-Off meeting has been set up with the Design Build team for next Thursday, and that they would be determining our needs vs. our wants as they work to scale back on the design to reduce the costs of the project.</p> <p>Smart presented and reviewed a spreadsheet that compares our FY25 budget to the FY25 Financial Feasibility Study, noting the differences between the wages and employee benefits columns. He noted that we need to consider the differences as we negotiate with the Design Build team. Waggener will work with WIPFLI and ask them to come up with a revised projection with the actual budget numbers and have them rerun the numbers several times based on operations and project costs.</p>	<b>Information only</b>
8.3 COO/CNO Report	<p>Peña reported on the follow items:</p> <ol style="list-style-type: none"> <li>1. <u>Staffing</u>: <ul style="list-style-type: none"> <li>• We are working on recruiting two manager’s positions: Case Manager and acting Infection Control Manager.</li> <li>• Working to monitor the staffing regulations to ensure we are meeting the requirements.</li> </ul> </li> <li>2. <u>COVID</u>: Southern California has seen an increase in COVID positive cases in recent weeks.</li> </ol>	<b>Information only</b>
8.4 Quality Committee Report Report of meeting held July 25, 2024	<p>Hoy reported that the Quality Committee Meeting (Open Session) included presentations on the following agenda items:</p> <ol style="list-style-type: none"> <li>1. Regulatory &amp; Patient Safety Action Plans</li> </ol>	<b>Information only</b>

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
	2. Regulatory Updates	
8.5 Facilities Committee Report Report of meeting held July 25, 2024	<p>Robinson reported that the Facilities Committee meeting included presentations on the following agenda items:</p> <ol style="list-style-type: none"> <li>1. Hospital Campus Updates</li> <li>2. Construction Project Updates</li> </ol>	<b>Information only</b>
8.6 Finance Committee Report Report of meeting held July 25, 2024	<p>Smart reported that the Finance Committee meeting included presentations on the following agenda items:</p> <ol style="list-style-type: none"> <li>a. Financial Statements FY24 was preliminarily closed, but still needs to be audited. The Financial packet for month ended June 30, 2024 was reviewed. Comparative statistics and selected financial indicators were reviewed with the Board.</li> </ol>	<p><b>On a motion made and seconded, the Financial Statements as of twelve (12) months ended June 30, 2024 were accepted as presented.</b></p> <p><b>M (Smart) / S (Hoy) / C</b></p> <p><b>5 Ayes / 0 Nays / 0 Abstain / 0 Absent</b></p>
	<ol style="list-style-type: none"> <li>b. Capital Purchases The FY24 Capital Purchases for the twelve (12) months ended June 30, 2024 was presented and reviewed.</li> </ol>	<b>Information only</b>
	<ol style="list-style-type: none"> <li>c. Investments The LAIF and UBS statements as of June 30, 2024 were presented and reviewed.</li> </ol>	<b>Information only</b>
	<ol style="list-style-type: none"> <li>d. FY 25 Proposed Capital Budget The FY25 Capital Budget was presented and reviewed. Senior Management Team needs to prioritize the items on the FY25 Capital Budget as to what we anticipate spending in FY25. The finalized FY25 capital budget will be brought to the August meeting for review/approval.</li> </ol> <p>It was noted that due to timing issues, Waggener reached out to</p>	<b>Information only</b>

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
	Burkart to get approval to purchase a couple essential capital budget items now, before the FY25 capital budget was approved by the Board. The capital items approved by Burkart for purchase includes: Ultrasound Machine (Canon); Ultrasound Probe Disinfection Machine (Nanosonics); Ultrasound Machine Extended Warranty (Canon); and a TONO pen for the ED.	
	e. Earmarking Use of Debt Service Money After discussion, it was decided that this may be discussed further at a later date.	<b>Information only</b>
	f. Cell Tower Sale Option After discussion, it was decided to have Turner do some more research and bring it back if he felt it would be favorable enough for us to pursue.	<b>Information only</b>
8.7 Board Education	Burkart report on the following upcoming Board education opportunities: a. MCH Board Member Annual Education (Relias) b. AHA Rural Health Care Leadership Conference: February 23-26, 2025 in San Antonio, TX.	<b>Information only</b>
8.8 Discussion Topic Suggestions	A complete update on the LeGrand Picnic will be presented at next month's Marketing Committee Meeting.	<b>Information only</b>
9.0 Adjourn to Closed Session:	The Board adjourned to "Closed Session" at approximately 3:28 p.m.	<b>Information only</b>
10.0 Return to Open Session:	The Board returned to "Open Session" at approximately 4:20 p.m.	<b>Information only</b>
10.1 Closed Session Report:	Per Burkart, the following items were reported on during "Closed Session": <ul style="list-style-type: none"> <li>• Medical Staff Report of July 25, 2024 and Credentialing from the July 23, 2024 Medical Executive Committee meeting.</li> <li>• Executive Session: CEO Evaluation</li> </ul>	<b>Information only</b>

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
<p>11.0 Public Report of Decisions 11.1 Hearings; Staff Privileges; Credentialing Recommendations</p>	<ul style="list-style-type: none"> <li>• Executive Session: Personnel Issues</li> </ul> <p>The Board accepted the Medical Staff Report of July 25, 2024, and Credentialing from the July 23, 2024 Medical Executive Committee meeting.</p> <p>Approvals were as follows:</p> <ul style="list-style-type: none"> <li>• <b><u>New Appointments/Provisional Staff:</u></b> <ul style="list-style-type: none"> <li>○ DEREK W. GRADY, MD – Tele-Radiology (SOL Radiology via Advanced Teleradiology Group)</li> </ul> </li> <li>• <b><u>Provisional Extensions:</u></b> None</li> <li>• <b><u>Advancement from Provisional Staff/Regular Staff:</u></b> None</li> <li>• <b><u>Reappointments:</u></b> None</li> <li>• <b><u>Staff Status Changes:</u></b> None</li> <li>• <b><u>Revision/Increase of Privileges:</u></b> None</li> <li>• <b><u>Terminations/Resignations:</u></b> <ul style="list-style-type: none"> <li>○ ANTONIO GONZALEZ, DDS – General Dentistry – MCH Rural/Dental Clinic</li> <li>○ JOHN K. MAGPAYO, MD – Pathology</li> </ul> </li> <li>• <b><u>Revision of Privileges:</u></b> None</li> <li>• <b><u>Leave of Absence Requests:</u></b> None</li> </ul>	<p><b>On a motion made and seconded, the Medical Staff Report of July 25, 2024, and Credentialing from the July 23, 2024 Medical Executive Committee meeting were accepted as recommended by the MEC.</b></p> <p><b>M (Robinson) / S (Smart) / C</b></p> <p><b>5 Ayes / 0 Nays / 0 Abstain / 0 Absent</b></p>
<p>12.0 Next Board-Attended Meetings:</p>	<p>The next Regular Board of Directors meeting will be on <u>Thursday, August 29, 2024</u> at 1:00 p.m. Meeting to be held in the George M Medak Conference Room (Suite 202) in the Medical Office Building.</p>	<p><b>Information only</b></p>
<p>13.0 Final Adjournment:</p>	<p>There being no further business to discuss, the Board of Directors meeting adjourned at approximately 4:20 p.m.</p>	<p><b>Meeting adjourned</b></p>

**By:** \_\_\_\_\_  
**Barry Hoy, Secretary of the Board**

**By:** \_\_\_\_\_  
**Kristi McCasland, Recording Secretary**

**Board Approvals: (59 Documents)**

**I. New Policies / Forms / Attachments: (10)**

**a. Medical Staff (MS) Policies: (1)**

[Meditech Provider Number Assignment \(Policy\) - MS](#)

**b. Laboratory Department Policies: (6)**

[ACL TOP 350 CTS SOP \(Policy\) - Laboratory Department](#)

[Calibration and Calibration Verification \(Policy\) - Laboratory Department](#)

[Instruction for use of Ortho Clinical Diagnostics XT 7600 and XT 3400 Clinical Analyzers \(Policy\) - Laboratory Department](#)

[Policy and Procedure Storage of Food in the Lab \(Policy\) - Laboratory Department](#)

[Sysmex 1000 vs 300 Parameter Correlation Study Policy and Procedure \(Policy\) - Laboratory Department](#)

[Sysmex XN-1000 Calibration SOP \(Policy\) - Laboratory Department](#)

**c. Pharmacy Department Policies: (1)**

[Pharmacy Department: Impaired Employees and Drug Diversion \(Policy\) - Pharmacy Department](#)

**d. Rehabilitation Services Department Policies: (2)**

[ICD-10 Coding Process for Outpatient Rehabilitation Services Billing Accounts - Rehabilitation Services \(Policy\)](#)

[Outpatient Rehabilitation Services Process to Discharge Outpatients in the Outpatient EMR and Billing System \(Policy\) - Rehabilitation Services Department](#)

**II. Updated Policies / Forms / Attachments: (10)**

**a. Medication Management (MM) Policies: (3)**

[797 Compounding: Cleaning and Disinfecting Compounding Areas \(Policy\) - MM](#)

[797 Compounding: Facilities and Engineering Controls for Sterile Compounding Areas \(Policy\) - MM](#)

[Controlled Substances \(Policy\) - MM](#)

**b. Medical Staff (MS) Policies: (1)**

[Outside Facilities Requests for Information \(Policy\) - MS](#)

**c. Finance Department Policies: (1)**

[Petty Cash Funds \(Policy\) - Finance Department](#)

**d. Laboratory Department Policies: (4)**

[SER-001: Serology Daily Quality Control \(Policy\) - Laboratory Department](#)

[UA-006: Semi-Quantitative Determination of Ketones in Urine, Serum and Whole Blood 2019 \(Policy\) - Laboratory Department](#)

[Specimen Handling When Instrument Inoperable \(Policy\) - Laboratory Department](#)

[Delegation of Responsibility 2023, Lab \(Policy\) - Laboratory Department](#)

**e. Purchasing Department Policies: (1)**

[Ordering Non-Stock & New Items \(Policy\) - Purchasing Department](#)

**III. Triennial Renewal Only (no / minor changes): (39)**

**a. Leadership (LD) Policies: (1)**

[Corporate Compliance Plan \(Policy\) - LD](#)

**b. Medical Staff (MS) Policies: (3)**

[Med Staff Meeting Management \(Policy\) - MS](#)

[Medical Staff Application Missing Letter \(Form\) - MS](#)

[Reappointment Application- Medical Staff & Allied Health Professional](#)

**c. Provision of Care, Treatment & Services (PC) Policies: (2)**

[Consent to Release a Minor \(Policy\) - PC](#)

[End-of-Life Option - Opt Out \(Policy\) - PC](#)

**d. Rights and Responsibilities of the Individual (RI) Policies: (2)**

[Grievances / Complaints, Customer \(Policy\) - RI](#)

[Managing High Profile and Patient Care Conflict Situations \(Policy\) - RI](#)

**e. Finance Department Policies: (2)**

[Budget Planning & Development \(Policy\) - Finance Department](#)

[Depreciable Assets-Capitalization Threshold & Depreciation \(Policy\) - Finance Department](#)



**Board of Directors Meeting - August 29, 2024**  
**Policy Review/Approval**

**f. Laboratory Department Policies: (17)**

[Laboratory Reagents, Preparation, Storage and Labeling \(Policy\) - Laboratory Department](#)  
[Clinical Laboratory Out-of-Range Temperature Notification Documentation \(Policy\) - Laboratory Services Department](#)  
[Blood Transfusion Reactions \(Policy\) - Laboratory Department](#)  
[Set up and Issuance of Cryoprecipitate \(Policy\) - Laboratory Department](#)  
[Cor QC Test Kit for Blood Bank Quality Control \(Policy\) - Laboratory Department](#)  
[Reference Laboratories Utilized by Laboratory \(Policy\) - Laboratory Department](#)  
[Report Correction, Lab \(Policy\) - Laboratory Department](#)  
[Proficiency Testing Policy, Lab \(Policy\) - Laboratory Department](#)  
[UA-001: Chemical Urinalysis Clinitek Status Operating Policy and Procedure 2019 \(Policy\) - Laboratory Department](#)  
[UA-004: Urine Culture Protocol 2019 \(Policy\) - Laboratory Department](#)  
[UA-007: Ictotest - Test for Bilirubin in Urine 2019 \(Policy\) - Laboratory Department](#)  
[UA-003: Back-Up Procedure for Siemens Clinitek Status® 2019 \(Policy\) - Laboratory Department](#)  
[SER-002: Genzyme OSOM Mono Test \(Policy\) - Laboratory Department](#)  
[SER-005: Alere™ Determine™ HIV-1/2 Ag/Ab Combo 2019 \(Policy\) - Laboratory Department](#)  
[ESR-001: iSED® Procedure for Automated Erythrocyte Sedimentation Rate Analyzer 2019 \(Policy\) - Laboratory Department](#)  
[Detection of Clerical Errors \(Policy\) - Laboratory Department](#)  
[Accession Numbers for Lab Specimen Identification \(Policy\) - Laboratory Department](#)

**g. Nutritional Services Department Policies: (5)**

[Food Fortification, Nutrition Intervention for High Risk Residents \(Policy\) - Nutritional Services Department](#)  
[Infection Control Quaternary Sanitizer \(Policy\) - Nutritional Services Department](#)  
[Infection Control Chlorine Levels \(Policy\) - Nutritional Services Department](#)  
[Purchasing Responsibilities of the Nutritional Services Supervisor \(Policy\) - Nutritional Services Department](#)  
[Nutritional Services Dress Code \(Policy\) - Nutritional Services Department](#)

**h. Rehabilitation Services Department Policies: (7)**

[Inpatient: Evaluation, Treatment, Reassessment & Discharge \(Policy\) - Rehabilitation Services Department](#)  
[Outpatient Rehabilitation Services Processing of New Outpatients \(Policy\) - Rehabilitation Services Department](#)  
[Outpatient Rehabilitation Services Scheduling and Registering New Outpatients \(Policy\) - Rehabilitation Services Department](#)  
[PT Treatment Modalities: Traction \(Policy\) - Rehabilitation Services Department](#)  
[Telerehabilitation, E-visits and Telephone Assessments \(Policy\) - Rehabilitation Services Department](#)  
[Gait & Transfer Belts \(Policy\) - PC](#)  
[Rehab Services Dress Code \(Policy\) - Rehabilitation Services Department](#)

## STAFF REPORT

**DATE:** August 29, 2024  
**TO:** Board of Directors  
**FROM:** Secretary of the Board  
**RE:** **ADOPT RESOLUTION #2025-02 TO AMEND CONFLICT OF INTEREST CODE**

### FORM MOTION

It is recommended that the Board of Directors adopt Resolution No. 2025-02 amending the Conflict of Interest Code of San Bernardino Mountains Community Hospital District (the "District").

### BACKGROUND

The Political Reform Act (the "Act") requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets. The Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that agencies regularly review and update their Codes as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The Board of Supervisors is the District's code-reviewing body and directed that the Code be reviewed as required under the Act. During this review, staff found that amendments to the Code are necessary.

Attached is a redlined version of the proposed amended Code showing that the revisions of the Conflict of Interest Code are based on establishing and recognizing new positions that must be designated, revises the titles of existing positions and deletes the titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

### CONCLUSION

Adopt Resolution No. 2025-02 amending the Conflict of Interest Code of the District and directing that such amendment be submitted to the San Bernardino County Board of Supervisors as the District's code-reviewing body (Gov. Code § 82011) requesting approval of the amendment as required under Government Code section 87303.

Attachment: Legislative (redlined) version of proposed amended Conflict of Interest Code.

**NOTICE OF INTENTION TO  
AMEND THE CONFLICT OF INTEREST CODE  
OF THE  
SAN BERNARDINO MOUNTAINS  
COMMUNITY HOSPITAL DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Directors of the San Bernardino Mountains Community Hospital District (the "District") intends to amend the District's Conflict of Interest Code (the "Code") pursuant to Government Code section 87306.

The Appendix of the Code designates those employees, members, officers, and consultants who are subject to the District's Code. The District's proposed amendment includes new positions that must be designated, revises the titles of existing positions and deletes the titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

The proposed amended Code will be considered by the Board of Directors on August 29, 2024, at 1:00 p.m. at 29101 Hospital Road, Lake Arrowhead, California. Any interested person may be present and comment at the public meeting or may submit written comments concerning the proposed amendment. Any comments or inquiries should be directed to the attention of Kristi McCasland, Executive Assistant, San Bernardino Mountains CHD, 29101 Hospital Road, Lake Arrowhead, CA 92352; (909) 436-3201. Written comments must be submitted no later than August 29, 2024, at 1:00 p.m.

The proposed amended Code may be reviewed at, and copies obtained from, the office of the Executive Assistant.

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**CONFLICT OF INTEREST CODE**

**OF THE**

**SAN BERNARDINO MOUNTAINS  
COMMUNITY HOSPITAL DISTRICT**

## THE CONFLICT OF INTEREST CODE OF THE SAN BERNARDINO MOUNTAINS COMMUNITY HOSPITAL DISTRICT

(Amended ~~September 15, 2022~~ August 29, 2024)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **San Bernardino Mountains Community Hospital District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Assistant** as **District's** Filing Officer/Official. The **Executive Assistant** shall retain the original statements filed by all officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**

**OF THE**

**SAN BERNARDINO MOUNTAINS**  
**COMMUNITY HOSPITAL DISTRICT**

(Amended ~~September 15, 2022~~ August 29, 2024)

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the District’s Code, but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]. These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:<sup>1</sup>

Members of the Board of Directors

Chief Executive Officer

Chief Financial Officer

Investment Committee

Investment Consultants

<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

LAW OFFICES OF  
BEST BEST & KRIEGER

**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<b><u>DESIGNATED POSITIONS'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>
<del>Manager, Case/Utilization-Manager</del>	5
Chief Operating Officer/Chief Nursing Officer	5
Controller	4
<del>Director, Acute Nursing Services</del>	<del>5</del>
<del>Director, Community Development Director</del>	1, 2
Director, Human Resources	5
Director, Pharmacy	5
Director, Rural <u>Health Clinic Services</u>	5
<del>Director, Skilled Nursing Services</del>	<del>5</del>
<del>Manager, Facilities-Manager</del>	5
General Counsel	1, 2
Manager, Cardiopulmonary	5
<del>Manager, Emergency Services</del>	<del>5</del>
<del>Manager, Environmental Services</del> <u>Director, Environmental Safety &amp; Security</u>	5
Manager, Information Systems	5
Manager, Laboratory	5
Manager, Materials/Purchasing	4
<del>Manager, Medical/Surgical</del>	<del>5</del>

LAW OFFICES OF  
BEST BEST & KRIEGER

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Manager, Nutritional Services	5
Manager, Perioperative Services	5
Manager, Quality/Regulatory Compliance	5
Manager, Radiology	5
Manager, Rehabilitation Services	5
<del>Manager, Rural Health Clinic Services</del>	<del>5</del>
<del>Manager, SNF</del>	<del>5</del>
Manager, Social Services	5
<del>Manager, Marketing and Events Manager</del>	<del>5</del>
<del>Risk Management</del>	<del>5</del>
<u>Supervisor, Hospital</u>	<u>5</u>

Consultants and New Positions <sup>2</sup>

<sup>2</sup> Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Director may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Chief Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)



## PART "B"

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.<sup>3</sup> "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

**CONFLICT OF INTEREST CODE**

**OF THE**

**SAN BERNARDINO MOUNTAINS  
COMMUNITY HOSPITAL DISTRICT**

# **THE CONFLICT OF INTEREST CODE OF THE SAN BERNARDINO MOUNTAINS COMMUNITY HOSPITAL DISTRICT**

**(Amended August 29, 2024)**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **San Bernardino Mountains Community Hospital District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Assistant** as **District's** Filing Officer/Official. The **Executive Assistant** shall retain the original statements filed by all officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**SAN BERNARDINO MOUNTAINS**  
**COMMUNITY HOSPITAL DISTRICT**  
**(Amended August 29, 2024)**

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the District’s Code, but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]. These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:<sup>1</sup>

Members of the Board of Directors

Chief Executive Officer

Chief Financial Officer

Investment Committee

Investment Consultants

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<b><u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u></b>
Chief Operating Officer/Chief Nursing Officer	5
Controller	4
Director, Acute Nursing Services	5
Director, Community Development	1, 2
Director, Environmental Safety & Security	5
Director, Human Resources	5
Director, Pharmacy	5
Director, Rural Health Clinic Services	5
Director, Skilled Nursing Services	5
General Counsel	1, 2
Manager, Cardiopulmonary	5
Manager, Case/Utilization	5
Manager, Facilities	5
Manager, Information Systems	5
Manager, Laboratory	5
Manager, Marketing and Events	5
Manager, Materials/Purchasing	4
Manager, Nutritional Services	5

LAW OFFICES OF  
**BEST BEST & KRIEGER**

**DESIGNATED POSITIONS'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

Manager, Perioperative Services	5
Manager, Quality/Regulatory Compliance	5
Manager, Radiology	5
Manager, Rehabilitation Services	5
Manager, Social Services	5
Supervisor, Hospital	5

Consultants and New Positions <sup>2</sup>

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<sup>2</sup> Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Director may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Chief Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## PART “B”

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.<sup>3</sup> “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

**RESOLUTION NO. 2025-02**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN BERNARDINO MOUNTAINS COMMUNITY  
HOSPITAL DISTRICT AMENDING THE CONFLICT OF  
INTEREST CODE PURSUANT TO THE POLITICAL  
REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the San Bernardino Mountains Community Hospital District (the “District”), and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the Board of Directors adopted a Conflict of Interest Code (the “Code”) in compliance with the Act which was amended September 15, 2022; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District’s Code; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of the San Bernardino Mountains Community Hospital District, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on August 29, 2024, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Bernardino Mountains Community Hospital District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Assistant and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Code shall be submitted to the Board of Supervisors of the County of San Bernardino for approval and said Code shall become effective immediately upon approval by the Board of Supervisors of the proposed amended Code as submitted.



**APPROVED AND ADOPTED** this 29th day of August, 2024.

\_\_\_\_\_  
President, Board of Directors  
San Bernardino Mountains  
Community Hospital District

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors  
San Bernardino Mountains  
Community Hospital District

CERTIFICATION

I, Barry Hoy, Secretary of the Board of Directors of the San Bernardino Mountains Community Hospital District, hereby certify that the foregoing is a full, true and correct copy of the Resolution 2024-06 adopted by the Board of Directors of the District at the Board Meeting held on June 28, 2024, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Barry Hoy  
Secretary of the Board of Directors  
San Bernardino Mountains Community  
Hospital District