



AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 3, 2020

4:00 PM

Modular C Classroom

600 N. Highland Springs Avenue, Banning, CA 92220

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at (951) 769-2160. **Notification 48 hours prior to the meeting** will enable the Healthcare District to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II].

TAB

I. Call to Order

D. Tankersley, Chair

II. Pledge of Allegiance

III. Public Comment

A five-minute limitation shall apply to each member of the public who wishes to address the Healthcare District Board of Directors on any matter under the subject jurisdiction of the Board. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, research, completion and/or future Board Action.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

On behalf of the Healthcare District Board of Directors, we want you to know that the Board acknowledges the comments or concerns that you direct to this Board. While the Board may wish to occasionally respond immediately to questions or comments if appropriate, they often will instruct the Hospital CEO, or other Hospital Executive personnel, to do further research and report back to the Board prior to responding to any issues raised. If you have specific questions, you will receive a response either at the meeting or shortly thereafter. The Board wants to ensure that it is fully informed before responding, and so if your questions are not addressed during the meeting, this does not indicate a lack of interest on the Board’s part; a response will be forthcoming.

NOTE: ALL MEMBERS OF THE SAN GORGONIO MEMORIAL HOSPITAL BOARD OF DIRECTORS ARE INVITED PARTICIPANTS AND MAY ADDRESS THE SAN GORGONIO MEMORIAL HEALTHCARE DISTRICT BOARD OF DIRECTORS AT ANY TIME DURING THIS MEETING

TAB A

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HEALTHCARE DISTRICT
BOARD OF DIRECTORS

February 4, 2020

The regular meeting of the Board of Directors of the San Gorgonio Memorial Healthcare District was held on Tuesday, February 4, 2020 in the Modular C Classroom, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Lynn Baldi, Phillip Capobianco III, Estelle Lewis, Lanny Swerdlow, Dennis Tankersley (Chair)

Absent:

Required Hospital Steve Barron (CEO), Margaret Kammer (Controller), Pat Brown (CNO), Annah Karam (CHRO), Holly Yonemoto (CBDO), Dave Recupero (CFO), Bobbi Duffy (Executive Assistant), Ariel Whitley (Administrative Assistant)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Dennis Tankersley called the meeting to order at 4:03 pm.	
Pledge of Allegiance	Chair Tankersley led members and guests in the Pledge of Allegiance to the Flag.	
Public Comment	There was no public present.	
OLD BUSINESS		
Proposed Action - Approve Minutes January 7, 2020 regular meeting	Chair Tankersley asked for any changes or corrections to the minutes of the January 7, 2020 regular meeting. There were none.	The minutes of the January 7, 2020 regular meeting will stand correct as presented.
NEW BUSINESS		
Healthcare District Board Chair monthly Update	Chair Tankersley noted that during January he attended and enjoyed CEO Steve Barron's talk at the Good Morning Beaumont Breakfast.	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP												
Medical Clinic monthly report	Holly Yonemoto briefly reviewed her written monthly report for the Medical Clinical as included on the board tablets.													
Proposed Action – Approve December 2019 Financial report	<p>Margaret Kammer, Controller, reviewed the December 2019 Financial report as included on the board tablets.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="418 604 1227 722"> <tr> <td>Baldi</td> <td>Yes</td> <td>Capobianco</td> <td>Yes</td> </tr> <tr> <td>Lewis</td> <td>Yes</td> <td>Swerdlow</td> <td>Yes</td> </tr> <tr> <td>Tankersley</td> <td>Yes</td> <td colspan="2">Motion carried.</td> </tr> </table>	Baldi	Yes	Capobianco	Yes	Lewis	Yes	Swerdlow	Yes	Tankersley	Yes	Motion carried.		M.S.C., (Swerdlow/Baldi), the SGMHD Board of Directors approved the December 2019 Financial report as presented.
Baldi	Yes	Capobianco	Yes											
Lewis	Yes	Swerdlow	Yes											
Tankersley	Yes	Motion carried.												
<ul style="list-style-type: none"> Informational - Measure A expenditures – December 2019 	Chair Tankersley noted that a copy of the Measure A funds and expenditures December 2019 were included on the Board tablets.													
Quarterly Common Area Maintenance fees report	Margaret Kammer briefly reviewed the Quarterly Common Area Maintenance fees report as included on the board tablets.													
Annual completion of FPPC Statement of Economic Interest (Form 700) for 2019	Bobbi Duffy noted that the 2019 FPPC Form 700s were at each board member’s seat. These completed forms are due back to her not later than March 13 th .													
Announcements	<p>Lynn Baldi noted the following:</p> <p>Pass Area Joint Chamber mixer co-sponsored by the SGMH Foundation on Wednesday, February 12th. There was a copy of the flyer placed at each board member’s seat.</p> <p>Banning Chamber of Commerce installation dinner on Saturday, February 8th at Casino Morongo Resort & Spa.</p> <p>Good Morning Beaumont Chamber breakfast on Friday, February 14th will hold a forum for the candidates running for the 23rd Senate District.</p>													

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
General Information	None	
Future Agenda Items	None	
Adjournment	The meeting was adjourned at 4:23 pm.	

In accordance with The Brown Act, *Section 54957.5*, all reports and handouts discussed during this Open Session meeting are public records and are available for public inspection. These reports and/or handouts are available for review at the Healthcare District Administration office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Minutes respectfully submitted by Bobbi Duffy, Executive Assistant

TAB B



San Gorgonio Memorial Health Care District Board Report

San Gorgonio Memorial Medical Clinic

Holly Yonemoto, Administrator

March 2020

OPERATIONS REPORT

STAFFING

There are currently 4 staff that support 2 physicians. We have a full-time orthopedic surgeon as well as a part-time urologist. The 2 physicians see inpatient and outpatients and perform surgical procedures.

CLINIC EXPANSION

In February, the orthopedic clinic team went to Moreno Valley on two half days during the month. The timing is every 2 weeks and the team is hopeful that new patients will respond to the added access to orthopedics in the community.

CONTRACTING

Continuing to add the urology physician to existing contracts and adding the new site for the Moreno Valley clinic expansion on contracts for an additional location.

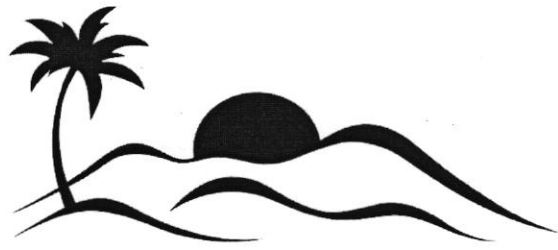
ORTHOPEDIC GROWTH AND ED COVERAGE

We are engaging in discussions with a regional orthopedic surgery group in getting Dr. Reis more patient volume as soon as possible and thru that increased volume he will be able to serve more of our health care district residents.

MARKETING

The marketing for the clinic continues to be social media as well as local publications in the Record Gazette and Sun Lakes Life and KFROG radio for the clinic and hospital. We continue to work the Google analytics on searches and increase the search ranking resulting in website and related clinic interest.

TAB C



SAN GORGONIO
MEMORIAL HEALTHCARE
DISTRICT

Janurary 2020 Unaudited Financial Report

FY 2020

Presented by:

M. Kammer

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**SAN GORGONIO MEMORIAL DISTRICT
BANNING, CALIFORNIA**

1/31/20

FY 2020

		ACT CUR 01/31/20	BUD CUR 01/31/20	PRIOR YR 01/31/19	ACT YTD 01/31/20	BUD YTD 01/31/20	Prior YTD 01/31/19
Gross Patient Revenue							
Inpatient Routine Revenue	1	\$0	\$0	\$0	\$0	\$0	\$0
Inpatient Ancillary Revenue	2	0	0	0	0	0	0
Outpatient Revenue	6	0	0	0	0	0	0
Long Term Care Revenue	8	0	0	0	0	0	0
Home Health Revenue	9	0	0	0	0	0	0
Total Gross Patient Revenue		0	0	0	0	0	0
Deductions From Revenue							
Discounts and Allowances	10	0	0	0	0	0	0
Bad Debt Expense (Governmental Provic	11	0	0	0	0	0	0
Prior Year Settlements	12	0	0	0	0	0	0
Charity Care	13	0	0	0	0	0	0
Total Deductions From Revenue		0	0	0	0	0	0
Net Patient Revenue		0	0	0	0	0	0
Other Operating Revenue	14	\$81	\$4,187	\$70,379	31,043	28,283	490,280
Clinic Revenues	14.6	\$22,806	\$27,753	\$799	138,619	194,271	161,999
## Tax Subsidies Measure D	32	\$331,127	\$200,919	\$275,000	1,449,877	1,406,433	1,325,000
## Tax Subsidies Advelorum	35	\$138,731	\$120,732	\$105,000	806,231	845,124	735,000
## Other Non-Operating Revenue - Grants	36	\$104,181	\$0	\$96,957	104,181	0	96,957
		596,926	353,591	548,135	2,529,950	2,474,111	2,809,235
EXPENSES							
29 Salaries and Wages	15	\$0	\$0	\$0	0	0	0
30 Fringe Benefits	16	\$0	\$0	\$0	0	0	0
31 Contract Labor	17	\$0	\$0	\$0	0	0	0
32 Physicians Fees	18	\$0	\$0	\$0	8,800	0	0
33 Purchased Services	19	\$23,316	\$46,799	\$18,613	321,262	327,593	254,369
34 Supply Expense	20	\$45	\$0	\$0	456	0	562
35 Utilities	21	\$0	\$0	\$0	0	0	0
36 Repairs and Maintenance	22	\$0	\$0	\$0	0	0	0
37 Insurance Expense	23	\$0	\$0	\$0	0	0	0
38 All Other Operating Expenses	24	\$5,912	\$4,255	\$10,793	55,965	29,785	127,731
IGT Expense	25	\$0	\$0	\$0	0	0	0
## Leases and Rentals	26	\$0	\$0	\$0	0	0	0
## Clinic Expenses	26.5	\$67,802	\$66,873	\$67,312	509,647	468,111	472,430
		97,075	117,927	96,719	896,130	825,489	855,092
EBIDA		499,851	235,664	451,416	1,633,820	1,648,622	1,954,144
## Depreciation	27	\$502,454	\$526,000	\$494,513	3,509,237	3,526,000	3,534,666
## Interest Expense (Non-Governmental Pr	29	\$388,404	\$391,112	\$397,051	2,731,301	2,737,784	2,794,319
		890,858	917,112	891,564	6,240,538	6,263,784	6,328,984
50 Contributions	30	\$111,082	\$16,667	\$0	163,194	116,669	50,524
## Tax Subsidies for GO Bonds - M-A	34	\$494,448	\$605,781	\$585,613	4,073,206	4,240,467	4,099,288
Total Non Operating Revenue/(Expense)		605,530	622,448	585,613	4,236,400	4,357,136	4,149,812
NET INCOME		\$214,523	(\$59,000)	\$145,465	(\$370,318)	(\$258,026)	(\$225,029)

Balance Sheet - Assets

SAN GORGONIO MEMORIAL HEALTHCARE DISTRICT

BANNING, CALIFORNIA

1/31/20

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		ASSETS				
		Current Month 01/31/2020	Prior Month 12/31/2019	Positive/ (Negative) Variance	Percentage Variance	Prior Year 06/30/2019
ALL CASH (Healthcare System)		\$2,712,171	\$2,627,695			\$2,627,695
Current Assets -DISTRICT ONLY						
Cash and Cash Equivalents	2000	\$2,108,145	\$936,775	\$1,171,370	125.04%	\$3,109,902
Gross Patient Accounts Receivable	2300	\$0	\$0	\$0	0.00%	\$0
Less: Bad Debt and Allowance Reserve	2305	\$0	\$0	\$0	0.00%	\$0
Net Patient Accounts Receivable		\$0	\$0	\$0	0.00%	\$0
Interest Receivable	2360	\$1,372,413	\$3,223,767	(\$1,851,355)	-57.43%	\$566,680
Other Receivables	9999	\$0	\$0	\$0	0.00%	\$0
Inventories	2500	\$0	\$0	\$0	0.00%	\$0
Prepaid Expenses	2600	\$72,875	\$116,590	(\$43,715)	-37.49%	\$263,423
Due From Third Party Payers	2400	\$0	\$0	\$0	0.00%	\$0
Due From Affiliates/Related Organization	2420	\$0	\$0	\$0	0.00%	\$0
Other Current Assets	2430	\$0	\$0	\$0	0.00%	\$0
Total Current Assets		3,553,432	4,277,132	(723,699)	-16.92%	3,940,006
Assets Whose Use is Limited						
Cash				\$0	0.00%	
Investments	2800	\$6,717,923	\$7,475,698	(\$757,775)	-10.14%	\$8,854,421
Bond Reserve/Debt Retirement Fund		\$0	\$0	\$0	0.00%	\$0
Trustee Held Funds		\$0	\$0	\$0	0.00%	\$0
Funded Depreciation		\$0	\$0	\$0	0.00%	\$0
Board Designated Funds		\$0	\$0	\$0	0.00%	\$0
Other Limited Use Assets		\$0	\$0	\$0	0.00%	\$0
Total Limited Use Assets		6,717,923	7,475,698	(7,475,698)	-100.00%	8,854,421
Property, Plant, and Equipment						
Land and Land Improvements	3100	\$6,686,845	\$4,820,671	\$1,866,174	38.71%	\$4,820,671
Building and Building Improvements	3120	\$127,399,218	\$129,283,884	(\$1,884,666)	-1.46%	\$129,283,884
Equipment	3140	\$26,004,552	\$25,869,670	\$134,882	0.52%	\$25,586,875
Construction In Progress	3160	\$8,391,329	\$8,391,329	\$0	0.00%	\$8,390,249
Capitalized Interest		\$0	\$0	\$0	0.00%	\$0
Gross Property, Plant, and Equipment		\$168,481,944	\$168,365,553	\$116,391	0.07%	\$168,081,679
Less: Accumulated Depreciation	3200	(\$74,590,452)	(\$74,087,997)	(\$502,454)	0.68%	(\$71,114,751)
	0					
Net Property, Plant, and Equipment	0	93,891,492	94,277,556	(386,064)	-0.41%	96,966,928
Other Assets						
Unamortized Loan Costs	3400	\$1,457,974	\$1,459,634	(\$1,660)	-0.11%	\$12,419,080
Assets Held for Future Use		\$0	\$0	\$0	0.00%	\$0
Investments in Subsidiary/Affiliated Org.	2601	\$12,153,929	\$12,153,974	(\$45)	0.00%	\$0
Other		\$0	\$0	\$0	0.00%	\$0
Total Other Assets		13,611,903	13,613,607	(1,705)	-0.01%	12,419,080
TOTAL UNRESTRICTED ASSETS		117,774,750	119,643,993	(1,869,243)	-1.56%	122,180,435
Restricted Assets		\$0	\$0	\$0	0.00%	\$0
TOTAL ASSETS		\$117,774,750	\$119,643,993	(1,869,243)	-1.56%	\$122,180,435

Balance Sheet - Liabilities and Net Assets
SAN GORGONIO MEMORIAL HEALTHCARE DISTRICT
BANNING, CALIFORNIA

1/31/20

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		Cur Month 01/31/2020	Cur Month 12/31/2019	Positive/ (Negative) Variance	Percentage Variance	Prior Year 06/30/2019
Current Liabilities						
Accounts Payable	4100	\$219,897	\$267,680	(\$47,783)	-17.85%	\$89,989
Notes and Loans Payable	4400	\$0	\$0	\$0	0.00%	\$0
Accounts Payable- Construction	4105	\$0	\$0	\$0	0.00%	\$0
Accrued Payroll Taxes	4300	\$0	\$0	\$0	0.00%	\$0
Accrued Benefits	4120	\$0	\$0	\$0	0.00%	\$0
Accrued Pension Expense (Current Portion)		\$0	\$0	\$0	0.00%	\$0
Other Accrued Expenses		\$0	\$0	\$0	0.00%	\$0
Accrued GO Bond Interest Payable	4450	(\$0)	\$2,020,229	(\$2,020,229)	-100.00%	\$2,049,304
Property Tax Payable	4420	\$0	\$0	\$0	0.00%	\$0
Due to Third Party Payers	4430	\$0	\$0	\$0	0.00%	\$0
Advances From Third Party Payers		\$0	\$0	\$0	0.00%	\$0
Current Portion of LTD (Bonds/Mortgages)	4060	\$2,335,000	\$2,335,000	\$0	0.00%	\$2,095,000
Current Portion of LTD (Leases)	4075	\$0	\$0	\$0	0.00%	\$0
Other Current Liabilities		\$0	\$0	\$0	0.00%	\$0
Total Current Liabilities		2,554,897	4,622,909	2,068,013	44.73%	4,234,293
Long Term Debt						
Bonds/Mortgages Payable	4510	\$108,292,586	\$108,308,339	(\$15,753)	-0.01%	\$110,761,547
Leases Payable	4500	\$0	\$0	\$0	0.00%	\$0
Current Portion		\$0	\$0	\$0	0.00%	\$0
Total Long Term Debt		108,292,586	108,308,339	(15,753)	-0.01%	110,761,547
Other Long Term Liabilities						
Deferred Revenue		\$0	\$0	\$0	0.00%	\$0
Accrued Pension Expense (Net of Current)		\$0	\$0	\$0	0.00%	\$0
Other		\$0	\$0	\$0	0.00%	\$0
Total Other Long Term Liabilities		0	0	0	0.00%	0
TOTAL LIABILITIES		110,847,482	112,931,248	2,083,765	1.85%	114,995,840
Net Assets:						
Unrestricted Fund Balance	5400	\$7,297,586	\$7,297,586	\$0	0.00%	\$6,320,219
Temporarily Restricted Fund Balance	5401	\$0	\$0	\$0	0.00%	\$0
Restricted Fund Balance	5402	\$0	\$0	\$0	0.00%	\$0
Net Revenue/(Expenses)	5403	(370,318)	(584,841)	214,523	-36.68%	864,375
TOTAL NET ASSETS		6,927,268	6,712,745	(214,523)	-3.20%	7,184,594
TOTAL LIABILITIES AND NET ASSETS		\$117,774,750	\$119,643,993	\$1,869,243	1.56%	\$122,180,435
		\$0.00	\$0.00			\$0.00

TAB D

Measure A analysis of Project Funds Paid by General Category

1/31/2020

Measure A

Current Month-Measure A District Funds

	Project-to-Date	01/31/2020 UPDATE	01/31/2020 UPDATE
Computer Equipment	\$ 5,311,028	\$ -	
Radiology Equipment	\$ 1,526,641	\$ -	
Legal/Regulatory/Bonds	\$ 3,143,910	\$ -	
Architectural (HDR)-ALL PHASE 1 PROJ	\$ 11,756,851	\$ -	
Construction Management-ALL PHASE 1	\$ 12,875,601	\$ -	
Contractors 1-A (HELIPAD/COOLING TOV)	\$ 7,814,103	\$ -	
Other	\$ 3,021,460	\$ -	
Contractors 1-B (CENTRAL PLANT)	\$ 20,800,201	\$ -	
Contractors 1-C (ED/ICU)	\$ 28,157,355	\$ -	
Contractors 1-E Dietary Remodel	\$ 5,225,946	\$ -	
Contractors 1-Medley Project	\$ 4,796,620	\$ -	
Previous Expenditures for Measure A-Phase 1	\$ 104,429,717	\$ -	
Contractors, Architect, Mgmt - 2-A Patient Facility prior to	\$ 7,015,575		
Expenditures prior to 9/01/14 all phases	\$ 111,445,293		
Project expenditures using District Funds			
TCU Conversion 0001	\$0.00	\$0.00	\$ 108,612
Medical Records Conversion 0004	\$0.00	\$0.00	\$ 13,618
Pharmacy Conversion 0005	\$0.00	\$0.00	\$ 50,447
CIP Patient Care Facility-0008	\$0.00	\$0.00	\$ 2,100
Project Expenditures using Measure A funds			
TCU Conversion 0001	\$ 539,852.53	\$0.00	
Medical Records Conversion 0004	\$0.00	\$0.00	
Pharmacy Conversion 0005	\$0.00	\$0.00	
CIP Patient Care Facility-0008	\$1,329,536.28	\$0.00	\$0.00
OR Electrical Conversion	\$0.00	\$0.00	\$39,751.00
Other Construction Costs	\$150,247.92	\$0.00	
Other Non-Construction Costs	\$193,576.42	\$0.00	\$5,955.22
Total Expenditures	\$ 113,658,506	\$ -	\$ 220,483

Measure A Project General Obligation Funds
Statement of Funds Flows

PROCEEDS SUMMARY:	
Initial Project Fund transfer from sale of General Obligation Bonds 2006 A to FSA	25,200,349
Initial Project Fund Transfer from sale of General Obligation Bonds 2006 B (08/08)	24,876,964.91
Initial Project Fund from sale of General Obligation Bonds 2006 C (08/14/2009)	57,800,000
Planholder Checks project to date and refunds for overpayments	24,072
HDR Returned payments	139,979
Initial Proceeds	108,041,365
Investment Income	
FSA Inc. (Series 2006 A)	1,762,060
BB&T GIC (Series 2008 B)	1,461,176
Bank of Hemet Series A	1,001
City National Money Market	81
GE Capital (Series 2009 C)	2,638,823
Security Bank Money Market	38,471
Interest Income SUBTOTAL	5,901,612
Total Proceeds Available for Measure A:	\$ 113,942,977

Projected Interest by end of Project-	5,912,351
Total Projected Proceeds Available for Measure A:	\$ 113,953,716

FUND FLOWS:		
Total Measure A Funds Initial Proceeds (from above)		108,041,364.81
Add:	Rate	Interest Income
FSA Inc. (Series 2006 A), FY 07	5.27%	1,030,536.43
FSA Inc. (Series 2006 A), FY 08	5.27%	635,706.73
FSA Inc. (Series 2006 A), FY 09	5.27%	95,817.32
BB&T GIC (Series 2008 B) FY 09	4.94%	680,384
BB&T GIC (Series 2008 B) FY 10	4.94%	648,151
BB&T GIC (Series 2008 B) FY 11	4.94%	132,640
GE Capital (Series 2009 C) FY 10	1.75%	688,722
GE Capital (Series 2009 C) FY 11	1.75%	956,529
GE Capital (Series 2009 C) FY 12	1.75%	591,104.24
GE Capital (Series 2009 C) FY 13	1.75%	293,402.39
GE Capital (Series 2009 C) FY 14	1.75%	109,065.59
Bank of Hemet Series A		1,001
City National Money Market		81
Security Bank Construction funds		1,126
Security Bank Construction Money Market		37,344
Total Interest Income earned		\$ 5,901,612
Project Expenditures (from above)	\$	113,658,506
Total Consolidated Funds available:	\$	284,471.43
spent to date		100%

MEASURE A BALANCES:		
	Balances as of 01/31/2020	
Bank of Hemet Series A	4310	-
Security Bank of California Construction F	1812	4,870
Security Bank of California Money Market	2509	279,601
Total Balances		\$ 284,471
VARIANCE		\$ (0.00)

San Gorgonio Healthcare-District
Measure A Project Fund
31-Jan-20

Check#	INVOICE#	Payee	Check/Inv. Date	AMOUNT
		No expenditures		
		Total		\$0.00

TAB E

POLICIES AND PROCEDURES FOR BOARD APPROVAL - Healthcare District Board meeting of February 4, 2020

	Title	Policy Area	Owner	Workflow Approval
1	Board Meetings - Public Comments (Healthcare District)	Administration	Bobbi Duffy for Administration	Bobbi Duffy for Hospital Board of Directors
2	Board of Director's Duties and Responsibilities (Healthcare District)	Administration	Bobbi Duffy for Administration	Bobbi Duffy for Hospital Board of Directors
3	Board of Directors Guidelines for Conduct (Healthcare District)	Administration	Bobbi Duffy for Administration	Bobbi Duffy for Hospital Board of Directors
4	Levels of Authorization - Healthcare District	Administration	Bobbi Duffy for Administration	Bobbi Duffy for Hospital Board of Directors



Origination: 02/2010
Approved: N/A
Last Revised: 06/2014
Policy Area: *Administration*
References:

Board Meetings - Public Comments (Healthcare District)

Policy:

It is the policy of San Gorgonio Memorial Healthcare District Board of Directors that all persons who address the Board during the Public Comment section of their meetings be acknowledged and thanked for sharing their comments, questions and/or opinions with the Board. It is important that speakers feel that the Board hears their concerns and will respond to them.

Procedure:

1. Upon completion of the Public Comment section of the Board meetings, the Chair will thank everyone who spoke and will note that the Hospital Chief Executive Officer or other appropriate Hospital Administrative Executive will respond to their questions or concerns.
2. Public Comment speaker cards and the Board agenda will contain the following phrase:

"On behalf of the San Gorgonio Memorial Healthcare District Board of Directors, we want you to know that the Board acknowledges the comments or concerns that you direct to this Board. While the Board may wish to occasionally respond immediately to questions or comments if appropriate, they often will instruct the Hospital Chief Executive Officer, or other Hospital Administrative Executive personnel, to do further research and report back to the Board prior to responding to any issues raised. If you have specific questions, you will receive a response either at the meeting or shortly thereafter. The Board wants to ensure that it is fully informed before responding, and so if your questions are not addressed during the meeting, this does not indicate a lack of interest on the Board's part; a response will be forthcoming."

3. All executive responses to public comments will be approved by the Board Chair prior to public release. The Board of Directors reserves the right to not respond to public comments if it believes a non-response is in the best interest of the organization.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Hospital Board of Directors	Bobbi Duffy: Executive Assistant	pending
Policy & Procedure Committee	Gayle Freude: Nursing Director Med/Surg	02/2020
	Bobbi Duffy: Executive Assistant	01/2020

COPY



Origination: 05/2014
Approved: N/A
Last Revised: 01/2020
Policy Area: Administration
References:

Board of Director's Duties and Responsibilities (Healthcare District)

Policy:

The Board of Directors of the San Gorgonio Memorial Healthcare District is committed to maintaining a governance culture founded on fiduciary duty and public responsibility. ~~in~~In support of this governance culture, the Directors of the San Gorgonio Memorial Healthcare District (the "District") recognize and affirm their fiduciary duty to the District and their public responsibility to perform their duties as Directors in the best interests of the District.

Duties and responsibilities of the Directors of the District are as follows:

1. The fiduciary duty of Directors to the San Gorgonio Memorial Healthcare District includes the duty of due care and the duty of loyalty.
2. A ~~director~~Director's fiduciary duty of due care to the District requires, among other things, each Director make a good faith effort to:
 - Remain informed about the District's mission, strategic plan and operational performance~~;~~;
 - Ensure that the District has the necessary financial and human resources, including the necessary quality of leadership, required for the ~~District~~District to achieve its mission~~;~~;
 - Fully ~~participate~~participate in the meetings, deliberations and decisions of the Board~~;~~;
 - Timely review Board meeting materials and other District communications.
3. A Director's fiduciary duty of loyalty to the District requires, among other things, each Director to make a good faith effort to:
 - Place the best interests of the District above the Director's own personal interests or personal point of view~~;~~;
 - Recognize that disrespectful, disruptive or unprofessional behavior of Directors in public meetings is never in the best interests of the District~~;~~;
 - Perform the functions of Director in a manner that demonstrates respect for the structure and operation of the Board and respect for other Directors~~;~~;
 - ~~Provide~~Provide the Board and other Directors with true and accurate information regarding District matters~~;~~;
 - Respect the confidentiality of privileged information provided to Directors.

4. The responsibility of Directors to perform their public duties in the best interests of the District requires, among other things, each Director to demonstrate the highest standards of personal integrity and honesty, thus maintaining the public's trust and confidence in the functioning of the District.
5. The responsibility of Directors to perform their public duties in the best interests of the District requires, among other things, each Director to make a good faith effort to:
 - Acquire and maintain the knowledge necessary to competently perform the duties of Director;
 - Stay ~~informed~~informed on public issues affecting the mission of the District;
 - Comply with applicable provisions of the Ralph M. Brown Act in all proceedings of the District Board and its ~~Committees~~committees;
 - Provide appropriate transparency and candor in all public matters.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Hospital Board of Directors	Bobbi Duffy: Executive Assistant	pending
Policy & Procedure Committee	Gayle Freude: Nursing Director Med/Surg	02/2020
	Bobbi Duffy: Executive Assistant	01/2020



Origination: 05/2014
Approved: N/A
Last Revised: 01/2020
Policy Area: Administration
References:

Board Of Directors Guidelines For Conduct (Healthcare District)

PURPOSE AND SCOPE:

The policy of San Geronio Memorial Healthcare District is to maintain the highest ethical standards for its Board members. The proper operation of the Healthcare District requires decisions and policy to be made within the proper channels of governmental structure, the public office not be used for personal gain, and that Board members remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the Healthcare District that Board members and their contractors will maintain the highest standard of personal honesty and fairness in carrying out their duties. This policy sets forth the basic ethical standard to be followed by the Board of Directors of the San Geronio Memorial Healthcare District. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Board members conduct, and (3) improve ethical decision-making and values-based management.

The Healthcare District Board of Directors, acting as a Board, is the governing body of the Healthcare District and sets policy for the Healthcare District. The Board shall act only at its regular, regularly adjourned, special or emergency meetings. All powers of the Healthcare District shall be exercised and performed by the Board as a body. Individual Board members, except as otherwise authorized by the Board, shall have no power to act for the Healthcare District, or the Board, or to direct any staff of the Healthcare District.

Correspondence paid for with public funds or on Healthcare District stationery must relate to bona fide Healthcare District business and must not purport to advance or advocate a policy not previously approved by the Board of Directors. No individual Board member, except as otherwise authorized by the Board, shall transmit any Healthcare District correspondence without authorization from the Board to serve as spokesperson for this purpose. When otherwise signing correspondence using their title as Director and presenting their individual opinions and positions, members of the Board shall explicitly state they do not represent the Healthcare District and will not allow the inference that they do.

RESPONSIBILITIES OF PUBLIC OFFICE:

Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Board members will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially-recognized confidentiality of their work. (Government Code Section 1360; Article 20, Section 3 of the California Constitution).

FAIR AND EQUAL TREATMENT:

Board members, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances. (See, e.g., Article 1, Section 31 of the California Constitution; Age discrimination Employment Act of 1967 (29 U.S.C., Section 621-634); Americans with Disabilities Act of 1990 (42 U.S.C., Section 12101 et. Seq.); Fair Employment and Housing Act (Government Code, Section 12900 et. Seq.); Rehabilitation Act of 1973 (29U.S.C., Section 701 et. Seq.); Title VII of the Civil Rights Act of 1964 (41 U.S.C., Section 2000e et. Seq.); Labor Code Section 1102.)

PROPER USE AND SAFEGUARDING OF DISTRICT PROPERTY AND RESOURCES:

Except as specifically authorized, a Board member will not use or permit the use of Healthcare District owned vehicles, equipment, telephones, materials or property for personal benefit or profit. A Board member will not ask or require a San Geronio Memorial Hospital ~~employee~~ ~~associates~~ to perform services for the personal benefit or profit of a Board member. Each Board member must protect and properly use any Healthcare District asset within his or her control including information recorded on paper or in electronic form. Board members will safeguard Healthcare District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. (Article 16, Section 6 of the California Constitution, Government Code Section 8314; Penal Code Section 424; see *People v. Battin* (1978) 77 Cal.App.3d 635.)

USE OF CONFIDENTIAL INFORMATION:

- A. A Board member is not authorized, without approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, or (2) is protected from disclosure under the attorney/client or other evidentiary privilege.
- B. This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of the law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Healthcare District or an elected official, (2) expressing an opinion concerning the propriety or legality of actions taken by the Healthcare District in closed session, including disclosure of the nature and extent of the allegedly illegal actions, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2) above, however, a Board member will first bring the matter to the attention of either the Chair of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.
- C. A Board member who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code Section 1098. (California Government code Section 54963.)

CONFLICT OF INTEREST:

- A. A Board member will not have a financial interest in a contract with the Healthcare District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board members participation was authorized under Government Code Sections 1091 or 1091.5, or other provisions of law. (See the San Gorgonio Memorial Healthcare District Conflict of Interest Code under separate cover.)
- B. A Board member will not recommend the employment of a relative by the Healthcare District. A Board member will not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with the Healthcare District.
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- C. A Board member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code Section 70. (Government Code Sections 1090 and following Penal Code Sections 68 and 70.)

~~law, may be guilty of a misdemeanor under Penal Code Section 70. (Government Code Sections 1090 and following and Penal Code Sections 68 and 70.)~~

~~SOLICITING POLITICAL CONTRIBUTIONS:~~

SOLICITING POLITICAL CONTRIBUTIONS:

Board members are prohibited from soliciting political contributions at Healthcare District facilities or during Healthcare District hours. Board members shall not solicit political contributions from (a) Healthcare District board members (b) contractors, vendors or consultants qualifying as designated employees under the Healthcare District Conflict of Interest Code, unless the solicitation is part of a solicitation made to a significant segment of the public which may include officers, contractors, vendors or consultants of the Healthcare District. A Board member will not use the Healthcare Districts seal, trademark, stationery or other indicia of the Healthcare Districts identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Government Code Section 3205.)

INCOMPATIBLE OFFICES:

A Board member shall not hold a public office, the duties of which may require action contradictory or are inconsistent with his or her duties as a Board member (as determined under applicable law). (See, generally, 73 Cal.Op.Atty. Gen. 357 (1990). See also Government Code Section 53227.)

"IMPROPER ACTIVITIES AND THE REPORTING SUCH ACTIVITIES; PROTECTION OF WHISTLE BLOWERS":

- A. The Chief Executive Officer has the primary responsibility for (1) ensuring compliance with the Healthcare Districts Policies and Procedures Manual and ensuring that Healthcare District contractors not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the Chief Executive Officer is operating the Healthcare District according to laws and the policies approved by the Board. Board members are encouraged to fulfill their obligation to the public and the Healthcare District by disclosing to the Chief Executive Officer to the extent not expressly prohibited by law, improper activities within their knowledge.

Board members will not interfere with the Chief Executive Officers responsibilities in identifying, investigating and correcting improper activities, unless ~~the full Board of Directors Guidelines for Conduct San Gorgonio Memorial Healthcare District~~ ~~the full Board of Directors~~ determines that the Chief Executive Officer is not properly carrying out these responsibilities.

- B. A Board member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the Chief Executive Officer or the Board any information that , if true, would constitute: a work-related violation by a Board member or Healthcare District contractor of any law or regulation, gross waste of Healthcare District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a Healthcare District official or contractor, use of a Healthcare District office or position or of Healthcare District resources for personal gain, or a conflict of interest of a Healthcare District member or Healthcare District contractor.
- C. A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against a Healthcare District board member or Healthcare District contractor who reports or otherwise brings to the attention of the Chief Executive Officer any information regarding the subjects described in this section. (Labor Code Section 1102.5 and following; Government Code Sections 53298 and 53298.5.)

COMPLIANCE WITH THE BROWN ACT:

The members of the Healthcare District Board of Directors and persons elected but who have not yet assumed office as members of the board, will fully comply with the provisions of the states open meeting law for public agencies (the Brown Act). (Government Code Sections 54950 and following, and 54952.1 and 54959.)

BOARD MEMBERS EXPENSE REIMBURSEMENT:

- A. Travel Guidelines
 - 1. Expenses will be paid for the period of any conference attended and all conference-related activities scheduled prior to and after the conference, with a reasonable time allowed to travel to and from the conference/related activities. This guideline acknowledges that if early arrival or stay-over is required because of transportation scheduling, expenses will be paid for that period. Conference lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the Board of Directors Guidelines for Conduct San Gorgonio Memorial Healthcare District group rate is available to the Board member at the time of booking. If the group rate is not available, the Board member shall use comparable lodging.
 - 2. Expenses for travel by personal automobile will not exceed those paid to Board members traveling by scheduled airlines to attend the same conference. Reimbursement for mileage will be in accordance with the current IRS standard mileage rate.
 - 3. If a spouse travels with the claimant, and expenses are pre-paid by the Hospital for the spouse, those pre-paid expenses must be reimbursed to the Hospital as soon as is practical upon the Board members return.
 - 4. Meal reimbursement of \$50 per day including a limit of \$30 for the dinner meal, with the remainder reimbursable for other meals during the same day, will be reimbursed when traveling at

HospitalsHospital's expense for conferences, seminars, and/or business meetings.

5. All reimbursed expenses require receipts to be attached to the expense claim form. If a receipt is not provided by a vendor or is lost, an explanation of the expenditure shall be included on the expense claim form and approved by the Board for payment.
6. If claimant expenses are prepaid by the Hospital and are not used, the Hospital will require reimbursement unless the reason for not attending was due to personal illness or an event that impeded good faith efforts to attend. Such events could include flight or other public transportation delays or cancellations, meeting cancellations or date changes, or sudden events within the Hospital which would serve the HospitalsHospital's best interest that the individual not be away. Claimant would still be responsible for prepaid spouse expenses.
The Hospital does not make credit cards available to Board members. Payment for Board expenses will be made by personal check or credit card and reimbursed following the trip.
7. At the following Board meeting, each Board member shall briefly report on meetings attended at the Hospitals expense. If multiple Board members attended, a joint report may be made.

CANDIDATES STATEMENT:

A Board member will not include false or misleading information in a candidates statement for a general Healthcare District election filed pursuant to Section 13307 of the elections code. (Elections Code Section 13313.)

ETHICS TRAINING:

As signed into law on October 7, 2005 as AB1234, all members of the Healthcare District Board of Directors will complete a 2-hour course of training in ethics as required of publicly elected officials within the State of California as per Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

This training is required of all newly appointed Directors within one (1) year of assuming a directorship and must be renewed thereafter each two (2) years.

All Directors must be current with their AB1234 training in order to receive any reimbursement or stipends.

VIOLATION OF ETHICS POLICY:

A perceived violation of this policy by a Board member should be referred to the Chair of the Board or the full Board of Directors for investigation. If the conduct is found to be a violation of the Healthcare Districts policy by an affirmative vote of a majority of members of the Board(s) in an open and public meeting, the violation may be addressed by the use of such remedies as are available by law to the Healthcare District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the District Attorney and/or the Grand Jury.

GIFT OF TICKETS AND/OR PASSES:

A. The purpose of this policy is to ensure that all tickets and/or passes to attend a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose, made available to or for the Healthcare District, are distributed in furtherance of governmental and/or public purposes as required under Fair Political Practices Commission (FPPC) Regulation 18944.1.

A. The Healthcare District finds that the receipt of all such discounted, free or purchased tickets and/or passes are public resources. The Healthcare District desires to distribute these public resources in a manner that furthers its governmental and public purposes as reasonably described herein, such as the promotion of the Hospital, the marketing of Hospital services, and the recognition of the Healthcare District and its community and government partners for these purposes.

C. This policy shall be subject to the following limitations:

1. This policy shall only apply to the Healthcare Districts distribution of tickets and/or passes to, or at the behest of, a public official for which no consideration of equal or greater value is provided by the public official.

2. Consideration of equal or greater value shall be presumed if the tickets and/or passes are distributed pursuant to this policy.

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3. Unless exempted otherwise under state law, any ticket and/or pass received or directed for use by a Healthcare District official not in conformance with this policy remains subject to separate disclosure requirements and the annual gift limit.

4. This policy does not generally apply to political or nonprofit fundraisers which are governed under a separate policy.

5. Tickets and/or passes to events that primarily provide informational material and are provided to assist the Healthcare District official in the performance of his or her duties or that of his or her elected office being sought are also not generally subject to this policy. As any event becomes more entertainment oriented, this policy as well as Healthcare District counsel should be consulted.

D. Definitions:

Healthcare District Officials: Healthcare District officials shall mean all public officials and those appointed officials as that term is defined by Government Code 820458 and FPPC Regulation 18701.

Tickets/Passes: Tickets and passes are defined as an admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purposes. (FPPC Regulation 18944.1.)

E. The Chief Executive Officer or his/her designee shall be responsible for managing all donations of tickets and/or passes and for the accounting and inventory of all donated tickets and/or passes. In such case, were the Chief Executive Officer desires to obtain a ticket or pass, the Healthcare District Board authorized the Board Chair to exercise the Healthcare Districts sole discretion in determining whether the Chief Executive Officers use or behest of tickets and/or passes is in accordance with the terms of this policy.

F. Any Healthcare District official or any member of the Healthcare Districts immediate family may return any ticket unused to Healthcare District for redistribution pursuant to this policy. Government Code Section 82019 has defined immediate family to mean spouse and dependent children. Under no reasons, may either the Healthcare District official or a member of his or her immediate family sell or further transfer any ticket and/or pass provided under this policy.

G. The transfer by any Healthcare District official of any tickets and/or passes distributed pursuant to this policy to any person, except to members of the Healthcare District officials immediate family for their personal use, is prohibited.

H. This policy shall be posted on Healthcare Districts website in a prominent fashion. These forms shall be posted for 12 months and may be removed at the Healthcare Districts discretion anytime thereafter.

I. The distribution of tickets and/or passes pursuant to this policy shall be posted on the Healthcare Districts website in a prominent fashion within 30 days after the ticket distribution and shall include all the information as required under Section 18944.1. Any such posting shall use FPPC Form ~~802~~801 or such alternative form as may be approved or amended from time to time.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Hospital Board of Directors	Bobbi Duffy: Executive Assistant	pending
Policy & Procedure Committee	Gayle Freude: Nursing Director Med/Surg	02/2020
	Bobbi Duffy: Executive Assistant	01/2020

COPY



Origination: 05/2014
Approved: N/A
Last Revised: 01/2020
Policy Area: Administration
References:

Donated Funds From Outside Organizations (Healthcare District)

POLICY:

It is ~~the~~ San Gorgonio Memorial Healthcare District's policy to accept general and restricted donations by an individual or corporation to the San Gorgonio Memorial Healthcare District for current or upcoming projects following review of each proposed donation.

All donations made to the District are considered to be charitable in nature and under IRS regulations and can be valued as a tax deduction based on the individual donors circumstances. It is the responsibility of each contributor to consult with a tax advisor as to the impact of their donation on their individual tax situation.

PURPOSE:

To insure proper reporting practices when funds are donated directly to the Healthcare District.

PROCEDURE:

If funds equaling less than \$1,000 are donated to the San Gorgonio Memorial Healthcare District, acceptance of said funds may be done by Administration and must be reported to the San Gorgonio Memorial Healthcare District Board of Directors at its next scheduled meeting.

If funds equaling over \$1,000 are donated to the San Gorgonio Memorial Healthcare District, acceptance of said funds must be approved by the San Gorgonio Memorial Healthcare District Board of Directors at its next scheduled meeting.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Hospital Board of Directors	Bobbi Duffy: Executive Assistant	pending
Policy & Procedure Committee	Gayle Freude: Nursing Director Med/Surg	02/2020
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