

Minutes of the Regular Meeting of the Guam Memorial Hospital Authority Board of Trustees March 8, 2018 6:00 p.m. Daniel L. Webb Conference Room		ATTENDANCE		
		Board Members: Eloy Lizama Lillian Posadas Melissa Waibel Sharon Davis Dr. Ricardo Terlaje Sonia Siliang		Executive Management: PeterJohn Camacho Benita Manglona Edward Birn Dr. Vincent Duenas Dr. James Last Zennia Pecina – Excused Dr. Kozue Shimabukuro – Excused
ISSUE/TOPIC/DISCUSSIONS	DECISION(S)/ACTION(S)	RESPONSIBLE PARTY	REPORTING TIMEFRAME	STATUS
*** This meeting was scheduled as a make-up for the Board's February 2018 meeting that was canceled ***				
I. CALL MEETING TO ORDER AND DETERMINATION OF QUORUM				
	After notices were duly issued pursuant to <i>Title 5 Guam Code Annotated, Chapter 8 Open Government Law, Section 8107(a)</i> and with a quorum present, Trustee Lizama called to order the regular meeting of the GMHA Board of Trustees at 6:02 p.m. on Thursday, March 8, 2018 in the Daniel L. Webb Conference Room of the GMHA located in Tamuning, Guam.	Trustee Lizama	None	Informational
*** The meeting began with each Board member and executive manager introducing themselves to Trustee Sonia Siliang whose membership was recently confirmed by the 34th Guam Legislature. ***				
II. ACCEPTANCE OF REGULAR SESSION MINUTES				
A. <u>December 13, 2017</u>	A draft of the December 13, 2017 meeting minutes was distributed and reviewed. Trustee Posadas motioned and it was seconded by Trustee Waibel to approve the minutes as printed. The motion carried with all ayes.	All Trustees	None	Approved/ Closed
III. OLD BUSINESS				
There were no old business matters for discussion.	No decisions or actions taken.	None	None	None
IV. NEW BUSINESS				
A. Policy No. 6170-1, Determination of Death	It was noted that these policies had surpassed the 3-year requirement for review, and that there were no significant changes. The Division Heads provided brief explanations of the purposes for each policy Trustee Posadas motioned and it was seconded by Trustee Waibel to approve Policy No. 6170-1	All Board members	None	Approved

	with reference to the nursing policy on determination of death. The motion carried with all ayes.			
B. Policy No. 6170-4, Impaired Practitioner Guidelines	Trustee Terlaje motioned and it was seconded by Trustee Waibel to approve Policy No. 6170-4 as printed. The motion carried with all ayes.	All Board members	None	Approved
C. Policy No. 6170-16, Focused Professional Practice Evaluation	Trustee Waibel motioned and it was seconded by Trustee Posadas to approve Policy No. 6170-16 with reference to the section of the Medical Staff Bylaws that addresses FPPE's. The motion carried with all ayes.	All Board members	None	Approved
D. Policy No. 6190-3, Patient Satisfaction Survey	Trustee Posadas motioned and it was seconded by Trustee Terlaje to approve Policy No. 6190-3 as printed. The motion carried with all ayes. <i>Note: This policy was approved as written; however, the Guest Relations department will be asked to explore other methods for patients to take the surveys (e.g., online, in other languages, etc.). Also, the Quality & Safety subcommittee will research CMS requirements for items that are required to be included in the survey and recommend further revisions, if any.</i>	All Board members	None	Approved
E. Policy No. A-RI210, Patient Rights for children and Adolescents	Trustee Waibel motioned and it was seconded by Trustee Terlaje to approve Policy No. A-RI210 as printed. The motion carried with all ayes.	All Board members	None	Approved
F. Resolution No. 2018-08, Relative to the Delegation of Complaint Resolutions to the Performance Improvement Committee	Mr. Camacho explained that this resolution was developed as part of an accreditation requirement, wherein the GMHA must be able to provide evidence that the Board of Trustees delegated the "Complaint Resolution Committee" to management. This delegation requires management to review grievances and complaints, identify trends, patterns and developments, and to develop processes for improvement. Management would then report findings to the Board of Trustees.	All Board members	None	Approved

	Trustee Waibel motioned and it was seconded by Trustee Posadas Resolution no. 2018-08 as printed. The motion carried with all ayes.			
V. BOARD SUB-COMMITTEE REPORTS				
A. <u>Joint Conference and Professional Affairs (JCPA) Subcommittee</u>				
1. Resolution No. 2018-09, Relative to the Appointment of Provisional Medical Staff Privileges (exp. 01/31/19) for: <ul style="list-style-type: none"> Anu Taylor, MD John Dougherty, MD Felix Cabrera, MD Jennifer Chang, MD George Bocobo, MD Rose Todd, MD 	Trustee Waibel motioned and it was seconded by Trustee Davis to approve Resolution No. 2018-09 as presented. The motion carried with all ayes.	All Board members	None	Approved
2. Resolution No. 2018-10, Relative to the Appointment of Provisional Medical Staff Privileges (exp. 01/31/19) for: <ul style="list-style-type: none"> Carolyn Ward, CNM Adrian Medina, CNM 	Trustee Waibel motioned and it was seconded by Trustee Davis to approve Resolution No. 2018-10 as presented. The motion carried with all ayes.	All Board members	None	Approved
3. Resolution No. 2018-11, Relative to the Reappointment of Active Medical Staff Privileges (exp. 01/31/20) for: <ul style="list-style-type: none"> Dennis Sarmiento, MD Edgar Magcalas, MD Daniel Hafner, MD 	Trustee Waibel motioned and it was seconded by Trustee Posadas to approve Resolution No. 2018-11 as presented. The motion carried with all ayes.	All Board members	None	Approved
4. Resolution No. 2018-12, Relative to the Appointment of Provisional Medical Staff Privileges for Noel Silan, DPM on the Condition that he be Placed on a Focused Professional Practice Evaluation	Dr. Terlaje informed the Board that the JCPA subcommittee discussed concerns over Dr. Silan's history with medical records compliance at the GMHA but recommended the Board's approval on the condition that he is placed on a FPPE for monitoring. Trustee Posadas motioned and it was seconded by Trustee Waibel to approve Resolution No. 2018-12 as presented. The motion carried with all ayes.	All Board members	None	Approved
5. Resolution No. 2018-15, Relative to Approving Revisions to the Medical	It was noted that the Board's review and approval was required for revisions to the	All Board members	None	Approved


<p>Staff Bylaws and Rules and Regulations</p>	<p>Medical Staff Bylaws and Rules and Regulations.</p> <p>Also noted, was that the JCPA subcommittee reviewed these revisions in November 2017 and recommended the Board's approval.</p> <p>Trustee Posadas motioned and it was seconded by Trustee Davis to approve Resolution No. 2018-15 as presented. The motion carried with all ayes.</p>			
<p>B. <u>Quality and Safety Subcommittee</u></p> <ul style="list-style-type: none"> • Regulatory Compliance Updates 	<p>Trustee Posadas reported the following:</p> <ul style="list-style-type: none"> • the patient safety program policy was discussed but was still a work in progress. In the meantime, an interim policy was approved and disseminated to all employees; • resulting from findings from the patient satisfaction survey, the nursing division was in the process of training the staff on AIDET (Acknowledge, Introduce, Duration, Explanation, and Thank You), a communication tool that would help improve patient satisfaction; • resulting from the January 4 – 5, 2018 survey by the Joint Commission, the GMHA was placed on preliminary denial of accreditation. It was clarified that, although it was a downgrade, the GMHA was still considered accredited; • the GMHA submitted its corrective actions to the Joint Commission. A response is pending on whether it was accepted. 	Trustees Posadas	Updates to be reported at the next scheduled meeting.	Informational
<p>C. <u>Human Resources Subcommittee</u></p> <ol style="list-style-type: none"> 1. Resolution No. 2018-13, Relative to the appointment of PeterJohn D. Camacho, M.P.H., Hospital Administrator/CEO of the Guam Memorial Hospital Authority 	<p>Ms. Waibel informed the Board that the purpose of this resolution was to extend Mr. Camacho's contract which expired in February 2018.</p> <p>She mentioned that the Human Resources subcommittee initiated the performance appraisal review process. Once the template is developed the Board members would be asked to provide their input. A contract renewal is anticipated, but dependent on the outcome of the performance</p>	All Board members	None	Approved

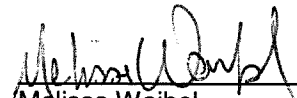
<p>2. Resolution No. 2018-14, Relative to Amending Board Resolution No. 2018-01, Remuneration of Internal Medicine Clinical Providers</p>	<p>appraisal.</p> <p>Trustee Terlaje motioned and it was seconded by Trustee Posadas to approve Resolution No. 2018-13 as presented. The motion carried with all ayes.</p> <p>It was clarified that this resolution was to correct the effective date from September 17, 2017 to November 26, 2017.</p> <p>Dr. Duenas explained that the increase was necessary for recruitment and retention purposes and due to the increase in patient load resulting from the clinics turning over the care of their patients to the hospitalists.</p> <p>Trustee Posadas motioned and it was seconded by Trustee Davis to approve Resolution No. 2018-14 as presented. The motion carried with all ayes.</p>	<p>All Board members</p>	<p>None</p>	<p>Approved</p>
<p><u>D. Facilities, Capital Improvement Projects (CIP), and Information Technology Subcommittee</u></p>	<p>Referring to the Hospital's Prioritized Needs List, Trustee Davis pointed out that the replacement of the main electrical distribution panel and the 1.6 Meg Genset that was purchased in 1974 were among the most critical capital projects.</p> <p>She had requested for the subcommittee members to develop a "What is going to fail next" list which would be used as visual of the projects (both funded and unfunded) that were truly critical.</p> <p>She mentioned that the Hospital will see a cost-savings in utilities with the recent commissioning of the 200+ solar panels (~\$75K in electricity) and VOIP phone installations.</p> <p>Mrs. Manglona mentioned that Hospital will be including all capital improvement projects in the FY-2019 budget request.</p> <p>Trustee Davis suggested having a grant writer on staff to research and write grants to support</p>	<p>Trustees Davis</p>	<p>Updates to be reported at the next scheduled meeting.</p>	<p>Informational</p>

	capital projects, a task that may be assigned to the Director of Hospital Business Development and Strategic Planning.			
E. <u>Governance, Bylaws and Strategic Planning Subcommittee</u>	Trustee Waibel informed the Board that the organizational chart was reviewed and deferred back to the Executive Management Council for further revisions. Changes in the medical staff order and incorporation of the proposed nursing clinical ladder were necessary.	Trustees Waibel and Terlaje	Updates to be reported at the next scheduled meeting.	Informational
F. <u>Finance and Audit Subcommittee</u>	The financial related matters were discussed under the Chief Financial Officer's report.	Trustee Lizama	Updates to be reported at the next scheduled meeting.	Informational
VI. ADMINISTRATORS' REPORTS				
A. <u>Hospital Administrator/CEO</u>	Mr. Camacho expressed his apologies for not being able to prepare a written report for the Board, due to all the ongoing activities involving the GMHA. He stated that he would develop his report and provide it to the members sometime following the meeting.	Mr. Camacho	Updates to be reported at the next scheduled meeting.	Informational
B. <u>Associate Administrator of Medical Services</u>	Medical staff related matters were mentioned in previous discussions. Dr. Duenas had nothing further to report to the Board.	Dr. Duenas	Updates to be reported at the next scheduled meeting.	Informational
C. <u>Associate Administrator of Professional Support Services</u>	Dr. Shimabukuro was not present to provide her report.	Dr. Shimabukuro	Updates to be reported at the next scheduled meeting.	Informational
D. <u>Assistant Administrator of Nursing Services</u>	Ms. Pecina was not present to provide her report.	Ms. Pecina	Updates to be reported at the next scheduled meeting.	Informational
E. <u>Chief Financial Officer</u>	Mrs. Manglona informed the Board that payroll may not be met on Mar. 9, 2018 if a subsidy was not received from the Department of Administration. She stated that meeting payroll had always been a challenge, but that this situation was different	Mrs. Manglona	Updates to be reported at the next scheduled meeting.	Informational


	<p>given the government's current financial situation.</p> <p>It was noted that gross payroll was \$3.5M, net payroll was \$2.2M, and payables for physicians was \$.5M.</p> <p>Mrs. Manglona stated that the best-case scenario was having enough cash to meet net payroll, and the worst-case would be a delay in releasing checks and EFTs.</p> <p>Mr. Camacho informed the Board that the staff would have to be notified of the possible delay in payroll via an advisory. An advisory will be disseminated first thing Friday morning.</p> <p>Mrs. Manglona mentioned several actions taken to improve billing and collections, such as, appealing to insurance companies for payments, pursuing the rebasing for TEFRA adjustments, and submitting adjustment requests annually (absent the permanent rebase) to name a few.</p> <p>After thorough discussions regarding services provided by the Hospital and the need to identify cost-saving measures, the Board gave management consent to consider implementation of the following, if necessary:</p> <ul style="list-style-type: none"> • discontinue clinic operations for the Department of Corrections; • consolidate the Urgent Care Clinic with the Emergency Room; • relocate the Skilled Nursing Unit to the main facility; and • raise hospital rates (by 50% or more). <p>A motion was made by Trustee Posadas and it was seconded by Trustee Davis. The motion carried with all ayes.</p>	Mr. Camacho	March 9, 2018	Informational
F. <u>Medical Staff President</u>	Dr. Last introduced himself as the new Medical Staff President. He informed the Board that he was in the process of becoming familiarized with	Dr. Last	Updates to be reported at the next scheduled	Informational

	his responsibilities as part of his new role, and that his goal was to get the medical staff up to speed and more participative with regulatory compliance.		meeting.	
VII. PUBLIC COMMENT				
	None	None	None	None
VIII. ADJOURNMENT				
	There being no further business matters for discussion, Chairman Mr. Lizama declared the meeting adjourned at 8:38 p.m., motioned by Trustee Davis and seconded by Trustee Posadas. The motion carried with all ayes.	Chairman Lizama	None	Approved

Transcribed by: 
 Theo M. Patgelinan
 Administrative Assistant

Submitted by: 
 Melissa Waibel
 Secretary, Board of Trustees

CERTIFICATION OF APPROVAL OF MINUTES: The minutes of the March 8, 2018 regular session meeting was accepted and approved by the GMHA Board of Trustees on this 28th day of March 2018.

Certified by: 
 Eloy S. Lizama
 Chairman, Board of Trustees