

Minutes of the Regular Meeting of the Guam Memorial Hospital Authority Board of Trustees

May 31, 2018 | 6:00 p.m.
Daniel L. Webb Conference Room

ATTENDANCE

Board Members:

Eloy Lizama
Lillian Posadas
Melissa Waibel
Sharon Davis
Sonia Siliang

Executive Management:

PeterJohn Camacho
Benita Manglona
Dr. Vincent Duenas
Zennia Pecina

Dr. James Last – Not Present

Dr. Ricardo Terlaje – Excused

ISSUE/TOPIC/DISCUSSIONS	DECISION(S)/ACTION(S)	RESPONSIBLE PARTY	REPORTING TIMEFRAME	STATUS
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 6:06 p.m. on Thursday, May 31, 2018 in the Daniel L. Webb Conference Room of the GMHA located in Tamuning, Guam.	Trustee Lizama	None	None
II. ACCEPTANCE OF REGULAR SESSION MINUTES				
A. <u>April 19, 2018</u>	A draft of the April 19, 2018 meeting minutes was distributed and reviewed. Trustee Waibel motioned and it was seconded by Trustee Davis to approve the minutes as printed. The motion carried with all ayes.	All Board members	Within five business days after the meeting.	Approved
III. OLD BUSINESS				
There were no old business matters for discussion.	No decisions or actions taken.	None	None	None
IV. NEW BUSINESS				
	The three management plans were presented to the Board of Trustees for review and acceptance. Mr. Camacho made note that significant issues identified, if any, would have already been addressed by the responsible parties. It was noted that these management plans were vetted through the Environment of Care Committee and BOT-Quality and Safety subcommittee.			

<p>A. 2017 Equipment Management Plan Evaluation</p>	<p>Trustee Waibel stated that she did not find evidence that the medical equipment management program was included as performance improvement measures in 2017.</p> <p>There were discussions regarding the tracking of medical equipment and devices, and some suggestions offered were to develop an electronic tracking system or to explore IT systems on the market designed for this specific purpose (e.g., GPS, barcoding, etc.).</p> <p>This matter would be brought to the BOT-Facilities, Capital Improvements, & Information Technology subcommittee for further discussion.</p> <p><i>Note: The information provided by Trustee Davis relative to capital improvement projects will be documented in the sub-committee reports section IV. D of these minutes.</i></p> <p>Trustee Davis motioned, and it was seconded by Trustee Posadas to accept the 2017 Equipment Management Plan Evaluation as printed. The motion carried with all ayes.</p>	<p>All Board members</p> <p>Trustee Davis</p>	<p>None</p> <p>Updates to be provided at the next scheduled meeting.</p>	<p>Approved</p> <p>Informational</p>
<p>B. 2017 Utilities Management Plan Evaluation</p>	<p>Mr. Camacho clarified that the nurse call and paging system replacement/upgrade was completed for all units with the exception of the MCH units. He stated that the upgrade of the nurse call systems in those areas were a part of the MCH Upgrade Project.</p> <p>Trustee Davis motioned, and it was seconded by Trustee Waibel to accept the 2017 Utilities Management Plan Evaluation with a revision to state the aforementioned as clarified by Mr. Camacho. The motion carried with all ayes.</p>	<p>All Board members</p>	<p>None</p>	<p>Approved</p>
<p>C. 2017 Life Safety Management Plan Evaluation</p>	<p>Trustee Posadas motioned, and it was seconded by Trustee Davis to accept the 2017 Life Safety Management Plan Evaluation as printed. The motion carried with all ayes.</p>	<p>All Board members</p>	<p>None</p>	<p>Approved</p>

V. BOARD SUB-COMMITTEE REPORTS				
A. <u>Joint Conference and Professional Affairs (JCPA) Subcommittee</u>				
1. Resolution No. 2018-40, Relative to the Reappointment of Active Medical Staff Privileges (exp. 04/30/20) for: <ul style="list-style-type: none"> • Kia Rahmani, MD • Ibrahim Aburiziq, MD • Joel Rubio, MD • Vasin Jungtrakoolchai, MD • Daniel Case, MD • Christian Eusebio, MD 	<p>Dr. Duenas presented Resolution No. 2018-40 to the Board. He stated that, although some physicians had issues with completing all of their required trainings, approval of their privileges were recommended with the condition that they comply within a month's time.</p> <p>Trustee Davis motioned and it was seconded by Trustee Posadas to approve Resolution No. 2018-40 as presented. The motion carried with all ayes.</p>	All Board members	None	Approved
2. Resolution No. 2018-41, Relative to the Appointment of Provisional Medical Staff Privileges (exp.04/30/20) for: <ul style="list-style-type: none"> • John Holeman, MD • Divis Khaira, MD • Craig Settle, MD 	<p>Dr. Duenas presented Resolution No. 2018-41 to the Board. He stated that these physicians had met all criteria for appointment under this category.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Posadas to approve Resolution No. 2018-41 as presented. The motion carried with all ayes.</p>	All Board members	None	Approved
3. Policy No. A-MS400, Focused Professional Practice Evaluation (FPPE)	<p>The Board was informed that this policy was approved in the recent past; however, the incorrect version had been routed at the time.</p> <p>The correct version was rerouted to all the appropriate committees and approved.</p> <p>Dr. Duenas noted that this version provided a more thorough and robust process for monitoring physicians placed under an FPPE.</p> <p>Trustee Posadas motioned and it was seconded by Trustee Waibel to approve policy no. A-MS400 as printed. The motion carried with all ayes.</p>	All Board members	None	Approved
B. <u>Quality and Safety Subcommittee</u>	Trustee Posadas presented the PSC and PIC Team Charters for approval. It was noted that the team charters spelled out			

<p>1. Patient Safety Committee (PSC) Team Charter</p> <p>2. Performance Improvement Committee (PIC) Team Charter</p>	<p>the purposes of each committee and the responsibilities of each member.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Davis to approve the PSC Team Charter as printed. The motion carried with all ayes.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Davis to approve the PIC Team Charter as printed. The motion carried with all ayes.</p> <p><u>Others:</u> Trustee Posadas informed the Board of the following:</p> <ul style="list-style-type: none"> • The Patient Safety Program, policy no. A-PS800, was pending the Executive Management Council's review and approval. • A report from the Joint Commission relative to the survey had not been received to date, but that the hospital remained accredited under the preliminary denial of accreditation status. • A report from CMS for the acute care facility survey had not been received to date. • The hospital received a report from CMS for the Skilled Nursing unit and had submitted its corrective actions. • There were no grievances or complaints recently reported. • The Quality Assessment and Performance Improvement activities were ongoing. • The Survey Monkey was being developed. It was noted that the current return rate was 18-20%. 	<p>All Board members</p> <p>All Board members</p> <p>Trustee Posadas</p>	<p>None</p> <p>None</p> <p>Updates to be provided at the next scheduled meeting.</p>	<p>Approved</p> <p>Approved</p> <p>Informational</p>
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	Trustee Davis suggested sending Thank You e-mails to patients with a link to complete the survey.			
C. <u>Human Resources Subcommittee</u> 1. Resolution No. 2018-42, Relative to the Establishment of the Assistant Administrator of Nursing Services and Deputy Assistant Administrator of Nursing Services Positions in the Classified Service for the Nursing Administration Department	Trustee Waibel presented Resolution No. 2018-42 for the Board's review. She explained that the Human Resources subcommittee took this action because the nursing healthcare administrators were inadvertently excluded from the law establishing healthcare administrators into the classified service. In effect, only the ancillary service department administrators' employment statuses were converted. Trustee Posadas motioned and it was seconded by Trustee Davis to approve Resolution No. 2018-42 as presented. The motion carried with all ayes.	All Board members	None	Approved
	<u>Others:</u> <ul style="list-style-type: none"> Trustee Waibel informed the Board that Dr. Jerone Landstrom's attorney had provided her with recommendations relative to the recruitment of physicians. <p>This matter would be brought to the Human Resources subcommittee for discussion.</p> <ul style="list-style-type: none"> In response to a follow-up regarding background checks for physicians, Ms. Pecina informed the Board that a memorandum will be sent to the Medical Director to address the matter. 	Trustee Waibel	None	Informational
D. <u>Facilities, Capital Improvement Projects (CIP), and Information Technology Subcommittee</u>	Trustee Davis reported the following: <ul style="list-style-type: none"> The VOIP installations on the first floor were completed on May 31, 2018. The go-live date for the biometric clocking system was anticipated in June 2018. Critical capital improvement projects 	Trustee Davis	Updates to be reported at the next scheduled meeting.	Informational

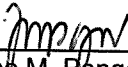
	<p>identified under the Go-Fund Me category (meaning they were unfunded) included the electrical distribution panel upgrade and demolition of the Z-wing demolition.</p> <ul style="list-style-type: none"> The boiler and steam line project may be partially funded, but more funding was needed to replace all the components and not only the boiler unit alone. A back-up “head unit” for the PA system would be purchased in the event the existing unit malfunctions, pending a more permanent replacement plan. <p><u>Others:</u> Trustee Davis requested for the Human Resources subcommittee to take a look at hiring a full-time grant writer.</p>			
E. <u>Governance, Bylaws and Strategic Planning Subcommittee</u>	<p>The Governance, Bylaws and Strategic Planning subcommittee did not meet this month.</p> <p>It was noted that the Chief Planner was tasked with incorporating findings from past audits into the Strategic Plan draft.</p> <p>Once completed, the draft will be forwarded to the Board members for their review and feedback.</p>	Trustee Siliang	Updates to be reported at the next scheduled meeting.	Informational
F. <u>Finance and Audit Subcommittee</u>	Chairman Lizama deferred the financial reports to the Chief Financial Officer.	Chairman Lizama	None	Informational
VI. ADMINISTRATORS' REPORTS				
A. <u>Hospital Administrator/CEO</u>	<p>Mr. Camacho provided his written report to the Board for reference.</p> <p>In summary, he had informed the Board of the following:</p> <ul style="list-style-type: none"> A team of seven (7) representatives from CMS arrived and conducted a survey of the acute facility and complete a Life safety review on Skilled Nursing Unit. The survey was conducted from Apr. 23- 	Mr. Camacho	Updates to be reported at the next scheduled meeting.	Informational

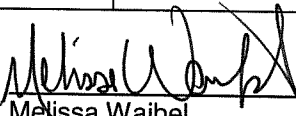
	<p>27, 2018.</p> <ul style="list-style-type: none"> • The Asst. Secretary of Insular and International Affairs, Douglas Domenech, and Nick Pula of the U.S. Department of Interior paid a visit to the hospital for a briefing on DOI funded projects. Included in the discussion was the construction of a building a new facility. • The public hearing for bills 262 through 264-34 introduced to repeal or add exemptions to P.L. 34-87 that would provide the Hospital with a dedicated funding source was held on May 2, 2018 as scheduled. <p>A follow-up hearing is scheduled for June 11th.</p> <p>Mr. Camacho noted that a Senator, namely Sen. San Agustin, continued asking how much the Hospital really needed for its operations and capital improvements.</p> <ul style="list-style-type: none"> • Celebrations for National Hospital Week began on May 7, 2018. The week-long event was successful. Mr. Camacho acknowledged the hard work of the Hospital Week Committee members who spearheaded the event. • The Hospital was exploring an opportunity from GHURA under its Community Block Grant 108 Loan Program. The project could provide funding for construction of a facility to house services for the community. <p>The deadline to submit an application was by the end of June 2018.</p> <ul style="list-style-type: none"> • Representatives from the U.S. Drug 			
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	Enforcement Administration paid a visit to the Hospital. The Chief Pharmacist took the lead at working with the representatives and providing information they requested for.			
B. <u>Associate Administrator of Medical Services</u>	<p>Dr. Duenas reported the following:</p> <ul style="list-style-type: none"> • The need for a full coronary program was more evident with the increase of percutaneous coronary interventions (13 successful procedures), cardiac catheterizations (60 successful procedures), and pacemaker implants. • The contract with UC Davis Health for telemedicine services was still under review. • The issue with CRNA's possessing a DEA license was being addressed. The action plan was to amend the bylaws to change the requirement if CRNA's do not, in fact, require prescriptive authority. 	Dr. Duenas	Updates to be reported at the next scheduled meeting.	Informational
C. <u>Associate Administrator of Professional Support Services</u>	Refer to section VII.B.	Dr. Duenas	Updates to be reported at the next scheduled meeting.	Informational
D. <u>Assistant Administrator of Nursing Services</u>	<p>Ms. Pecina provided her written report to the Board for reference.</p> <p>In summary, she informed the Board of the ongoing recruitment activities, including: the hiring of travel nurses for critical areas, possible continuation of the 2% differential pay for ICU nurses, the recruitment of 2018 University of Guam (UOG) graduates, Dr. Santos' nurse review course program via Rachel Allen, and the partnership with the Department of Labor and the UOG to provide a review course for nurse prepared individuals.</p>	Ms. Pecina	Updates to be reported at the next scheduled meeting.	Informational
E. <u>Chief Financial Officer</u>	<p>Mrs. Manglona provided her written report to the Board for reference.</p> <p>In summary, she had informed the Board of the</p>	Mrs. Manglona	Updates to be reported at the next scheduled meeting.	Informational


	<p>following:</p> <ul style="list-style-type: none"> With regard to the TEFRA rebase, she had met with the Region 9 CMS Administrator, CAPT Gregory Dill, on a personal trip she had taken recently, and the Region 9 Director, Edward Heidig on a recent trip she took to staff the Governor. <p>The take away from the meetings was the need to impress the urgency to approve a permanent rebase of the Hospital's TEFRA adjustments. She mentioned that \$4.3M net was anticipated for the 2014 and 2015 adjustment requests, and noted that CMS had surpassed the statutory response time.</p> <p>The anticipated adjustments for 2016 and 2017 was \$8M. The request were submitted and CMS had 180 days to make a decision.</p> <p>A follow-up with Congresswoman Bordallo would be made for her assistance with the adjustment waivers for 2009 (\$2.7M), 2010 (\$3.2M), 2011 (\$3M), and 2012 (\$3.2M). A combined total of \$12.3M was anticipated for those prior years wherein the adjustment request deadlines were not met.</p> <ul style="list-style-type: none"> With regard to financials, the AP was \$12.4M, payroll payables was \$6.2M, insurance premiums due was \$1.5M, and vendor payments were \$5.5M as of May 25, 2018. The budget hearing was expected during the 3rd week of June 2018. The Management Discussion and Analysis (MD&A) was pending for the 			
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	2017 audit.			
	<ul style="list-style-type: none"> Mrs. Manglona noted that payment for DOC services had not been made for the 2nd and 3rd quarters of this fiscal year. 			
F. <u>Medical Staff President</u>	Dr. Last was not present to provide his report.	Dr. Last	Updates to be reported at the next scheduled meeting.	Informational
VII. PUBLIC COMMENT				
	None	None	None	None
VIII. ADJOURNMENT				
	There being no further business matters for discussion, Chairman Lizama declared the meeting adjourned at 8:11 p.m.	Chairman Lizama	None	Approved

Transcribed by: 
 Theo M. Pangelinan
 Administrative Assistant

Submitted by: 
 Melissa Waibel
 Secretary, Board of Trustees

CERTIFICATION OF APPROVAL OF MINUTES: The minutes of the May 31, 2018 regular session meeting was accepted and approved by the GMHA Board of Trustees on this 6th day of July 2018.

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