

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

December 13, 2017 | 6:00 p.m.
Daniel L. Webb Conference Room

ATTENDANCE

Board Members:
Eloy Lizama
Lillian Posadas
Melissa Waibel
Sharon Davis
Dr. Ricardo Terlaje

Executive Management:
PeterJohn Camacho
Benita Manglona
Edward Birn
Zennia Pecina
Dr. Kozue Shimabukuro
Dr. Vincent Duenas – Excused
Dr. James Last – 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 6:15 p.m. on Wednesday, December 13, 2017 in the Daniel L. Webb Conference Room of the GMHA located in Tamuning, Guam.	Trustee Lizama	None	Informational
II. ACCEPTANCE OF REGULAR SESSION MINUTES				
A. <u>June 1, 2017</u> B. <u>July 10, 2017</u>	Drafts of the June 1, 2017 and July 10, 2017 meeting minutes were reviewed. Trustee Posadas motioned and it was seconded by Trustee Davis to approve the minutes as printed. The motion carried with all ayes.	All Trustees	None	Approved/ Closed
III. NEW BUSINESS				
There were no new business matters for discussion.	No decisions or actions taken.	None	None	None
IV. OLD BUSINESS				
There were no old business matters for discussion.	No decisions or actions taken.	None	None	None
V. BOARD SUB-COMMITTEE REPORTS				
A. <u>Joint Conference and Professional Affairs (JCPA) Subcommittee</u> 1. Resolution 2018-03, Relative to the Reappointment of Active Medical Staff Privileges (exp. 10/31/19) for: <ul style="list-style-type: none"> • Frank Reda III, MD • Tuan Nguyen, MD • Mohammad Aladdin, MD 	Trustee Posadas motioned and it was seconded by Trustee Waibel to approve privileges for said physicians with the exception of Dr. Steven Hayashida, pending verification that he had conducted the minimum number of patient contacts required.	Trustee Terlaje	None	Approved/ Closed

<ul style="list-style-type: none"> • Russel Aubin, DO • Gilbert Lopez, MD • Yolanda Carrera, MD • John Garrido, MD • Elizabeth Hernandez, MD • Robert Leon Guerrero, MD • Annie Bordallo, MD • William Freeman, MD • Jeffrey Gabel, DO • William Vercio, MD • Steven Hayashida, MD • Jerone Landstrom, MD • Ronald Kobayashi, MD • Faraz Ouhadi, MD • Pichet lampornpipopchai, MD <p>2. Resolution 2018-04, Relative to the Appointment of Provisional Medical Staff Privileges (exp. 10/31/18) for:</p> <ul style="list-style-type: none"> • Lauren Sturtevant, DO • Adrian Cora-Morges, MD • Stephen Pomeranz, MD <p>3. Resolution 2018-05, Relative to the Reappointment of Allied Health Professional Staff Privileges (exp. 10/31/19) for:</p> <ul style="list-style-type: none"> • Tina Heinrich, PA-C • Sangwook Kang, CRNA 	<p><i>Mr. Camacho informed the committee that the number of patient contacts was a condition for initial appointment to the medical staff, but not for reappointments according to the Medical Staff Office Supervisor.</i></p> <p>Trustee Posadas motioned and it was seconded by Trustee Waibel to amend the previous motion for Resolution 2018-03 to include Dr. Hayashida for approval of privileges. The motion carried with all ayes.</p> <p><i>Actions to be taken: (1) Mr. Camacho will request for the Compliance Office to verify if the Joint Commission has specific requirements relative to the number of patient contacts for physicians. (2) Dr. Terlaje will discuss this matter further with the JCPA subcommittee.</i></p> <p>Trustee Posadas motioned and it was seconded by Trustee Davis to approve Resolution 2018-04 as presented. The motion carried with all ayes.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Posadas to approve Resolution 2018-05 as presented. The motion carried with all ayes.</p> <p><u>Other discussions:</u> Dr. Terlaje informed the Board that he had raised concerns at the Nov. 16, 2017 Joint Conference and Professional Affairs subcommittee meeting with regard to physicians not meeting all criteria for appointments and reappointments before reaching the Board subcommittee level for review and approval. He explained that the medical staff departments and committees should be addressing these issues before recommending approval by the Board.</p>			
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	To address the situation, a letter from the Chair of the JCPA subcommittee, Trustee Terlaje, was disseminated to all physicians informing them of the specific requirements for privileging and that incomplete applications will not be accepted by the Medical Staff Office.			
B. <u>Quality and Safety Subcommittee</u>	<p>Trustee Posadas commended all the staff involved with performance improvement activities for their engagement with collecting qualitative data which are used to identify areas for improvement.</p> <p>She mentioned that the committee had ratified a policy on Behaviors that Undermine a Culture of Safety, and explained that it was developed to encourage staff and physicians to report incidents without retaliation. The policy provided specific guidelines on the proper handling of reports received.</p> <p>Trustee Posadas informed the Board that the Skilled Nursing Unit had completed its corrective actions from citations received by CMS when it was last surveyed.</p> <p>She also informed the Board that a follow-up conference call from the Joint Commission was scheduled, but that she had not received a report on what had transpired.</p>	Trustees Posadas	Updates to be reported at the next scheduled meeting.	Informational
C. <u>Human Resources Subcommittee</u>	Trustee Waibel reported that the subcommittee was in the process of reviewing potential position creations, and that the Hospital continued its efforts at recruiting and retaining staffing for the critical areas of the Hospital.	Trustees Waibel and Posadas	Updates to be reported at the next scheduled meeting.	Informational
D. <u>Facilities, Capital Improvement Projects (CIP), and Information Technology Subcommittee</u>	<p>Trustee Davis went over the Capital Improvement Projects that were completed in CY-2017, including: the SNU typhoon shutter system upgrade project, autoclave repair project, and on-line electronic pay system to name a few.</p> <p>She mentioned that some efforts made to save money included the conversion from Centrex phone lines to voice over internet phones, and the installation of rooftop solar panels.</p>	Trustees Davis	Updates to be reported at the next scheduled meeting.	Informational

<p>E. <u>Governance, Bylaws and Strategic Planning Subcommittee</u></p> <ol style="list-style-type: none"> 1. Board of Trustees Bylaws 2. Policy A-100, Mission Statement 3. Policy A-110, Vision Statement 4. Policy A-120, Statement of Values 5. Policy A-200, Scope of Services 	<p>Trustee Waibel informed the Board that the subcommittee reviewed the Board's Bylaws (it was up for its two year review) and policies that required an annual review.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Posadas to approve the Board of Trustees Bylaws and all policies as printed. The motion carried with all ayes.</p> <p><u>Other Discussions:</u> There were discussions on the availability and accessibility of the Urgent Care Clinic. It was mentioned that the hours of operation were not consistent and that it was partly due to staff's and physicians' availability. Trustee Davis expressed that the determination of hours of operations should be management's decision.</p> <p>One factor that should be considered was opening when other community/urgent care clinics were closed, including, weekends.</p> <p>The Medical Director will look into the situation further as requested by Trustee Davis.</p>	<p>Trustees Waibel and Terlaje</p>	<p>Updates to be reported at the next scheduled meeting.</p>	<p>Approved/ Closed</p>
<p>F. <u>Finance and Audit Subcommittee</u></p> <ol style="list-style-type: none"> 1. Resolution 2018-06, Relative to Approving Seventy-three (73) New Fees 2. Resolution 2018-07, Relative to Approving Twenty-six (26) New Fees 	<p>Chairman Lizama noted that a Public Hearing was held on June 22, 2017 for the 73 new fees.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Terlaje to approve Resolution 2018-06 as presented. The motion carried with all ayes.</p> <p>Chairman Lizama noted that a Public Hearing was held on September 27, 2017 for the 26 new fees.</p> <p>Trustee Posadas motioned and it was seconded by Trustee Waibel to approve Resolution 2018-07 as presented. The motion carried with all ayes.</p>	<p>Trustee Lizama</p>	<p>Updates to be reported at the next scheduled meeting.</p>	<p>Deferred</p>
<p>VII. ADMINISTRATORS' REPORTS</p>				

<p>A. <u>Hospital Administrator/CEO</u></p>	<p>Mr. Camacho provided his written report to the Board and highlighted the following:</p> <ul style="list-style-type: none"> The Hospital had reissued an Invitation for Bid for the Family Birth Center scheduled to close on December 22, 2018. <p>The interim financing component was under review by the Office of the Attorney General and the Bank of Guam. Once the reviews are completed, the packet will be forwarded to the Governor for his review and signature.</p> <ul style="list-style-type: none"> The Hospital was invited by the Lions Club of Guam to conduct a presentation on the modernization and funding initiatives on December 19, 2018. 	<p>Mr. Camacho</p>	<p>Updates to be reported at the next scheduled meeting.</p>	<p>Informational</p>
<p>B. <u>Associate Administrator of Medical Services</u></p>	<p>For the record, Dr. Duenas provided his written report to the Board.</p> <p>Dr. Shimabukuro provided a report for Medical Services and Professional Support Services. She highlighted the following:</p> <ul style="list-style-type: none"> the process for medical staff appointments and reappointments was being looked into to address continued non-compliance with respect to medical records and mandatory training requirements; telemedicine services will be offered soon. There was progress with the credentialing of telehealth providers, and both space and equipment needed have been identified; the GMHA was looking into identifying a space for patients to recover from interventional and cardiac catheterization procedures. 	<p>Dr. Duenas and Dr. Shimabukuro</p>	<p>Updates to be reported at the next scheduled meeting.</p>	<p>Informational</p>

C. <u>Associate Administrator of Professional Support Services</u>	Refer to VII.B, Administrator Reports.	Dr. Shimabukuro	Updates to be reported at the next scheduled meeting.	Informational
*** With Trustee Posadas excused, the Board continued the Administrators' Reports in a working session. It was noted that no decisions or actions would be taken by the Board, if any. Trustee Terlaje motioned and it was seconded by Trustee Waibel at 7:45 p.m. to adjourn the regular session meeting of the Board of Trustees. The motion carried with all ayes. ***				
D. <u>Assistant Administrator of Nursing Services</u>		Ms. Pecina	Updates to be reported at the next scheduled meeting.	Informational
E. <u>Chief Financial Officer</u>	For the record, Mrs. Manglona provided her written report to the Board of Trustees.	Mrs. Manglona and Mr. Birn	Updates to be reported at the next scheduled meeting.	Informational
F. <u>Medical Staff President</u>	For the record, Dr. Last was not present to provide his report because he was not informed of the Board meeting.	Dr. Last	Updates to be reported at the next scheduled meeting.	Informational
VIII. PUBLIC COMMENT				
	None	None	None	None
IX. ADJOURNMENT				
	There being no further business matters for discussion, Chairman Mr. Lizama declared the meeting adjourned at 7:45 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 December 13, 2017 regular session meeting was accepted and approved by the GMHA Board of Trustees on this 8th day of March, 2018.

Certified by: _____


 Eloy S. Lizama
 Chairman, Board of Trustees