



AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 3, 2024

6:00 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

S. McDougall, Chair

II. 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

OLD BUSINESS

III. * **Proposed Action - Approve Minutes**
• August 6, 2024, regular meeting

All

A

NEW BUSINESS

- IV. Chief of Staff Report R. Sahagian, MD B
Chief of Staff
***Proposed Action - Approve Recommendations of the Medical Executive Committee**
▪ **ROLL CALL**

***** ITEMS FOR DISCUSSION/APPROVAL IN CLOSED SESSION** S. McDougall

- Proposed Action – Approve Medical Staff Credentialing
(*Health & Safety Code §32155; and Evidence Code §1157*)
- Telephone conference with legal counsel – Pending litigation
(Government Code § 54956.9(d)(1))
Medical Staff of San Gorgonio Memorial Hospital vs. San Gorgonio Memorial Hospital (Case No. CVRI2404066)
- Report Involving Trade Secret:
Discussion will concern proposed new program and/or service.
Estimated date of public disclosure: November 2024
(*Health & Safety Code §32106(c)*)

V. **ADJOURN TO CLOSED SESSION**

*** The Board will convene to the Open Session portion of the meeting approximately 2 minutes after the conclusion of Closed Session.**

RECONVENE TO OPEN SESSION

***** REPORT ON ACTIONS TAKEN DURING CLOSED SESSION** S. McDougall

- VI. District Board Chair Monthly Report S. McDougall verbal
- VII. ***Proposed Action - Approve Policies and Procedures** Staff C
▪ **ROLL CALL**
- VIII. General Information
- IX. Future Agenda Items
- X. Adjournment S. McDougall

***Action Required**

In accordance with The Brown Act, *Section 54957.5*, all public records relating to an agenda item on this agenda are available for public inspection at the time the document is distributed to all, or a majority of all, members of the Board. Such records shall be available 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.

I certify that on August 30, 2024, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of San Gorgonio Memorial Healthcare District, and on the San Gorgonio Memorial Hospital website, said time being at least 72 hours in advance of the regular meeting of the Board of Directors

San Geronio Memorial Healthcare District
Board of Directors Regular Meeting
September 3, 2024

(Government Code Section 54954.2).

Executed at Banning, California on August 30, 2024

A handwritten signature in cursive script that reads "Ariel Whitley".

Ariel Whitley, Executive Assistant

TAB A

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

August 6, 2024

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors was held on Tuesday, August 6, 2024, in Modular C meeting room, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Ron Rader, Randal Stevens, Lanny Swerdlow, Dennis Tankersley

Members Absent: Shannon McDougall

Required Hospital: Steve Barron (CEO), Daniel Heckathorne (CFO), John Peleuses (VP Ancillary and Support Services), Ariel Whitley (EA/Director of Compliance and Privacy), Angie Brady (CNE)

| AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP | | | | | | | | | | | | |
|---|---|--|-----|-------|-----|---------|-----|----------|-----|------------|-----|-----------------|--|--|
| Call To Order | Chair Shannon McDougall, called the meeting to order at 6:26 pm. | | | | | | | | | | | | | |
| Public Comment | No public comment. | | | | | | | | | | | | | |
| OLD BUSINESS | | | | | | | | | | | | | | |
| Proposed Action - Approve Minutes July 2, 2024, regular meeting. | Chair Shannon McDougall, asked for any changes or corrections to the minutes of the July 2, 2024, regular meeting. There were none. | The minutes of the July 2, 2024, regular meeting will stand correct as presented. | | | | | | | | | | | | |
| NEW BUSINESS | | | | | | | | | | | | | | |
| District Board Chair Report | No formal report. | | | | | | | | | | | | | |
| Chief of Staff Report Proposed Action – Approve Recommendations of the Medical Executive Committee | Raffi Sahagian, MD, Chief of Staff, briefly reviewed the Medical Executive Committee report as included on the board tablets. <u>Items for Approval</u> <ul style="list-style-type: none"> • 2024 Annual Approval of Policies and Procedures <ul style="list-style-type: none"> ○ See list attached and provided by Medical Executive Committee BOARD MEMBER ROLL CALL: <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 25%;">McDougall</td> <td style="width: 25%;">Yes</td> <td style="width: 25%;">Rader</td> <td style="width: 25%;">Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | M.S.C., (Tankersley/Rader), the SGMHD Board of Directors approved the list of policies provided with the Medical Executive Committee Report (memorandum) dated July 17, 2024. |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |

| AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP | | | | | | | | | | | | |
|--|---|--------------------|-----|-------|-----|---------|-----|----------|-----|------------|-----|-----------------|--|--|
| <p>Proposed Action – Approve Second Amendment to the Management Services Agreement</p> | <p>Minor changes to include “clinic” verbiage was presented for approval.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="407 438 1214 543"> <tr> <td>McDougall</td> <td>Yes</td> <td>Rader</td> <td>Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | <p>M.S.C., (Stevens/Rader), the SGMHD Board of Directors approved the Second Amendment to the Management Services Agreement as presented.</p> |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |
| <p>Proposed Action – Adopt Resolution No. 2024-04 (Change in banking authorized signers)</p> | <p>Resolution No. 2024-04, a change in banking authorized signers, was presented to the board for approval.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="407 753 1214 858"> <tr> <td>McDougall</td> <td>Yes</td> <td>Rader</td> <td>Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | <p>M.S.C., (Stevens/Rader), the SGMHD Board of Directors adopted Resolution No. 2024-04 as presented.</p> |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |
| <p>Proposed Action – Adopt Resolution No. 2024-05 (Resolution directing Riverside County, California, to levy a tax to pay the principal of and interest on the District’s General Obligation Bonds for FY 2024-2025)</p> | <p>Resolution No. 2024-05, resolution directing Riverside County, California, to levy a tax to pay the principal of and interest on the District’s General Obligation Bonds for FY 2024-2025, was presented to the board for approval.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="407 1134 1214 1239"> <tr> <td>McDougall</td> <td>Yes</td> <td>Rader</td> <td>Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | <p>M.S.C., (Tankersley/Stevens), the SGMHD Board of Directors adopted Resolution No. 2024-05 as presented.</p> |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |
| <p>Proposed Action – Adopt Resolution No. 2024-06 (Resolution of the Board of Directors of the San Gorgonio Memorial Healthcare District Authorizing 1206(b) Clinic Services)</p> | <p>Resolution No. 2024-06, a resolution of the Board of Directors of the San Gorgonio Memorial Healthcare District Authorizing 1206(b) Clinic Services, was presented to the board for approval.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="407 1604 1214 1709"> <tr> <td>McDougall</td> <td>Yes</td> <td>Rader</td> <td>Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | <p>M.S.C., (Swerdlow/Rader), the SGMHD Board of Directors adopted Resolution No. 2024-06 as presented.</p> |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |

| AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP | | | | | | | | | | | | |
|---|---|--------------------|-----|-------|-----|---------|-----|----------|-----|------------|-----|-----------------|--|---|
| <p>Proposed Action – Approve Commercial Sublease between Apna Health Services, LLC and San Gorgonio Memorial Healthcare District DBA San Gorgonio Memorial Medical Clinic.</p> | <p>264 N. Highland Springs Ave., Suite D, Banning, California 92220, is the location of the subleased clinic space. This space will serve as the location for the Districts Family and Women’s Clinic.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="407 472 1214 577"> <tr> <td>McDougall</td> <td>Yes</td> <td>Rader</td> <td>Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | <p>M.S.C., (Rader/Stevens), the SGMHD Board of Directors approved the Commercial Sublease between Apna Health Services, LLC and San Gorgonio Memorial Healthcare District DBA San Gorgonio Memorial Medical Clinic as presented.</p> |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |
| <p>Proposed Action – Approve the June 2024 Financial Report</p> | <p>Dan Heckathorne reviewed the June 2024 Finance Report as included on the board tablets.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="407 877 1214 982"> <tr> <td>McDougall</td> <td>Yes</td> <td>Rader</td> <td>Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | <p>M.S.C., (Rader/Stevens), the SGMHD Board of Directors approved the 2024 Financial report as presented.</p> |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |
| <p>Proposed Action – Approve Policies and Procedures</p> | <p>There were one hundred seventeen (117) policies and procedures included on the board tablets presented for approval by the Board.</p> <p>BOARD MEMBER ROLL CALL:</p> <table border="1" data-bbox="407 1182 1214 1287"> <tr> <td>McDougall</td> <td>Yes</td> <td>Rader</td> <td>Yes</td> </tr> <tr> <td>Stevens</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> | McDougall | Yes | Rader | Yes | Stevens | Yes | Swerdlow | Yes | Tankersley | Yes | Motion carried. | | <p>M.S.C., (Swerdlow/Stevens), the SGMHD Board of Directors approved the policies and procedures as submitted.</p> |
| McDougall | Yes | Rader | Yes | | | | | | | | | | | |
| Stevens | Yes | Swerdlow | Yes | | | | | | | | | | | |
| Tankersley | Yes | Motion carried. | | | | | | | | | | | | |
| <p>General Information</p> | <p>None.</p> | | | | | | | | | | | | | |
| <p>Adjourn to Closed Session</p> | <p>Chair Shannon McDougall, reported the items to be reviewed and discussed and/or acted upon during Closed Session will be:</p> <ul style="list-style-type: none"> ➤ Proposed Action–Approve Medical Staff Credentialing. <p>The meeting adjourned to Closed Session at 7:13 pm.</p> | | | | | | | | | | | | | |
| <p>Reconvene to Open Session</p> | <p>The meeting was reconvened to Open Session at 7:15 pm.</p> <p>At the request of Chair Shannon McDougall, Ariel Whitley reported on the actions taken/ information received during closed session as follows:</p> <ul style="list-style-type: none"> ➤ Approved Medical Staff Credentialing | | | | | | | | | | | | | |
| <p>Future Agenda Items</p> | <ul style="list-style-type: none"> • None | | | | | | | | | | | | | |

| AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP |
|--------------------|---------------------------------------|--------------------|
| | | |
| Adjournment | The meeting was adjourned at 7:16 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.

TAB B

SAN GORGONIO MEMORIAL HOSPITAL

Medical Staff Services Department

M E M O R A N D U M

DATE: August 28, 2024

TO: Chair
Governing Board

FROM: Raffi Sahagian, M.D., Chairman
Medical Executive Committee

SUBJECT: MEDICAL EXECUTIVE COMMITTEE REPORT

At the Medical Executive Committee held this date, the following items were approved, with recommendations for approval by the Governing Board:

Approval Item(s):

CT Contrast Policy - 2024 Annual Approval

All CT examinations will with contrast will be completed per this policy and protocol, pending appropriate workflow (See attached).

TAB C

POLICIES AND PROCEDURES FOR BOARD APPROVAL - Hospital Board Meeting September 3, 2024

| | Title | Policy Area | Owner | Workflow Approval |
|----|--|----------------------------|--------------------------|---|
| 1 | Abbreviations; Approved and Do Not Use | Administration 2 | Administration | Ariel Whitley for Hospital Board of Directors |
| 2 | Associate Education | Education 2 | Education | Ariel Whitley for Hospital Board of Directors |
| 3 | Associate Education - Competence Assessment Process | Education 2 | Education | Ariel Whitley for Hospital Board of Directors |
| 4 | Business Associate Agreement (BAA) | HIPAA Privacy 2 | HIPAA Privacy | Ariel Whitley for Hospital Board of Directors |
| 5 | Confined Space Entry | Facilities 2 | Facilities | Ariel Whitley for Hospital Board of Directors |
| 6 | Continuing Education Courses | Education 2 | Education | Ariel Whitley for Hospital Board of Directors |
| 7 | Education Department Performance Improvement | Education 2 | Education | Ariel Whitley for Hospital Board of Directors |
| 8 | Obtaining Authorization For Use or Disclosure of Protected Health Information | HIPAA Privacy 2 | HIPAA Privacy | Ariel Whitley for Hospital Board of Directors |
| 9 | Ophthalmic Prophylaxis of the Newborn | Obstetrics 3 | Obstetrics | Ariel Whitley for Hospital Board of Directors |
| 10 | Orientation Objectives | Education 2 | Education | Ariel Whitley for Hospital Board of Directors |
| 11 | Quiet Time | Administration 2 | Administration | Ariel Whitley for Hospital Board of Directors |
| 12 | Radiation Safety Program Caution Signs, Labels and Warning Devices | Radiation Safety Program 3 | Radiation Safety Program | Ariel Whitley for Hospital Board of Directors |
| 13 | Release of Information, Without Patient Authorization, to the News Media (General Patient) | Medical Records 2 | Medical Records | Ariel Whitley for Hospital Board of Directors |
| 14 | Schedules and Staffing: Calling Off, Shift Trade (Swap), On-Call, Canceling | Nursing 1 | Nursing | Ariel Whitley for Hospital Board of Directors |