

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

June 1, 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
Edward Birn
Zennia Pecina
Dr. Vincent Duenas
Dr. Kozue Shimabukuro
Dr. Friedrich Bieling
Benita Manglona (Off-island)

All Other(s):

Dr. Michael Um
Joe Rosario – MRE, Inc.

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 and timely 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 6:07 p.m. on Thursday, June 1, 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>February 23, 2017</u>	A draft of the February 23, 2017 meeting minutes was 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. NEW BUSINESS				
A. <u>Resolution 2017-25, Relative to Approving 46 News Fees and Updating 8,515 Professional Fees</u>	Trustee Terlaje motioned and it was seconded by Trustee Posadas to approve Resolution 2017-25. The motion carried with all ayes.	All Trustees	None	Approved/ Closed
B. <u>Resolution 2017-26, Relative to Correcting Accounts Receivables to Reflect Active Balances</u>	Trustee Waibel motioned and it was seconded by Trustee Terlaje to approve Resolution 2017-26. The motion carried with all ayes.	All Trustees	None	Approved/ Closed
C. <u>Ratification of Approval of the FY-2018 Budget Proposal presented at the 03/27/17 Working Session</u>	Trustee Posadas motioned and it was seconded by Trustee Waibel to ratify approval of the Hospital's FY-2018 Budget Proposal. The motion carried with all ayes.	All Trustees	None	Approved/ Closed

D. <u>2016 Life Safety Management Plan Evaluation</u>	Trustee Waibel motioned and it was seconded by Trustee Posadas to approve the 2016 Life Safety Management Plan evaluation. The motion carried with all ayes.	All Trustees	None	Approved/ Closed
E. <u>2016 Medical Equipment Management Plan Evaluation</u>	<p>The issue of missing equipment was raised. It was explained that equipment would be assigned to a department/unit and then be loaned to another making it difficult to trace its location.</p> <p>A suggestion to implement a color code system was made to improve the tracking process.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Posadas to approve the 2016 Medical Equipment Management Plan Evaluation. The motion carried with all ayes.</p>	All Trustees	None	Approved/ Closed
F. <u>2016 Utility Systems Management Plan Evaluation</u>	Trustee Waibel motioned and it was seconded by Trustee Posadas to approve the 2016 Utilities Management Plan Evaluation. The motion carried with all ayes.	All Trustees	None	Approved/ Closed
IV. OLD BUSINESS				
A. <u>GMH We Care Charity Fund Updates</u>	<p>Dr. Shimabukuro reported that she had worked with legal counsel to finalize the We Care Charity Fund Bylaws as suggested by the Board of Trustees. Some revisions included making the bylaws general and developing procedures or protocols internally for the actual review process.</p> <p>It was mentioned that the review committee consisted of representation from guest relations and social services.</p> <p>Dr. Shimabukuro and Dr. Um provided further clarifications to queries regarding the case review process, fundraising methods, and the collaboration with the GMH Volunteers Association to name a few.</p> <p>Trustee Terlaje motioned and it was seconded by Trustee Davis to approve the We Care Charity Fund Bylaws as presented. The motion carried with all ayes.</p>	Dr. Shimabukuro	None	Approved/ Closed

V. BOARD SUB-COMMITTEE REPORTS

<p>A. <u>Joint Conference and Professional Affairs (JCPA) Subcommittee</u></p>		Trustee Terlaje	None	Approved/ Closed
<p>1. Resolution 2017-27, Relative to the Reappointment of Active Medical Staff Privileges (exp. 03/31/19) for:</p> <ul style="list-style-type: none"> • Michael W. Cruz, MD • Ricardo Eusebio, MD • Glenn Cunningham, MD <p>Resolution 2017-28, Relative to the Appointment of Provisional Medical Staff Privileges (03/31/18) for:</p> <ul style="list-style-type: none"> • Linh Tieu, DO • Anu Vijayakumar, MD <p>Resolution 2017-29, Relative to the Reappointment of Active Associate Medical Staff Privileges (exp. 03/31/19) for:</p> <ul style="list-style-type: none"> • James W. Murphy, MD 	<p>Trustee Posadas motioned and it was seconded by Trustee Waibel to approve Resolutions 2017-27 through 2017-28 as presented. The motion carried with all ayes.</p>			
<p>2. Resolution 2017-51, Relative to the Reappointment of Active Medical Staff Privileges (exp. 04/30/19) for:</p> <ul style="list-style-type: none"> • Eugene De Guzman, MD • Alix Chenet, MD • Young Chang, MD • Jeffrey Cruz, MD • Kamala Thanapandian, MD 	<p>Trustee Waibel motioned and it was seconded by Trustee Davis to approve Resolution 2017-51 as presented. The motion carried with all ayes.</p>			
<p>Resolution 2017-52, Relative to the Appointment of Provisional Medical Staff Privileges (04/30/18) for:</p> <ul style="list-style-type: none"> • Miran Ribati, MD 	<p>Trustee Posadas motioned and it was seconded by Trustee Davis to approve Resolution 2017-52 as presented. The motion carried with all ayes.</p>			
<p>Resolution 2017-53, Relative to the Appointment of Active Associate Medical Staff Privileges (exp. 04/30/19) for:</p> <ul style="list-style-type: none"> • Alan Garvin, MD 	<p>Trustee Waibel motioned and it was seconded by Trustee Davis to approve Resolution 2017-53 as presented. The motion carried with all ayes.</p>			
<p>Resolution 2017-54, Relative to the</p>	<p>Trustee Waibel motioned and it was seconded by</p>			

<p>Reappointment of Allied Health Professional Staff Privileges (exp. 04/30/19) for:</p> <ul style="list-style-type: none"> • Sheri Foote, CNM • Jeanelle Martinez, CNM <p>Resolution 2017-55, Relative to the Reappointment of Active Medical Staff Privileges (exp. 05/31/19) for:</p> <ul style="list-style-type: none"> • Fernan De Guzman, MD • Hugo Koo, MD • Juwen Lin, MD <p>Resolution 2017-56, Relative to the Reappointment of Allied Health Professional Staff Privileges (05/31/19) for:</p> <ul style="list-style-type: none"> • Ramona Domen, CRNA 	<p>Trustee Posadas to approve Resolution 2017-54 as presented. The motion carried with all ayes.</p> <p>Trustee Posadas motioned and it was seconded by Trustee Waibel to approve Resolution 2017-55 as presented. The motion carried with all ayes.</p> <p>Trustee Waibel motioned and it was seconded by Trustee Posadas to approve Resolution 2017-56 as presented. The motion carried with all ayes.</p>			
<p>B. <u>Quality and Safety Subcommittee</u> 1. A-PC1000, Two Midnight Rule Policy</p>	<ul style="list-style-type: none"> • Trustee Posadas explained that this policy was developed to address CMS criteria for admissions. <p>Trustee Davis motioned and it was seconded by Trustee Waibel to approve Policy A-PC1000 as printed.</p> <ul style="list-style-type: none"> • Trustee Posadas informed the committee that the Hospital continued with its performance improvement activities. She also stated that action plans were being developed as issues arose. 	Trustees Posadas	Updates to be reported at the next scheduled meeting.	Informational
<p>C. <u>Human Resources Subcommittee</u> 1. Resolutions 2017-30 through 2017-48, Relative to Retirements for the following individuals:</p> <ul style="list-style-type: none"> • Nerissa G. Agag, Medical Equipment Technician • Mohammad T. Ashraf, Accounting Technician I • Frances G. Brown, Rehabilitation Technician I • Eleuterio V. Camat, Emergency Room Technician 	<p>Trustee Posadas motioned and it was seconded by Trustee Davis to approve the resolution as presented. The motion carried with all ayes.</p> <p><i>Mr. Camacho mentioned that retirees were usually presented their resolution during Hospital Week, but HR was looking at presenting them more timely (i.e., at the point of retirement).</i></p>	Trustees Waibel and Posadas	Updates to be reported at the next scheduled meeting.	Approved/ Closed


<ul style="list-style-type: none"> • Nida v. Castro, Ward Clerk • Lyn P. Ceria, Medical Laboratory Technician II • Doris Jean A. Cruz, Accounting Technician Supervisor • Perlita E. Cruz, Rehabilitation technician III • Luz C. David, Hospital LPN I • Mercedita I. Estira, Staff Nurse II • Rowena Fuertes, Staff Nurse II • Eleanor M. Nauta, Staff Nurse II • Gregory C. Paulino, Hospital Pharmacy Technician II • Cecilia C. Quitugua, Hospital Environmental Services Supervisor • Christina L.B. Quitugua, Computer Operator Supervisor • Vicente J. Quitugua, Guard • Marylene K. Robang, Nurse Aide II • Patricia S. Sanchez, Medical Records Clerk • Sabina I. Tajeron, Staff Nurse II <p>2. Resolution 2017-57, Relative to Approving a 2% Differential Job Differential Pay Pilot Program for Nurses in the Adult Intensive Care Unit (ICU) needed to Attract Nurses into a Unit Highly Specialized in Caring for Critically Ill Adult Patients</p> <p>3. Resolution 2017-58 Relative to the Creation of the Long Term Care Administrator (SNF)</p> <p>4. Resolution 2017-59, Relative to the Amendment of the Hospital</p>	<p>Trustee Waibel explained that this resolution was developed to address the issues with recruiting nurses for the ICU and other specialty areas. She pointed out that this program would be implemented in the ICU and assessment would be done to determine its effectiveness.</p> <p>Trustee Posadas motioned and it was seconded by Trustee Davis to approve the resolution as presented. The motion carried with all ayes.</p> <p>Trustee Waibel noted that the creation of the position was a requirement under CMS.</p> <p>Trustee Terlaje motioned and it was seconded by Trustee Davis to approve the resolution as presented. The motion carried with all ayes.</p> <p>Trustee Waibel explained that this resolution revised the standards and requirements for</p>			
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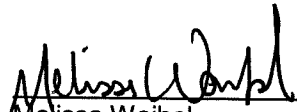
<p>Environmental Services Technician I Position</p> <p>5. Resolution 2017-60, Relative to the Creation of the Director of Hospital Business Development and Strategic Planning Position</p>	<p>recruiting purposes. It was noted that there was no financial impact on the hospital.</p> <p>Trustee Davis motioned and it was seconded by Trustee Posadas to approve the resolution as presented. The motion carried with all ayes. Trustee Waibel noted that this position was unclassified and that targets would be developed for the individual who fills this position.</p> <p>Trustee Posadas motioned and it was seconded by Trustee Davis to approve the resolution as presented. The motion carried with all ayes.</p>			
<p><u>D. Facilities, Capital Improvement Projects (CIP), and Information Technology Subcommittee</u></p> <p>1. Resolution 2017-49, Relative to Completing GMHA RFP No. 001-2016, Hospital Rooftop Solar PV Project Funded by the Department of the Interior (DOI), Office of Insular Affairs' Empowering Insular Communities (EIC) Grant Program, GUAM-EIC-2015-2</p>	<p>Trustee Waibel motioned and it was seconded by Trustee Posadas to approve Resolution 2017-49. The motion carried with all ayes.</p> <p><i>Mr. Camacho mentioned that the Office of the Attorney General would not approve the packet until this resolution was provided.</i></p> <p><u>Other Discussions:</u></p> <ul style="list-style-type: none"> • Trustee Davis informed the committee that projects were progressing and that there were no risks foreseen at the time. • Mr. Camacho noted that the Hospital had submitted a formal letter to CMS regarding the status of the SNU Walkway Project. • Mr. Camacho noted that the USDA had approved the format used to prepare the packet, but had also issued a provision requiring the government to seek interim financing. He stated that the Guam Economic Development Authority would be submitting a request for consideration to the USDA. 	Trustees Davis	Updates to be reported at the next scheduled meeting.	Informational

E. <u>Governance, Bylaws and Strategic Planning Subcommittee</u>	Trustee Waibel informed the Board that the committee continued working on revisions to the 2018-2020 Strategic Plan Environmental Assessment.	Trustees Waibel and Terlaje	Updates to be reported at the next scheduled meeting.	None
F. <u>Finance and Audit Subcommittee</u> 1. Resolution 2017-50, Relative the Signing of a Remote Deposit Capture Agreement with bank of Guam	Trustee Davis motioned and Trustee Waibel seconded to approve Resolution 2017-50 as presented. The motion carried with all eyes. <u>Others:</u> Chairman Mr. Lizama made note that the Finance & Audit Subcommittee last met on April 21, 2017. He deferred the financial to the CFO's report.	Trustee Lizama	Updates to be reported at the next scheduled meeting.	Deferred
VII. ADMINISTRATORS' REPORTS				
A. <u>Hospital Administrator/CEO</u>	Mr. Camacho provided his written report and highlighted the following: <ul style="list-style-type: none"> • The Hospital had met with Noridian Healthcare solutions and discussed DRGs. The plan was to request for information (via a FOIA request) to compare what is being done in Hawaii with Guam. This would help determine if the transition to DRG status would be beneficial for GMH. • The Community Health Briefings have been postponed until further notice. • He had attended a "Summit to End Veterans Homelessness" and obtained information for potential community partners. This was an opportunity to help address the situation with social cases at the Skilled Nursing Unit. 	Mr. Camacho	Updates to be reported at the next scheduled meeting.	Informational
B. <u>Associate Administrator of Medical Services</u>	Dr. Shimabukuro reported that the following: <ul style="list-style-type: none"> • The Utilization Review Committee was resurrected and was presently reviewing certain areas where improvements were needed (e.g., blood transfusions, medication reimbursements, etc.). • The anesthesia department was now stabilized. There are a total of four physicians and three certified nurse anesthetists providing coverage for 	Dr. Duenas and Dr. Shimabukuro	Updates to be reported at the next scheduled meeting.	Informational

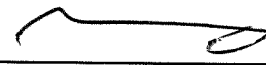
	<p>anesthesia services.</p> <p>She mentioned that discussions were ongoing regarding the possibility of implementing a “closed” membership for the Department of Anesthesia. Doing so would address issues concerning liabilities involving privileged practitioners who were not employed or contracted to provide services at the Hospital.</p>			
C. <u>Associate Administrator of Professional Support Services</u>	Dr. Shimabukuro mentioned that discussion continued on the plans to expand outpatient services.	Dr. Shimabukuro	Updates to be reported at the next scheduled meeting.	Informational
D. <u>Assistant Administrator of Nursing Services</u>	<p>Ms. Pecina reported the following:</p> <ul style="list-style-type: none"> • The census in the regular floors decreased; however, there was an increase in the critical areas. • There were two (2) Crisis Prevention Institute certified individuals on staff. • The Nursing Clinical Ladder was under review at the Human Resources subcommittee level. • EPOWERdoc was scheduled to “go-live” in the emergency Room. 	Ms. Pecina	Updates to be reported at the next scheduled meeting.	Informational
E. <u>Chief Financial Officer</u>	<p>Mr. Birn submitted his report and highlighted the following:</p> <ul style="list-style-type: none"> • revenues were 1% below compared to last year due to the change in the census; • both revenues and collections had increased; • cost was relatively steady with the most significant change being contractual adjustments; • the Hospital presented its FY-2018 budget proposal to the legislature with \$33M operating cash and \$5.3M capital expenditure requirements; and • the charge master was synchronized with Craneware and Craneware would be used as the main tool for charges. 	Mrs. Manglona and Mr. Birn	Updates to be reported at the next scheduled meeting.	Informational

F. <u>Medical Staff President</u>	There was no report provided.	Dr. Bieling	Updates to be reported at the next scheduled meeting.	Informational
VIII. PUBLIC COMMENT				
	There were no public comments.	All Trustees	None	None
IX. ADJOURNMENT				
	There being no further business matters to discuss, Chairman Mr. Lizama declared the meeting adjourned at 9:09 p.m.	Trustee 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 June 1, 2017 regular session meeting was accepted and approved by the GMHA Board of Trustees on this 13th day of December, 2017.

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