

**Redbud Health Care District  
Special Meeting Board of Directors  
June 7, 2012**

Present: Conrad Colbrandt, Sue Burton, John Eckhardt, Mark Holloway, Fred Poucher

Chairman Conrad Colbrandt convened the meeting at 10:31 a.m.

**Discuss and Consider Fiscal Year 2013 Budget**

The budget was reviewed and Mark explained basically we did what we do every year, which is taking the figures and we added or subtracted some according to the need. The legal fees are greater because of the need to redraw election zones for RHCD. Another employee was added to the payroll and a computer was purchased. The cost for setting up a web site was included. Basically the two items for the increase are the legal fees and establishment of a web site.

**MOTION**, by Sue Burton, accept the Fiscal Year 2013 Budget as presented. Seconded by Fred Poucher. Motion carried.

**Discuss and Consider Implementing a Web Site**

Fred has been working on a web site for the District and he has assembled an eight page interesting and informative description of the purpose and need for RHCD; history regarding the sale of the Redbud Community Hospital; the name and zones of the Board of Directors; District map; Grant Program; listing of Board members; Board meetings and financial information. The Board felt that instead of putting in telephone numbers for the Directors, that their E-mail address is entered as follows: First name middle [initial@redbudhealth.org](mailto:initial@redbudhealth.org)

The Board had previously agreed to secure a quotation for a bid to establish and maintain a web site. Fred reported he has given Lake County Websites figures they need in order to submit a quote. Fred informed them that RHCD would need an eight page website but they are accustomed to 5 pages. They charge \$50.00 for each extra page.

The quotation received from Lake County Websites is in the amount of \$1,019.40 for one year that included the following:

Custom 5 page website - includes layout and custom logo header - \$495.00

Extra 1 page for website - \$150.00

Web hosting (includes 112 hour of updates per month) - \$359.40

Domain name registration - [www.redbudhcd.org](http://www.redbudhcd.org)- \$15.00

Website hosting and domain registration are yearly.

Lake County Web sites has already registered our domain as redbudhcd.org

**MOTION**, by Sue Burton, accept the bid received from Lake County Websites and use the verbiage that Fred Poucher has put together to be put on the layout and design. Seconded by John Eckhardt. Motion carried.

Conrad noted that a web site monitoring committee should be established so that when we do an update, that will be taken to the Board. Because of the expertise Fred has regarding web sites, the following action was taken.

**MOTION**, by Sue Burton, Fred Poucher to be assigned Chairman of the Web Site Committee and when necessary call for assistance from other members. Seconded by John Eckhardt. Motion carried.

At this time, David Santos, Vice President of Operations at the Hospital, and Claudia Helms, R.N., Supervisor of the Emergency Department. They were scheduled to meet with the Board today to talk about the new Emergency Department.

He explained they are here to talk about the Emergency Department, but wants to come back to talk about other concerns you may have. He noted that one of the things that they are proud of is the Live Well Clinic that was their primary project over the past year and a half. In the last ten months the E.D. has been their primary project and that will change everything such as how they treat patients and what patients they treat. It has spawned off a number of issues.

They thought seriously about their food service and how to treat consultative services. The hallways need to be done and we want our hospital to be ready. The rest of it needs to share in it and not just create new physicians and new services. They are creating more private rooms so that the families have more privacy and will probably go to 22 beds instead of 25 beds. Their average daily census is 19. If the hospital is full, the patient is transferred to St. Helena, Santa Rosa or Ukiah.

He commented that they do not have a lot of programs and that they have general surgery, general medicine and OB, however there are many services that could be provided other than surgical services. They provide as much as they can with telemedicine. Their physicians can subscribe to telemedicine and a simple prescription can do the job. They want their patients in this county to think of St. Helena Hospital Clearlake first as their first option for care.

Sue mentioned this area has a beautiful renal dialysis center that is full, however there is not a specialist there and David commented they are attempting to create a network. He stated that they are looking at and reviewing their medical staff options. This topic has come up and they will look at it.

Conrad expressed concern regarding the helicopter since it creates an issue with the wires in bad weather. David remarked he had a conversation with REACH and was told this was more complicated than it looks on the surface and would be a major investment to tackle.

He said they were out of time and needed to get back to the Hospital. He said that Claudia would now speak and give an update regarding the progress of the E.D.

He thanked the Board for their Grant of \$1,000,000.00 for the new E.D. which he felt is indicative of their support of the Hospital.

Claudia then gave an update regarding the construction of the E.D. She reported that they are ahead of schedule and Phase II is expected to open November 12th with the first eight private rooms and a new nursing station. The other four rooms will open when Phase III is completed and they are looking at early spring. She noted that they have been operating with 12 beds for the past 2-3 years which she felt was an accomplishment.

She reported they have a Rapid Medical Clinic Screening Program for patients who are triaged. If they are not an emergency, they are referred to the clinic or their physician. This will reduce the number of patients who will be seen in the E.D. and is a matter of educating the public. In the next few months it is predicted that the patient will take ownership and starts making decisions.

She then reported on the equipment that will be purchased for the new E.D. with the donation received by RHCD.

Ice Maker - \$4,000.00  
Level I Auto Infuser - \$10,000.00  
Fluid Warmer - \$2,000.00  
Digital read out pediatric scale - \$4,000.00

The Board had approved purchase for a combination warmer/cooler. However, Claudia commented that one has not been found but they will continue to look for one.

David and Claudia thanked the Board for their generosity.

The Board then resumed their meeting.

**Discuss and Consider Certification of Grant Terms and Conditions by Governing Body**

It was felt that clarification was needed regarding completion of this form and who was responsible for the completion. Conrad explained that instructions regarding the completion of the form was included with the Grant Agreement when it is submitted to the Organization for signature. The instructions were distributed to the Board for their information.

The Governing Board of the agency will acknowledge the conditions, purpose and obligations of the Grant.

It was understood that the Certification of Grant Terms and Conditions by Governing Body will be inserted into the Policy and Procedure Manual. This procedure is to take effect July 1, 2012.

**Discuss and Consider Certification of Compliance of Grant Terms and Conditions by Governing Body**

This item is as described above, with the instructions attached. This form is to be completed when the annual financial report is received from the Grantee and then will be submitted to the Governing Body of the agency. The Governing Body will certify that the financial report is true and correct.

The Certification of Compliance of Grant Terms and Conditions by Governing Body will be entered into the Policy & Procedure Manual. The installation of a web site will also be included in the Policy & Procedure Manual.

**Citizen Input**

None

**Board Discussion**

None

Meeting Adjourned

Respectfully submitted,

Mark Holloway, Secretary