

VCMMCC

**Ventura COHS Executive/Finance  
Committee Meeting Minutes**

**Ventura County Public Health  
2240 E. Gonzales Road, Suite 200  
Oxnard, CA 93036**

**July 14, 2010**

√	<b>Committee Members in Attendance</b>	<b>Staff in Attendance</b>
√	<b>Terrie Stanley, Co-Chair</b> Interim CEO	<b>Dee Pupa</b> , Interim Assistant Clerk of the Board
√	<b>Narcisa Egan, Co-Chair</b> Assistant Health Care Agency CFO	<b>Alison Sawyer</b> , Interim Clerk of the Board
√	<b>Anil Chawla, MD, Director</b> , Physician, Clínicas del Camino Real, Inc.	
	<b>Lanyard Dial, MD</b> , Physician, Ventura County Medical Association	
√	<b>Rick Jarvis</b> , Private Hospitals/Healthcare System	
√	<b>Michael Powers</b> , Director, Ventura County Health Care Agency	
√	<b>Catherine Rodriguez</b> , Ventura County Medical Health System	

<b>AGENDA ITEM / PRESENTER</b>	<b>MOTIONS / MAJOR DISCUSSIONS</b>	<b>ACTION TAKEN</b>
1. Call to Order Welcome and Roll Call  Terrie Stanley	<ul style="list-style-type: none"> <li>The meeting was called to order at 3:30 p.m.</li> <li>All Members present, except for Dr. Lanyard Dial.</li> <li>A quorum was present.</li> </ul> <p>Ms. Stanley welcomed everyone to the second meeting of the Ventura COHS Executive/Finance Committee.</p>	
2. Minutes of Prior Meeting  Terrie Stanley	<p>The Minutes of the June 16, 2010 Executive/Finance Committee meeting were presented for review and approval.</p> <p>Ms. Stanly noted that there had been some discussion at the full Commission meeting about acting on Committee recommendations before the Committee's minutes had been approved by the Committee. She provided counsel's opinion: as a public body, the Committee must approve its minutes in a public forum. It may elect to have a short meeting immediately preceding the Commission's meeting for the purpose of approving the minutes, or it may consider its recommendations to the Commission as adequately represented in</p>	<p>Mr. Powers made the motion to approve the minutes; Dr. Chawla seconded. <b>Approved:</b> 4-0</p> <p>Mr. Powers made the motion to call a meeting of the Committee immediately prior to the Commission meeting, in order to approve the minutes; Mr. Jarvis seconded.</p>

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	<p>the Committee Chair's reports. Commissioner Powers suggested that there was no issue, as the Committee was not taking an action but was rather making recommendations. Commissioner Chawla expressed concern that the Committee could not make motions thus producing an action item, it could only have discussions. Commissioner Rodriguez inquired if approval of the Committee minutes could be an agenda item for the Commission, given that the voting Committee members are all Commission members. Ms. Stanley responded that this would not work, as counsel had noted that the Committee itself must convene to approve the minutes. Mr. Jarvis recommended meeting immediately prior to the Commission meeting, other members concurred.</p>	<p><b>Approved:</b> 4-0</p>
<p>3. Financial Update and Board Recommendation of Fiscal Year</p> <p>Narci Egan Terrie Stanley</p>	<p>Recommendation: Recommend to the Commission at its next meeting that Ventura COHS's fiscal year corresponds to the State of California's fiscal year – currently July 1 - June 30.</p> <p>Co-Chair Egan informed the Committee that the COHS is in the process of applying for a tax ID number which requires establishing the Fiscal Year. The timing of the State fiscal year (July 1 – June 30), the Federal fiscal year (Oct 1 – Sept 30), and the other COHS' choices for fiscal years were considered (three use July 1 - June 30, two use January 1 – December 31). Ms. Egan commented that it is more favorable to parallel with the State as it supports synchronization in the budget processes. Commissioner Jarvis expressed concern about the timing, noting that the budget process would need to start much earlier. Ms. Stanley mentioned that the state budget is proposed in January and officially revised in May. These documents contain usable projections and assumptions. Mr. Jarvis expressed the need for the most current information. Ms. Stanley confirmed that this timeframe will work the best it can, given the current situation. She noted that sometimes it is necessary to go back and adjust. Ms. Rodriguez asked about the term of the contract with the State. Ms. Stanley stated that it has a three-year term but rates can be adjusted annually. Off-cycle adjustments can be made if</p>	<p>Dr. Chawla made the motion to approve the recommendation, Mr. Powers seconded.</p> <p><b>Approved:</b> 4-0</p>

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	necessary. She informed the Committee that the rate development process is a thorough, detailed process.	
<p>4. Staffing Update</p> <p>Terrie Stanley</p>	<p>Ms. Stanley provided a Recruitment Update memo from Jennifer Bower, Regional Government Services (RGS) Human Resources Consultant. In reviewing the memo, Ms. Stanley noted that the recruitments for the CEO, CFO, and CMO have been posted in various places including websites and professional publications. In addition, other plans are being contacted for any recommendations they might have. The recruitments have closing dates due to the time urgency. As point of information for the Committee, Ms. Stanley noted that she has submitted her own application for the position of CEO.</p> <p>Ms. Stanley briefly reviewed the benefits that RGS offers to employees. These include employer-paid vision, dental and life insurance, and partial employer-paid medical insurance. A defined contribution retirement plan is also included. She noted that the insurance premium rates are still in development. She commented that, while not excessive, it is a good attractive benefit package. In response to Dr. Chawla's question concerning the life insurance benefit, Ms. Stanley noted that one times annual salary is typical, with additional coverage offered as an option that the employee may elect to pick up.</p>	<p>Informational Only</p>
<p>5. Revised Roles and Responsibilities of Committee</p> <p>Terrie Stanley</p>	<p>Recommendation: Approve the revised duties of the Committee.</p> <p>Ms. Stanley reminded the Committee that at its last meeting, it had discussed expanded and revised duties. She noted that she had revised the attached document to include the recommended items. In response to a question, she noted that the revisions included bringing forth the Committee's evaluation of the CEO's performance to the full Commission for action. In confirming the Committee's 2010 schedule as approved at the last meeting, Ms. Stanley noted that she would add the following to the schedule: short meetings immediately prior to each Commission meeting as needed for the purposes of approving the Committee minutes.</p>	<p>Mr. Powers made the motion to approve the recommendation; Dr. Chawla seconded.</p> <p><b>Approved: 4-0</b></p>

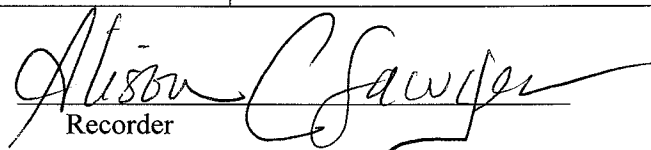
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<p>6. State Deliverables Update</p> <p>Terrie Stanley</p>	<p>Ms. Stanley provided an update on the status of State deliverables. She informed the Committee that the rates still have not been received from the State. She noted that she had discussed the issue with the Contract Manager and did not get a clear sense of why the rates have not been received. She informed the Committee that they are apparently developed but waiting for “sign-off”. Ms. Stanley expressed concern, noting that the COHS has entered into contracts in good faith. The Contract Manager was unable to provide a time commitment.</p> <p>Ms. Stanley stated that the delay is extremely problematic. Mr. Powers commented that it significantly impacts the go-live date. He suggested that communication with the State concerning this issue be documented in writing as the timing of implementation is now affected.</p> <p>Concerning deliverables to the State, Ms. Stanley informed the Committee that she has been working with ACS on development. In addition, P&amp;Ps from other plans have been obtained—the requirements are very similar although they will be customized. The P&amp;Ps will have to go to the UM Committee for review and approval. Ms. Stanley anticipates this committee to be established after the CMO is brought on board. She noted that the implementation plan has been shared with the State and it looks good. However, individual documentation for each standard will still need to be developed and submitted to the State, and they will need to sign-off.</p>	<p>Informational Only</p>
<p>7. Counsel Selection</p> <p>Terrie Stanley</p>	<p>Recommendation: Bring forth to Commission an Agreement for Specialty Health Care Counsel with Tin Kin Lee.</p> <p>Noting that Mr. Lee had been of great assistance in developing the administrative contract with ACS, Ms. Stanley presented her recommendation to engage Mr. Lee as the COHS counsel. In reviewing his curriculum vitae, she stated that he was very qualified with a wealth of knowledge. He has experience with public plans, both other COHS and local initiatives plans. In addition, because it is a non-profit and a start-up, he is willing to decrease his hourly rate for</p>	<p>Dr. Chawla made the motion to approve the recommendation, Mr. Powers seconded.</p> <p><b>Approved:</b> 4-0</p>

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	<p>the COHS. Ms. Stanley commented that another individual attorney had been considered, as had Hooper Lundy but Mr. Lee was the best choice. In response to Ms. Rodriguez question inquiring if he would attend every Commission meeting, Ms. Stanley noted that he would not need to attend every meeting but, initially, it would help bring him up to speed. Mr. Powers asked if references were obtained. Ms. Stanley noted that Alameda Health Plan and Fresno-Madera-Kings Regional Health Authority were contacted and both gave good references. Dr. Chawla asked if he would be involved in negotiating rates. Ms. Stanley said that typically he would not, unless contract issues came up. In response to a question from Mr. Jarvis, Ms. Stanley said that the agreement with Mr. Lee would be not be open-ended. Dr. Chawla asked if he would be on retainer. Ms. Stanley stated he would be hourly.</p> <p>In response to Mr. Jarvis's question, Ms. Stanley noted that it was her understanding that three bids were to be solicited, as opposed to three RFPs.</p> <p>In summary Ms. Stanley commented that Mr. Lee was a better fit, a little more an advocate in getting favorable language in the contract. The references agreed that he was responsive and kept the plan's best interest in mind. Mr. Jarvis inquired if he would be the one providing services, rather than an associate. Ms. Stanley said it would be Mr. Lee although he does work with other attorneys and can call on them when needed.</p>	
<p>8. Office Space Selection</p> <p>Terrie Stanley</p>	<p>Recommendation: Bring forth a recommendation to Commission for office location.</p> <p>Ms. Stanley informed the Committee that she looked at a number of locations for appropriate space to house the 39 staff expected to be hired in the near future. Search criteria were: central location, sufficient size, proximity to public transportation, minimal improvements needed, security, and parking. Ms. Stanley noted that she focused on the Oxnard area as it has a large beneficiary population and is centralized. She looked at places accompanied</p>	<p>Mr. Powers made the motion to approve the recommendation, Dr. Chawla seconded.</p> <p><b>Approved:</b> 4-0</p>

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	<p>brokers and lease representatives. Reviewing a summary of comparisons handout with the Committee, she noted that the location that met all the requirements and was the most cost-effective is a county-owned building at 2220 E. Gonzales. Mr. Jarvis asked how negotiable the prices are with a five-year lease. Ms. Stanley said that many of the listed prices were negotiated down from original. There was some discussion concerning the delay in receiving rates from the State and language in the lease contract. Mr. Powers commented that it was significant that there were no tenant improvement required at this location.</p>	
<p>9. Process for Selection of Name</p> <p>Terrie Stanley</p>	<p>Recommendation: Develop a plan to bring forward to the next Commission meeting that will outline the process for name selection for the Ventura COHS.</p> <p>Ms. Stanley reminded the Committee that the Commission had suggested that other options be looked at--something that focuses on the mission. She expressed a concern that seeking outside professional help might be too costly. HCA PIO Shelia Murphy was called upon to report what the association of public information officers had said when they were asked to consider the existing options. She said that they were still considering the issue, but that their initial impression was (1) "CHOICE" did not have meaning to them, (2) "CHOICE Health Plan" was too long, and (3) the name should be related to health care.</p> <p>Dr. Chawla suggested "Buenaventura Health Plan"</p> <p>Mr. Powers suggested a community survey -- informal or formal, perhaps asking public/private providers. Mr. Jarvis commented that it would be a good idea to have an option to present at the next Commission meeting. He suggested Committee members asking their marketing departments, where available.</p> <p>There was further discussion concerning hiring professional help, but the general consensus was to do an informal survey of external community sources (marketing departments, providers, beneficiary clients) to begin with.</p>	<p>Ms. Rodriguez made the motion to proceed with getting additional input from the community on the selection of a name; Mr. Jarvis seconded.</p> <p><b>Approved:</b> 4-0</p>

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10. Final Comments from Commissioners  All	No Final Comments	
11. Public Comment/Correspondence  Open	No Public Comment or Correspondence	
12. Adjourn  Chair	Ms. Stanley adjourned the meeting at 4:30 p.m.	

Submitted by:

  
Recorder