



**California Critical Access
Hospital Network (CAAHN)**
September 26, 2011 Meeting Minutes
Advisory Board Meeting via WebEx

Members in Attendance

Raymond Hino – Mendocino Coast District Hospital
David Yarbrough – Biggs-Gridley Memorial Hospital
Gary Boyd – Mammoth Hospital
Siri Nelson – Sutter Lakeside Hospital
Alan Burgess – Tehachapi Valley Healthcare District
Brenda Compton (for Doug Self) – Seneca Healthcare District
Monica Derner – Modoc Medical Center
Jim Knight – John C. Freemont Healthcare District
Joe Rogers – Redwood Memorial Hospital

Others in Attendance

Carolyn Bruce – CCAHN ED
Scot Mitchell – CCAHN VP
Steve Hubbard – CCAHN CFO
Bobbie Orchard – CCAHN Office Manager

Stephen Day – CCAHN IT Director
Lynn Barr - TIRHR
Jennifer Newman – CHA CFO

Call to Order

Raymond Hino called the CCAHN Advisory Board special meeting to order at 1:05 pm. Raymond welcomed everyone and gave a brief overview of the project with Tahoe Institute for Rural Health Research (TIRHR).

General Business

Lynn Barr needs to have several items approved by CCAHN prior to September 30, 2011. CCAHN's role with TIRHR, as per the HRSA Grant Application, is as follows:

- **Scope of Services:** CCAHN will provide governance, evaluation, and oversight services to TIRHR. These services will facilitate best practice communications, provide unbiased evaluation, peer support, and oversight for the project. All TIRHR activities will be evaluated and reported back to CCAHN on a quarterly basis. CCAHN will also conduct independent quarterly surveys of the membership to measure member satisfaction and soft outcomes. In addition, CCAHN will also provide programmatic and financial oversight and evaluation management for the TIRHR program. TIRHR will provide CCAHN with project plans and budgets for approval, and will provide quarterly updates of progress against goals.
- **Compensation:** \$20,000 per year shall be paid to CCAHN for their services. This amount will be paid on a quarterly basis at \$5,000 per quarter.
- **Term:** September 1, 2011 through August 31, 2014.

CAAHN will conduct quarterly surveys of the membership to assess how TIRHR is doing. The survey results will be sent to TIRHR with a bill from CCAHN every quarter. Lynn will provide members with a "cheatsheet" of TIRHR services so members know what they should be evaluating TIRHR on.

Executive Director Position

Lynn gave a brief overview of the Executive Director job description and expressed her desire to offer the position to Margaret Leonard.

A motion was made to approve the Executive Director job description for TIRHR and offer the position to Margaret Leonard. Motion by: Matt Rees, Second by: David Yarbrough.

Alan Burgess suggested that the motion be split into two (2) motions.

The above motion was amended as follows:

A motion was made to approve the Executive Director job description for TIRHR. Motion by: Matt Rees, Second by: David Yarbrough. All Advisory Board members present voted, motion passed.

A motion was made to approve offering the Executive Director position for TIRHR to Margaret Leonard. Motion by: Siri Nelson, second by: David Yarbrough. All Advisory Board members present voted, motion passed.

Budget

Lynn gave a brief overview of the budget for TIRHR as submitted in the HRSA grant application. The final budget is not yet complete and not ready for approval by CCAHN at this time. Lynn will complete the budget and email the Advisory Board for approval.

The HRSA grant is a three (3) year grant. The budget submitted to HRSA was only for one (1) year, but it should be pretty much the same for the other two (2) years.

A motion was made to table the budget approval to a later date. Motion by: Matt Rees, Second by: David Yarbrough. All Advisory Board members present voted, motion passed.

Network Expansion

Lynn asked the Advisory Board for their feelings on expanding the network to all rural hospitals. Can we market outside the original 15? Can we expand to any rural hospitals in California?

Discussion: General consensus of the Advisory Board is to allow it, as long as it helps build the network in a positive way and it is expanded to CAHs first. In order to expand it, HRSA would have to be notified and approve the additions. Lynn would also like to add Peggy Broussard Wheeler to the Governing Board.

A motion was made to expand TIRHR to all rural hospitals. Motion by: Gary Boyd, Second by: Matt Rees. All Advisory Board members present voted, motion passed.

A motion was made to appoint Peggy Broussard Wheeler to the Governing Board. Motion by: David Yarbrough, Second by: Gary Boyd. All Advisory Board members present voted, motion passed.

Chief Information Officer Position

Lynn asked for a motion to hire John Hummel as the Chief Information Officer for TIRHR.

A motion was made to hire John Hummel as the Chief Information Officer for TIRHR. Motion by: Siri Nelson, Second by: David Yarbrough. All advisory Board members presented voted, motion passed.

Meeting adjourned at 2:05 pm.