



**MEETING MINUTES**  
**ANTELOPE VALLEY HEALTHCARE DISTRICT**  
**BOARD OF DIRECTORS MEETING - PUBLIC SESSION**  
Auditorium, Community Resource Center  
44151 15<sup>th</sup> St. West, Lancaster, CA 93534

**SEPTEMBER 26, 2018**

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**DIRECTORS PRESENT:**

Kristina Hong, RN, Chair  
Mateo Olivarez, 1<sup>st</sup> Vice Chair  
Phil Tusso, M.D., 2<sup>nd</sup> Vice Chair  
Don Parazo, M.D., Secretary

**DIRECTORS ABSENT:**

Abdallah Farrukh, M.D., Treasurer

**OTHERS PRESENT:**

Mike Wall, Chief Executive Officer  
Steve Baker, AVH, Inc. Community Director  
Regina Rossall, AVH, Inc. Community Director  
Kevin Von Tungeln, AVH, Inc. Community Director  
Elizabeth Balfour, Counsel  
Trisha Guerrero, Executive Secretary, Board of Directors

**SESSION IV WILL COMMENCE UPON THE ADJOURNMENT OF THE PUBLIC SESSION OF AVH, INC.**

**OPEN TO PUBLIC SESSION (SESSION IV)**

**The meeting was called to order at 8:35PM.**

**I. ACTIONS TAKEN IN EXECUTIVE (CLOSED) SESSION – Ms. Hong, Chair**

**A. Report on Actions on Claims Filed with the District (REPORT)**

Ms. Hong reported actions from closed session to include:

- Approval of executive session meeting minutes.
- Approved motion to Return as Late for claim AVHD201700943
- Approved motion to Deny Application to Submit Late for claim AVHD201801046

**B. Medical Staff Recommendations (REPORT)**

The board unanimously approved the recommendations of the medical staff.  
Ms. Hong reported a unanimous approval by the board of the Medical Staff recommendations.

**II. CONSENT CALENDAR – THE CONSENT CALENDAR, AGENDA ITEMS MAY BE ACTED UPON WITH ONE MOTION, A SECOND AND THE VOTE – Ms. Hong, Chair**

- A. Approval of Board Public Session Meeting Minutes of August 29, 2018 and September 5<sup>th</sup> and 14<sup>th</sup> of 2018 (ACTION)**
- B. Approval of Finance Committee Meeting Minutes of August 29, 2018 (ACTION) - TABLED**
- C. Microsoft Renewal (ACTION) – Mr. Butler**



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**MOTION:** Dr. Tuso made a motion to approve items A and C of the consent calendar; Dr. Parazo seconded. Item B is tabled. The motion passed unanimously.

**III. COMMITTEE REPORTS & RECOMMENDATIONS**

**A. Finance Committee – Ms. Hong**

1. Approval of August 2018 Financial Report (**ACTION**) – Dr. Nichols

**MOTION:** Mr. Olivarez made a motion to approve the August financial report; Dr. Tuso seconded. The motion passed unanimously.

**IV. BOARD EDUCATION**

- A. Brown Act and Public Official Requirements Refresher (**INFORMATION ONLY**) – Elizabeth Balfour, District Counsel**

Ms. Balfour provided a presentation covering board governance, and requirements of public officials under the Brown Act.

Public comment provided by community member, Mike Rives.

**V. NEW BUSINESS**

- A. Approval of Administrative Manual policy LD.7 entitled ANNUAL BUDGET (**ACTION**) – Ms. Salazar**  
Policy LD.7 was approved as presented to the finance committee.

**MOTION:** Mr. Olivarez made a motion to approve LD.7; Dr. Parazo seconded. The motion passed unanimously.

- B. Approval of Administrative Manual policy LD.9 entitled TICKETS AND PASSES DISTRIBUTION (**ACTION**) – Ms. Salazar**

Ms. Salazar presented policy LD.9 and which ensures the hospital meets compliance, Health and Safety Code, and Fair Political Practices Commission requirements. The Finance Committee approved LD.9 with one change to page 2. District Counsel recommended language changes to bullet point 7 to address tickets cannot be transferred for compensation.

**MOTION:** Dr. Parazo made a motion to approve policy LD.9 with counsel's recommended changes; Mr. Olivarez seconded. The motion passed unanimously.

- C. Approval of Administrative Manual policy LD.10 entitled GRANT FUNDING (COMMUNITY CONTRIBUTIONS) (**ACTION**) – Ms. Salazar**



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Ms. Salazar presented new policy LD.10. After discussion, the board tabled item C pending more discussion and revisions. A recommendation was made to create a new policy addressing sponsorships only.

- D. Approval of Administrative Manual policy LD.30 entitled USE OF HOSPITAL CREDIT CARDS (ACTION) – Ms. Salazar**

Ms. Salazar presented proposed changes to policy LD.30. After discussion, the board tabled policy LD.30. The policy will be brought back to the Finance Committee for more consideration and discussion.

Public comment provided by community member, Mike Rives.

- E. Approval of Administrative Manual policy LD.36 COMMITMENT AUTHORIZATION LIMITS, CASH CONTROLS AND CHECK SIGNING AUTHORITY (ACTION) – Ms. Salazar**

Ms. Salazar presented proposed changes to policy LD.36. After discussion, policy LD.36 will be tabled. The policy will be brought back to the Finance Committee with an amendment addressing the new sponsorship policy.

The Finance Committee will also discuss development of a new report of expenditures that will be provided to the board for review.

- F. Approval of Administrative Manual policy LD.46 TRAVEL & EXPENSE REIMBURSEMENT (ACTION) – Ms. Salazar**

**MOTION:** Mr. Olivarez made a motion to approve LD.46 with changes striking "&" from the title, and changing the approval of board education to the board treasurer; Dr. Parazo seconded. The motion passed unanimously.

- G. Approval of Human Resources Manual policy PE.1.0 BULLYING, DISCRIMINATION, HARASSMENT AND RETALIATION PROHIBITIONS AND COMPLAINT PROCEDURE (ACTION) – Ms. Salazar**

Ms. Salazar presented updates made to policy PE.1.0. After discussion the PE.1.0 was tabled to allow the Medical Staff members to review the policy for their information.

Public comment provided by the following:

Arlene Olivarez, RN

Maria Altamirana, RN

Mike Rives, Community Member

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**ANTELOPE VALLEY  
HOSPITAL**

A facility of Antelope Valley Healthcare District

**SEPTEMBER 26, 2018**

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- VI. CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Wall (INFORMATION ONLY)**
  - VII. PUBLIC COMMENT ON NON-AGENDA ITEMS**
  - VIII. ADJOURNMENT – 10:23pm**

A handwritten signature in black ink, appearing to read 'KH', written over a horizontal line.

Kristina Hong, RN, NP, Chair