



Washington Township Hospital Development Corporation

2000 Mowry Avenue, Fremont, CA 94538-1716

May 11, 2020

MEETING NOTICE

In compliance with Governor Gavin Newsom's Executive Order to further the State's efforts to reduce the risk of spread of the COVID-19 Coronavirus and reduce and minimize the risk of infection, as well as the Alameda County mandatory legal order to shelter at home, the regularly scheduled meeting of the Board of Directors of Washington Township Hospital Development Corporation will be conducted by Teleconference only on Monday, May 18th, 2020. The meeting will commence at 7:30am.

Teleconference Information:

Dial In: 1 (877) 336-1829
Participant Code: 2122606

Portions of this meeting may be held in closed session in accordance with Sections 1461, 1462, 32106 and 32155 of the California Health & Safety Code and Sections 54962 and 54954.5 of the California Government Code.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Recording Secretary at (510) 818-7839. Notification two working days prior to the meeting will enable the Recording Secretary to make reasonable arrangements to ensure accessibility to this meeting.

This notice is posted pursuant to Section 54954 of the Government Code.

By direction of the President & Chief Executive Officer
Washington Township Hospital Development Corporation

HOLLY CEDILLO
Recording Secretary

Kimberly Hartz, President and Chief Executive Officer

Ohlone College Student Health Center • Washington Medical Billing • Washington on Wheels • Washington Outpatient Rehabilitation Center
Washington Outpatient Surgery Center • Washington Radiation Oncology Center • Washington Sports Medicine
Washington Township Medical Foundation • Washington Urgent Care



Washington Township Hospital Development Corporation

2000 Mowry Avenue, Fremont, CA 94538-1716

AGENDA

BOARD OF DIRECTORS' MEETING WASHINGTON TOWNSHIP HOSPITAL DEVELOPMENT CORPORATION

Monday, May 18, 2020 – 7:30A.M.
Meeting Conducted by Teleconference
Dial In: 1 (877) 336-1829 Passcode: 2122606

Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call Holly Cedillo, Recording Secretary, at (510) 818-7839 for assistance so the necessary arrangements can be made.

- | | | PRESENTED BY: |
|-------------|---|---|
| I. | CALL TO ORDER | Chair |
| II. | ROLL CALL | Holly Cedillo,
Executive Assistant |
| III. | CONSIDERATION OF MINUTES OF
January 29, 2020 | <i>Motion Required</i> |
| IV. | COMMUNICATIONS
A. Oral
B. Written | |
| V. | PRESIDENT AND CHIEF EXECUTIVE
OFFICER REPORT | Kimberly Hartz,
President and Chief Executive
Officer |

Kimberly Hartz, President and Chief Executive Officer

In accordance with Section 1461, 1462, 32106 and 32155 of the California Health & Safety Code and Sections 54962 and 54954.5 of the California Government Code, portions of this meeting may be held in closed session.

- | | | |
|--------------|---|-------|
| VI. | CLOSED SESSION | Chair |
| | A. Report involving trade secret pursuant to Health and Safety Code, Section 32106.
Estimated public disclosure date May 2021. | |
| VII. | ADJOURN TO OPEN SESSION & REPORT ON CLOSED SESSION | Chair |
| VIII. | OPEN SESSION | Chair |
| | A. Report to Open Session | |
| | B. Action Items | |
| | 1. Consideration of replacement of air handler, roof top condensing unit and heat pump condenser at 2299 Mowry Avenue, Suite 2C. | |
| IX. | ADJOURNMENT | Chair |

NEXT MEETING: August 17, 2020

The meeting of the Board of Directors of the Washington Township Hospital Development Corporation was held on January 29, 2020 in the Conrad E. Anderson, MD Auditorium, 2500 Mowry Avenue, Fremont, California. Chairman Sah called the meeting to order at 7:37a.m.

*CALL
TO
ORDER*

Present: Russ Blowers, Steven Chan, DDS, Gloria Villasana Fuerniss, Miro Garcia, Benn Sah, M.D., and Kimberly Hartz, President and Chief Executive Officer

*ROLL
CALL*

Absent: None

Also present: Tina Nunez, Vice President of Ambulatory and Administrative Services; Chris Henry, Vice President and Chief Financial Officer; Walter Choto, Sr. Director, Ambulatory Care Services; Nicholas Kozachenko, Attorney and Holly Cedillo, Executive Assistant

Guest: Donald Pipkin, Chief of Strategic Management

A motion was made by Director Blowers, seconded by Director Chan to approve the minutes of the meeting of November 18, 2019. The motion was carried by the following vote.

*APPROVAL OF
MINUTES OF
November 18, 2019*

Ayes: Directors Blowers, Chan, Fuerniss, Garcia and Sah

Noes: None

Absent: None

Abstain: None

At its January 8, 2020 meeting, the District Board of Directors voted to reappoint the Washington Township Hospital Development Corporation Board members. A motion was made by Director Blowers, seconded by Director Fuerniss, to elect the following slate of board officers for 2020 as follows:

*ELECTION OF
OFFICERS 2020*

Benn Sah, M.D., as Chair, Kimberly Hartz as President, Steven Chan, DDS as Secretary, and Russ Blowers as Treasurer. The motion was carried by the following votes:

Ayes: Directors Blowers, Chan, Fuerniss, Garcia and Sah

Noes: None

Absent: None

Abstain: None

Ms. Hartz noted that there was no written or oral communication.

COMMUNICATIONS

Ms. Hartz shared information regarding the spread of the coronavirus within the United States. The California Department of Public Health is working closely with hospitals regarding how to address this quickly evolving issue. Within the hospital, additional screening is taking place at all entrances to ensure the safety of the patients, staff and visitors. In an effort to provide continued education, the hospital has a resource link located on the Washington Hospital Healthcare

*PRESIDENT & CHIEF
EXECUTIVE OFFICER
REPORT*

System website regarding the coronavirus which links to the Centers for Disease Control and Prevention (CDC) for the most up to date information.

*PRESIDENT & CHIEF
EXECUTIVE OFFICER
REPORT CONT'D*

Ms. Hartz reported The Joint Commission is expected anytime between now and July. The hospital survey takes place every three years. An unannounced mock survey took place in January in preparation for the official survey. The mock survey went well and provided us with areas to focus on prior to the actual survey. It was noted that we have a strong clinical staff and provide great patient care. The stroke joint commission survey took place in December and went well. Positive comments were provided regarding the program.

Ms. Hartz shared information regarding the hospital facility master plan. A community survey will be done to gather information to gauge the interest level of the community.

Ms. Hartz informed the group that the implementation of the new linear accelerator at the Washington Radiation Oncology Center is anticipated to be complete in late spring. Space is currently being leased in Hayward, at the Alameda Radiation Oncology Center (ARO), while the installation is being done. Transportation to the temporary location is being offered to make it as convenient as possible for patients. Ms. Hartz noted that the staff has been great throughout this adjustment as well.

Ms. Hartz announced that the 3D mammography equipment will be fully functioning in February 2020. This type of screening allows us to better serve patients with dense breasts, eliminating the need for our patients to go elsewhere for service.

Ms. Hartz provided information regarding a new shoulder program. This program will be supported by Dr. John Costouros, who is a new surgeon that is a shoulder specialist. He will be working with Dr. John Dearborn. The income guarantee in place for Dr. Costouros will provide support, over a one year period, while his practice is developed. There will be a variance this fiscal year and the remainder will be budgeted in the next fiscal year.

In accordance with Sections 1461, 1462, 32106 and 32155 of the California Health & Safety Code and Sections 54962 and 54954.5 of the California Government Code, Chairman Sah adjourned the meeting to closed session at 7:49a.m.

*ADJOURN TO CLOSED
SESSION*

Chairman Sah adjourned the meeting to open session at 8:37a.m. He reported that no action was taken in closed session.

*ADJOURN TO OPEN
SESSION*

The authorization to proceed with the approval of Board Resolution Number 43 was presented for approval allowing the Directors of Washington Township

ACTION ITEMS –

Hospital Development Corporation to approve the election of the board members of the Washington Township Medical Foundation. The Board of Directors hereby appoints the following board members:

Board Member: Kimberly Hartz
Board Member: Chris Henry
Board Member: Dr. Albert Brooks
Board Member: Dr. Ranjana Sharma
Board Member: Dr. Annamalai Veerappan

*ACTION ITEMS –
CONT'D
Consideration of
Resolution No. 43
Appointment of board
members for the
Washington Township
Medical Foundation*

Director Chan moved to accept the approval of Board Resolution Number 43. On a second from Director Fuerniss, the motion was carried with the following votes:

Ayes: Directors Blowers, Chan, Fuerniss, Garcia and Sah
Noes: None
Abstain: None
Absent: None

There being no further business, the meeting adjourned at 8:39a.m. The next meeting is currently scheduled for May 18, 2020 at 7:30a.m.

ADJOURNMENT

Benn Sah, MD
Chair

Steven Chan, DDS
Secretary

Washington Township Hospital
Development Corporation
Summary Income Statement
March 2020

	Current Month			Year-To-Date			
	Actual	Budget	Favorable/(Unfavorable) Variance %	Actual	Budget	Favorable/(Unfavorable) Variance %	
(1) Visits	2,565	3,893	(34.1%)	30,448	31,648	(1,200)	(3.8%)
(2) Treatments & Procedures	324	244	32.8%	3,003	2,606	397	15.2%
(3) Total	2,889	4,137	(30.2%)	33,451	34,254	(803)	(2.3%)
Gross Revenue							
(4) Patient Revenue	3,170,623	4,989,152	(27.8%)	36,152,274	39,138,269	(2,985,995)	(7.6%)
(5) Other Revenue	997,091	871,310	14.4%	8,774,421	7,777,487	996,934	12.8%
(6) Total Gross Revenue	4,167,714	5,260,462	(20.8%)	44,926,695	46,915,756	(1,989,061)	(4.2%)
Deductions							
(7) Total Deductions	1,367,269	2,298,586	40.5%	18,461,509	20,558,137	2,096,628	10.2%
Contractual Percentage	43.1%	52.4%	9.3%	51.1%	52.5%	1.4%	
(8) Net Revenue	2,800,445	2,961,876	(5.5%)	26,465,186	26,357,619	107,567	0.4%
Expenses							
(9) Purchased Labor	796,093	915,123	13.0%	8,004,966	8,084,156	79,190	1.0%
(10) Purchased Benefits	292,590	298,561	2.0%	2,657,655	2,654,174	(3,481)	(0.1%)
(11) Supplies	274,037	377,788	27.5%	3,343,792	3,228,915	(114,877)	(3.6%)
(12) Professional Fees	386,093	303,962	(21.0%)	3,220,362	2,715,438	(504,924)	(18.6%)
(13) Purchased Services	288,469	244,736	(17.9%)	2,316,068	2,018,633	(297,435)	(14.7%)
(14) Depreciation and Amort	94,753	91,904	(3.1%)	850,279	833,022	(17,257)	(2.1%)
(15) Utilities	23,806	21,553	(10.5%)	219,125	215,089	(4,036)	(1.9%)
(16) Building Lease	532,091	419,257	(26.9%)	4,555,384	3,741,066	(814,318)	(21.8%)
(17) Other Expenses	124,872	121,401	(2.9%)	1,155,555	1,149,225	(6,330)	(0.6%)
(18) Total Expenses	2,812,804	2,794,285	(0.7%)	26,323,186	24,639,718	(1,683,468)	(6.8%)
(19) Net Operating Income/Loss	(12,359)	167,591	(107.4%)	142,000	1,717,901	(1,575,901)	(91.7%)
(20) Minority Interest	80,840	115,210	29.8%	420,909	1,252,310	831,401	66.4%
(21) Net Income/Loss	(93,199)	52,381	(277.9%)	(278,909)	465,591	(744,500)	(159.9%)



Memorandum

Date: May 14, 2020

To: Board of Directors
Washington Township Hospital Development Corporation

From: Kimberly Hartz
President and Chief Executive Officer

Subject: Capital Item- HVAC replacement at 2299 Mowry Ave. Suite 2C

I am submitting for your approval replacement of the Air Handler, Roof Top Condensing Unit, and Heat Pump Condenser that services the WOSC overnight stay area at 2299 Mowry Avenue, Suite 2C. These units are currently over 30 years old and at end of life. They have been serviced multiple times and the repair costs have steadily increased over time. Parts are also difficult to find due to the age of the equipment.

I am recommending moving forward with Mechanical Services LLC in the amount of \$30,857.06, as they were the lowest bid.

Breakdown of the cost for the project:

Base Bid	\$30,857.06
Contingency Budget (for unforeseen issues)	<u>\$ 2,640.98</u>
Total Project Budget:	\$33,498.04

Therefore, in accordance with District Law, Policies and Procedures, I request that the Washington Township Hospital Development Corporation Board of Directors authorize the President and Chief Executive Officer to proceed with the replacement of the Air Handler, Roof Top Condensing Unit, and Heat Pump Condenser in an amount not to exceed \$33,498.04. This item was included in the fiscal year 2019/20 Capital Budget.