



Washington Township Health Care District

2000 Mowry Avenue, Fremont, California 94538-1716 | 510.797.1111

Kimberly Hartz, Chief Executive Officer

Board of Directors

Jacob Epen, MD
 William F. Nicholson, MD
 Bernard Stewart, DDS
 Michael J. Wallace
 Jeannie Yee

BOARD OF DIRECTORS' MEETING

Monday, October 21, 2019 – 6:00 P.M.
Board Room, 2000 Mowry Avenue

AGENDA

PRESENTED BY:

- | | | | |
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| <p>I. CALL TO ORDER & PLEDGE OF ALLEGIANCE</p> | <p>II. ROLL CALL</p> | <p>III. COMMUNICATIONS</p> <p style="padding-left: 20px;">A. Oral</p> <p style="padding-left: 40px;"><i>This opportunity is provided for persons in the audience to make a brief statement, not to exceed three (3) minutes on issues or concerns not covered by the agenda. "Request to Speak" cards should be filled out in advance and presented to the District Clerk. For the record, please state your name.</i></p> <p style="padding-left: 20px;">B. Written</p> | <p>Bernard Stewart
Board President</p> <p>Dee Antonio
District Clerk</p> |
| <p>IV. CONSENT CALENDAR</p> <p style="padding-left: 20px;"><i>Items listed under the Consent Calendar include reviewed reports and recommendations and are acted upon by one motion of the Board. Any Board Member or member of the public may remove an item for discussion before a motion is made.</i></p> <p style="padding-left: 20px;">A. Consideration of Budgeted Capital Purchase:
Thoracic Instruments (\$41, 209.82)</p> <p style="padding-left: 20px;">B. Consideration of Budgeted Capital Purchase:
Four De Mayo Knee Positioners (\$29,652.48)</p> <p style="padding-left: 20px;">C. Consideration of Budgeted Capital Purchase:
Storage Carts for the Operating Room (\$39,255.11)</p> | <p>V. REPORT</p> <p style="padding-left: 20px;">A. Electronic Repository for Board Meeting Materials</p> | <p>VI. CLOSED SESSION</p> <p style="padding-left: 20px;"><i>In accordance with Section 1461, 1462, 32106 and 32155 of the California Health & Safety Code and Sections 54962 and</i></p> | <p>Kimberly Hartz
Chief Executive Officer</p> |

Board Meeting Agenda
October 21, 2019

54954.5 of the California Government Code, portions of this meeting may be held in closed session.

- A. Conference with Legal Counsel-Anticipated Litigation pursuant to Government Code section 54956.9(d)(2)
- B. Conference involving a trade secret pursuant to Health & Safety Code section 32106
- C. Conference on personnel matters, Cal Gov. Code Section 54957

VII. OPEN SESSION

Report on Closed Session

Bernard Stewart
Board President

VIII. ACTION

- A. Consideration of Unbudgeted Project: 4-West Finish Upgrade (\$1,510,512.00) *Motion Required*
- B. Consideration of Unbudgeted Upgrade: 24 Beds and Nurse Call for 5-West (\$87,128.80)
- C. Consideration of Claim: Shuanglin Zhang

IX. ADJOURNMENT

Bernard Stewart
Board President

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (510) 818-6500. Notification two working days prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



Memorandum

DATE: October 17, 2019

TO: Kimberly Hartz, Chief Executive Officer

FROM: Ed Fayen, Executive Vice President & Chief Operating Officer

SUBJECT: Capital Purchase – Thoracic Instruments

We would like to purchase a Wilson Medical thoracic instrument set for Dr. Jennifer Chan. Dr. Chan joined us approximately 12 months ago. Due to a more minimally invasive surgical approach, she requires different instrumentation than the previous thoracic surgeon. We are utilizing all that can be utilized from the current set. Since onboarding, we have been bargaining with the vendor to allow us to borrow the instrumentation. This will no longer be an option moving forward, and we will have to bring the instrumentation in-house.

The FY 2020 Capital Budget includes \$90,691.36 to purchase two (2) sets of the instrumentation. At this time, we are requesting to purchase one (1) set for \$41,209.82.

In accordance with District Law, Policies and Procedures, it is requested that the Board of Directors authorize the Chief Executive Officer to proceed with the purchase of the Wilson Medical thoracic instrument set in the amount of \$41,209.82.



Memorandum

DATE: October 17, 2019
TO: Kimberly Hartz, Chief Executive Officer
FROM: Ed Fayen, Executive Vice President & Chief Operating Officer
SUBJECT: Capital Purchase – Knee Positioners

We would like to purchase four (4) De Mayo knee positioners for the Joint Replacement Program. This equipment is utilized during knee replacement surgeries. The knee positioners clamp to the surgical table and provide stabilization of the patient's leg, and easily allow for intraoperative positioning. Due to the high use of these items, they experience a lot of wear and tear and need to be replaced periodically.

The current equipment that these units replace were purchased over the time period of 2005 to 2012 and hold no book value. There is \$39,918.68 in the FY 2020 Capital Budget for this purchase. We are requesting to use \$29,652.48 for this purchase.

In accordance with District Law, Policies and Procedures, it is requested that the Board of Directors authorize the Chief Executive Officer to execute the necessary contracts to purchase the De Mayo knee positioners in the amount of \$29,652.48.



Memorandum

DATE: October 17, 2019

TO: Kimberly Hartz, Chief Executive Officer

FROM: Edward Fayen, Executive Vice President & Chief Operating Officer

SUBJECT: **Capital Purchase – OR Storage Solution**

Attached is a requisition for the capital purchase of storage carts from Logiquip for the Operating Room. We are planning to implement this solution in the main OR core supply room. We currently utilize wire shelving that makes it difficult to implement a visual system for replenishment. Our current setup only allows for 4 shelves per cart. This solution from Logiquip can utilize the posts of our current wire shelves, and increase the density to allow for a better layout of the items. We can get 6 shelves per cart, and eliminate the need for bins and having more than one item in a row of supplies. This will improve the visibility and make it easier to locate items. In addition, this solution incorporates a Kanban system. The Kanban system is effectively used in other areas of the hospital. This built-in solution is an improvement over what we are currently using elsewhere, and will result in more efficient order placement and a reduction in stock outs. This will be a great enhancement to the supply chain of the Operating Room.

Cost of this equipment is \$39,255.11. It is included in the FY2020 Fixed Asset Capital Budget.

In accordance with District Law, Policies and Procedures, it is requested that the Board of Directors authorize the Chief Executive Officer to approve the appropriate contracts to proceed with purchase of the Logiquip's storage solution for the Operating Room for an amount not to exceed **\$39,255.11**.

EF/ld



Memorandum

DATE: October 14, 2019
TO: Kimberly Hartz, Chief Executive Officer
FROM: Edward Fayen, Executive Vice President & Chief Operating Officer
SUBJECT: 4-West Finish Upgrade

In the spring of 2019, former CEO, Nancy Farber, reported to the Board her intention to upgrade 4-West so that it could be converted to 24 single rooms from 40 double occupancy beds. She also stated she would upgrade the finishes and overall look of the floor to make it comparable to what we now have in the Morris Hyman Critical Care Pavilion. This effort is intended to decrease demand from patients to be moved over to MHCCP due to the amenities.

This work has started and was anticipated to be expensed as repair and maintenance. We have recently determined this should be a capital project so are submitting this request at this time.

The estimate to convert 4-West to single occupancy rooms is \$1,510,512.00. This estimate includes new flooring, ceiling, plumbing fixtures, upgraded showers and paneled headwalls. In addition there will be new furniture, art work and signage for the patient rooms and common areas. The pneumatic tube system is also required to be upgraded. This area's pneumatic tube was not one of the tube stations upgraded in previous renovations due to the fact it was slated to be "moth-balled".

The following is an outline of the 4-West Finish Upgrade estimate:

I. Construction	
General Construction	\$ 874,350
Flooring	\$ 179,000
Mechanical Equipment	\$ 123,037
Sub-Total	\$ 1,176,387
II. Capital Equipment & Leases	
Sleeper Sofa's, Furniture, Fixtures & Equipment	\$ 329,320
Sub-Total	\$ 329,320
III. Consulting Fees	
Design Fees	\$ 4,805
Sub-Total	\$ 4,805
PROJECT TOTAL	\$ 1,510,512

This project is not included in the FY20 Capital Project Budget.

In accordance with District Law, Policies and Procedures, it is requested that the Board of Directors authorize the Chief Executive Officer to approve the appropriate contracts to proceed with the upgrade of twenty-two rooms in 4-West for a total amount not to exceed **\$1,510,512.00**.

EF/ld



Memorandum

DATE: October 17, 2019

TO: Kimberly Hartz, Chief Executive Officer

FROM: Edward Fayen, Executive Vice President & Chief Operations Officer

SUBJECT: **Upgrading of Beds and Nurse Call on 5-West**

We are in the process of upgrading the finishes on 5 West to convert this floor also to single occupancy rooms. As part of that upgrade we would like to refurbish all of the Stryker beds on the floor.

Just like when we opened the Morris Hyman Critical Care Pavilion, we did not purchase new beds but went through a process in which headboards, footboards, side rails and head and rail assists were replaced where needed due to wear and tear. This resulted in beds that were “like new”, In addition we would like to upgrade the mattresses on all these beds so that the patient sleeping and resting experience is vastly improved.

In accordance with District Law, Policies and Procedures, I request that the Board of Directors authorize the Chief Executive Officer to proceed with the execution of the contracts and purchase orders necessary to purchase Stryker bed parts to upgrade 24 Stryker beds and replace 24 Stryker mattresses for an amount not to exceed \$87,128.80. This amount was not included in the Fiscal Year 2019-2020 Fixed Asset Capital Budget.

EF/ld