



# Washington Township Health Care District

2000 Mowry Avenue, Fremont, California 94538-1716 • (510) 797-1111

Nancy Farber, Chief Executive Officer

## Board of Directors

Patricia Danielson, RHIT

Jacob Eapen, M.D.

William F. Nicholson, M.D.

Bernard Stewart, D.D.S.

Michael J. Wallace

## BOARD OF DIRECTORS' MEETING

Wednesday, February 13, 2019 – 6:00 P.M.

Conrad E. Anderson, MD Auditorium

## AGENDA

	<b>PRESENTED BY:</b>
<b>I. CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>	Bernard Stewart Board Member
<b>II. ROLL CALL</b>	Dee Antonio District Clerk
<b>III. EDUCATION SESSION:</b> PRIME: Quest for Zero	Sabrina Valarde Senior Project Analyst, PRIME Carmen Williams, MSN, RNC-OB Senior Nurse Director
<b>IV. CONSIDERATION OF MINUTES</b> January 9, 21, and 28, 2019	<i>Motion Required</i>
<b>V. COMMUNICATIONS</b> A. Oral B. Written From Timothy Tsoi, MD Chief of Staff, dated January 28, 2019 requesting approval of Medical Staff Credentialing Action Items.	<i>Motion Required</i>
<b>VI. INFORMATION</b> A. Service League Report B. Medical Staff Report C. Hospital Calendar	<b>PRESENTED BY:</b> Jeannie Yee Service League Timothy Tsoi, MD Chief of Staff Nancy Farber Chief Executive Officer

- |   |  |
|---|--|
| D. Quality Report:<br>Quality Dashboard Quarter Ending December<br>31, 2018 | Mary Bowron, DNP, RN, CIC,<br>CNL, CPHQ<br>Chief of Quality & Resource<br>Management |
| E. Finance Report   | Chris Henry<br>Associate Administrator and<br>Chief Financial Officer                |
| F. Hospital Operations Report   | Nancy Farber<br>Chief Executive Officer  |

**VII. ACTION**

*Motions Required*

- A. Consideration of Two Special Care Nursery Ventilators
- B. Consideration of Two STAGO Compact Coagulation Analyzers
- C. Consideration of GE-ASIR (Radiation Reduction to Patient)
- D. Consideration of GE-AW Server for Stroke Analysis and 3D
- E. Consideration of Voluson Ultrasound for OB
- F. Consideration of Installation of Perimeter Fence
- G. Consideration of Brainlab Navigation and Ziehm C-Arm
- H. Consideration of Upgrade to the Facilities and Biomedical Computerized Work Order System (Phoenix Data System)
- I. Consideration of Line Leak Detection for Diesel Oil
- J. Consideration of Electrosurgery Unit for Endoscopy
- K. Consideration of Replacement of Lighting in WHHS Signs
- L. Consideration of Tenant Improvements at Fremont Office Center

**VIII. ADJOURN TO CLOSED SESSION**

*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.*

- A. Report and discussion regarding California Government Code section 54957: Personnel matters
- B. Conference regarding medical audit reports, quality assurance reports and privileging pursuant to Health & Safety Code Section 32155.
- C. Report involving a trade secret pursuant to Health & Safety Code section 32106

New Program

Estimated date of public disclosure: December 2019

**IX. RECONVENE TO OPEN SESSION &  
REPORT ON CLOSED SESSION**

Bernard Stewart  
Board Member

**X. ADJOURNMENT**

Bernard Stewart  
Board Member

A meeting of the Board of Directors of the Washington Township Health Care District was held on Wednesday, January 9, 2019 in the Conrad E. Anderson, MD Auditorium, 2500 Mowry Avenue, Fremont, California. Director Stewart called the meeting to order at 6:00 pm and led those present in the Pledge of Allegiance.

*CALL TO ORDER*

Roll call was taken: Directors present: Bernard Stewart, DDS; William Nicholson, MD, Michael Wallace; Directors absent: Jacob Eapen, MD; Patricia Danielson, RHIT

*ROLL CALL*

Also present: Nancy Farber, Chief Executive Officer; Timothy Tsoi MD, Chief of Staff; Jeannie Yee, Service League President; Dee Antonio, District Clerk

Guests: Ed Fayen, Kimberly Hartz, Chris Henry, Tina Nunez, Stephanie Williams, Robert Alfieri, Albert Brooks MD, John Lee, Kristin Ferguson, Mary Bowron, John Zubiena, David Hayne, Rob Lanci, Nick Legge, Paul Kozachenko

Items requiring action were taken out of order to accommodate Director Wallace who, due to a family emergency, could not stay for the entire meeting.

Director Nicholson moved for approval of the minutes of December 12, 17, and 20, 2018.

*APPROVAL OF  
MINUTES OF December  
12, 17, and 20, 2018*

Director Wallace seconded the motion.

Roll call was taken:

Bernard Stewart, DDS – aye  
William Nicholson, MD – aye  
Jacob Eapen, MD - absent  
Michael Wallace – aye  
Patricia Danielson, RHIT – absent

The motion carried.

There were no oral communications.

*COMMUNICATIONS:  
ORAL*

The following written communication received from Timothy Tsoi, MD, Chief of Staff, dated December 20, 2018 requesting approval of Medical Staff Credentialing Action Items as follows:

*COMMUNICATIONS:  
WRITTEN*

Appointments

Hiraoka, Toshi MD; Ortlip, Timothy MD; Pfaff, Nora MD

Temporary Privileges

Pfaff, Nora MD

Reappointments – Two Year

Ahmed, Sumera MD; Chiang, Stephanie MD; Cho, Joyce MD; Dao, Catherine MD; Eftimie, Bogdan MD; Folan, Luis MD; Gadea, William PA-C; Goldberg, Andrew MD; Guo, Lei MD; Kudaravalli, Padmavathi MD; Thomas, Jeffrey; Umopathy, Krishnamurthy MD

Reappointments – One Year

Ali, Zulfiqar MD; Beygui, Ramin MD

Transfer in Staff Category

Chahal, Gurpreet MD; Krisnamurthy, Pramod MD; Matmari, Paresh MD

Completion of Proctoring & Advancement in Staff Category

Matmari, Paresh MD

New Privilege Requests

Goldberg, Andrew MD; Gadea, William PA-C

Resignations

Alvarez, Marcos MD; Paek, Sung MD; Ravid, Noga MD

Director Nicholson moved for approval of the credentialing action items presented by Dr. Tsoi.

Director Wallace seconded the motion.

Roll call was taken:

Bernard Stewart, DDS – aye  
William Nicholson, MD – aye  
Jacob Eapen, MD - absent  
Michael Wallace – aye  
Patricia Danielson, RHIT – absent

The motion carried.

In accordance with District Law, Policies and Procedures, Director Wallace moved that the Board reappoint Benn Sah MD, Russ Blowers, Mira Garcia, Gloria Villasana Fuerniss, and Jeannie Yee to the Washington Township Hospital Development Corporation for the 2019 calendar year.

*CONSIDERATION OF  
REAPPOINTMENT TO  
THE WASHINGTON  
TOWNSHIP HOSPITAL  
DEVELOPMENT  
CORPORATION*

Director Wallace seconded the motion.

Roll call was taken:

Bernard Stewart, DDS – aye  
William Nicholson, MD – aye  
Jacob Eapen, MD - absent  
Michael Wallace – aye  
Patricia Danielson, RHIT – absent

The motion carried.

Under the Brown Act, the Board is prohibited from taking action on an item that is not posted on the agenda for at least 72 hours. However, there is an exception under Government Code § 54954.2(b)(2) that permits the Board to take action on an item that was not on the agenda where Board determines, by a two-thirds vote of the Directors at the meeting, that there is a need to take immediate action and the need for the action came to the District's attention after the agenda was posted.

Administration learned about the need for this equipment on the morning of January 7<sup>th</sup>, after the 72-hour cutoff.

*CONSIDERATION OF  
MINI-TELEMETRY  
SYSTEM FOR BIRTHING  
CENTER*

In accordance with District Law, Policies and Procedures, Director Wallace moved that the Board adopt the finding in the Government Code § 54954.2(b)(2) and that the Board authorize the Chief Executive Officer to enter into the necessary contracts to proceed with the purchase of the Mini-Telemetry System for the Birthing Center for a total amount not to exceed \$67,914.96.

Director Wallace seconded the motion.

Roll call was taken:

Bernard Stewart, DDS – aye  
William Nicholson, MD – aye  
Jacob Eapen, MD - absent  
Michael Wallace – aye  
Patricia Danielson, RHIT – absent

The motion carried.

Director Nicholson left the meeting at 6:09 pm.

Nancy Farber, Chief Executive Officer, introduced Mary Bowron and Brenda Brennan who presented an education session on the new legislation for discharge planning for the homeless. SB 1152 modifies Section 1262.5 of the Health & Safety Code which currently requires hospitals to have a written discharge planning policy. This legislation was introduced in response to media stories about alleged homeless patient “dumping” and implements a set of requirements regarding discharge planning for homeless patients. The law states that the purpose of the homeless patient discharge policy is to help prepare the homeless patient for return to the community by connecting him or her with available community resources, treatment, shelter, and other supportive services. The law does not require hospitals to find or create services that do not exist in the community. The law takes effect January 1, 2019.

*EDUCATION SESSION:  
SB 1152: Discharge  
Planning for the  
Homeless*

Ms. Bowron reviewed the specific requirements that hospitals must meet when developing a discharge plan for the homeless patient. Hospitals must provide the homeless patient with a physician examination and determination of stability for discharge, referral for follow-up care, food, clothing, discharge medications, infectious disease screening, vaccinations, transportation, and assisting the patient to enroll in affordable health care. Further requirements go into effect July 1, 2019 including having a written plan to coordinate with community partners and maintaining a homeless patient log.

Ms. Bowron reviewed the limited resources available in Southern Alameda County and then addressed how Washington Hospital is currently complying with this law. Ms. Brennan gave examples of the kinds of homeless patients that have come through the emergency department during the first week of legislation which included a 49-year-old woman who waited in the ED for 15 hours for a shelter to be identified, a 27-year-old man who arrived by ambulance to get closer to BART, and a 35-year-old man who presented to the ED saying he was here for food and clothing.

Jeannie Yee, Service League, reported on the Service League activities, including a Toy Drive that benefitted the children associated with SAVE, and a Christmas cookie decorating event which featured photos with Santa and Mrs. Claus.

*SERVICE LEAGUE  
REPORT*

Dr. Timothy Tsoi reported there are 592 Medical Staff members which includes 356 active members.

*MEDICAL STAFF  
REPORT*

**The Hospital Calendar video highlighted the following events:**

*HOSPITAL CALENDAR:  
Community Outreach*

**Past Health Promotions & Outreach Events**

Outreach Events included:

- Four hand hygiene presentations for students at Maloney and Mission San Jose Elementary Schools in Fremont

**Upcoming Health Promotions & Community Outreach Events**

Health Promotions and Outreach Events will include:

- January 12<sup>th</sup> – Health and Wellness Fair blood pressure screenings
- January 17<sup>th</sup> – Fit is the New Skinny
- January 22<sup>nd</sup> and January 24<sup>th</sup> – Sports Physical Clinics at Newark Memorial High School and Irvington High School

**Bay Area Healthier Together**

In the month of December, Bay Area Healthier Together's topic was Mental Health featuring Dr. Seema Sehgal.

*HOSPITAL CALENDAR:  
Bay Area Healthier  
Together*

**Washington Hospital Healthcare Foundation**

- The Washington Hospital Healthcare Foundation received a donation for patients spending the holidays in the hospital from students in the Leos Club at James Logan High School.
- The Foundation will host the 34<sup>th</sup> Annual Golf Tournament at Castlewood Country Club on Thursday, May 2, 2019.

*HOSPITAL CALENDAR:  
Washington Hospital  
Foundation Report*

**W.H.E.A**

WHEA delivered their donated funds and goods to Butte County Sheriff's office and the Paradise High School.

*WASHINGTON  
HOSPITAL EMPLOYEES  
ASSOCIATION (WHEA)*

**Washington on Wheels**

The WOW Mobile Clinic provided quality health care services at the TCV Food Bank and Thrift Store in Fremont, Ruggieri Senior Center in Union City, and the Salvation Army in Newark. WOW also provided occupational health services at Materion in Fremont. The total number of community members receiving health care from the WOW van during the month of December was 35.

*WASHINGTON ON  
WHEELS (W.O.W.)  
MOBILE HEALTH  
CLINIC*

**Internet and Social Media Marketing**

Washington Hospital's website serves as a central source of information for the communities the District serves and beyond. The most viewed page was Employment with 31,024 views.

*HOSPITAL CALENDAR:  
Internet and Social Media  
Marketing*

### **InHealth - Channel 78**

During the month of December, Washington Hospital's cable channel 78, InHealth, aired these programs:

- Latino Food Made Healthy
- Keeping Your Brain Healthy
- Taking Charge of Your Health
- How to Sleep Your Way to Better Health
- Healthy Happy Holiday Eating
- Caring for Someone with Dementia
- December District Board of Directors Meeting

*HOSPITAL CALENDAR:  
InHealth*

### **Awards and Recognitions**

- Marlene McGee received the DAISY Award for extraordinary nurses
- Commission on Cancer awarded WHHS with Three-Year Commendation
- American College of Surgeons National Accreditation Program for Breast Centers awarded WHHS Three-Year Accreditation
- American Association of Cardiovascular and Pulmonary Rehabilitation awarded Certification to WHHS Pulmonary Rehabilitation Program

*HOSPITAL CALENDAR:  
Awards & Recognitions*

### **Employee of the Month**

Josh Blair, Surgical Technologist II worked seven years as an EMT before beginning a program at Skyline College to become a surgical technologist. His first rotation was at WHHS, and during his second rotation (at Stanford) he was invited to take a position in the WHHS perioperative services. He quickly became part of the orthopedic surgery team.

*HOSPITAL CALENDAR:  
Employee of the Month –  
Josh Blair*

Kimberly Hartz, Senior Associate Administrator, reported on the intense focus of the Lean office in assisting the teams who were transitioning to the Morris Hyman Critical Care Pavilion. For 2019, the Lean/Kaizen promotion office will be starting three new value streams and the associated Kaizen workshops, and will begin the value stream mapping process for each in March, April, and May. These will include the Cath Lab, the Lab, the Patient Experience, and Revenue Cycle.

*LEAN UPDATE*

Dr. Dianne Martin presented an update of the Antimicrobial Stewardship program at Washington Hospital. She began by reviewing the 2018 data for Inpatient Antibiotic days of therapy and reviewing the various multidisciplinary protocols. She noted that hand hygiene has improved slightly. She reviewed the C. Difficile treatment algorithm and the education methods used with staff and physicians. The C. Difficile Infection rate continues to drop (0.551)

*QUALITY REPORT:  
Antimicrobial  
Stewardship Update*

Chris Henry, Chief Financial Officer, presented the Finance Report for November 2018. The average daily census was 151.4 with admissions of 990 resulting in 4,542 patient days. Outpatient observation equivalent days were 147. The average length of stay was 4.48 days. The case mix index was 1.519. Deliveries were 120. Surgical cases were 402. Joint Replacement cases were 153. Neurosurgical cases were 24. Cardiac Surgical cases were 8. The Outpatient visits were 7,123 and Emergency visits were 4,050. Total productive FTEs were 1,444.3. FTEs per

*FINANCE REPORT*



adjusted occupied bed were 6.68.

Nancy Farber presented the Hospital Operations Report for December 2018. Preliminary information indicated gross revenue for the month at approximately \$170,882,000. The Average Length of Stay of 4.93 and there were 4,917 patient days. There were 331 Surgical Cases and 308 Cath Lab procedures at the Hospital. Deliveries were 143. Non-Emergency Outpatient visits were 6,561. Total FTEs per Adjusted Occupied Bed were 6.64. The Washington Outpatient Surgery Center had 501 cases and the clinics saw approximately 3,199 patients. Total Government Sponsored Preliminary Payor Mix was 68.1%, below the budget of 71.9%.

*HOSPITAL  
OPERATIONS REPORT*

In accordance with Health & Safety Code Sections 1461, 1462 and 32106 and Government Section 54954.5(h) Director Stewart adjourned the meeting to closed session at 7:46 pm, as the discussion pertained to Hospital trade secrets, Human Resources matters, and Risk Management.

*ADJOURN TO CLOSED  
SESSION*

Director Stewart reconvened the meeting to open session at 8:08 pm and reported no action was taken in closed session.

*RECONVENE TO OPEN  
SESSION & REPORT ON  
CLOSED SESSION*

There being no further business, Director Stewart adjourned the meeting at 9:45 pm.

*ADJOURNMENT*

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Bernard Stewart  
President

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Michael J. Wallace  
Secretary

A meeting of the Board of Directors of the Washington Township Health Care District was held on Monday, January 21, 2019 in the Board Room, 2000 Mowry Avenue, Fremont, California. Director Stewart called the meeting to order at 6:00 p.m. and led those present in the Pledge of Allegiance.

*CALL TO ORDER*

Roll call was taken. Directors present: Bernard Stewart, DDS; William Nicholson, MD; Michael Wallace  
Excused: Patricia Danielson, RHIT; Jacob Eapen, MD

*ROLL CALL*

Also present: Nancy Farber, Chief Executive Officer; Ed Fayen, Senior Associate Administrator; Kimberly Hartz, Senior Associate Administrator; Chris Henry, Senior Associate Administrator & CFO; Stephanie William, Associate Administrator; Paul Kozachenko, Attorney; Dee Antonio, District Clerk

There were no oral communications.

*COMMUNICATIONS*

There were no written communications.

In accordance with Health & Safety Code Sections 32106 and California Government Code 54957, Director Stewart adjourned the meeting to closed session at 6:00 p.m., as the discussion pertained to personnel matters, trade secrets, and Conference with Legal Counsel regarding existing litigation pursuant to California Government Code Section 54956.9.

*ADJOURN TO CLOSED SESSION*

Director Stewart reconvened the meeting to open session at 8:47 p.m. and reported no reportable action was taken in closed session.

*RECONVENE TO OPEN SESSION & REPORT ON CLOSED SESSION*

In accordance with District Law, Policies and Procedures, Director Wallace moved that the Board of Directors authorize the Chief Executive Officer to proceed with the purchase of thirty-two Sofa Beds for 4-West and 5-West for a total amount not to exceed \$110,800.

*CONSIDERATION OF SOFA BEDS FOR 4-WEST and 5-WEST*

Director Nicholson seconded the motion.

Roll call was taken:

Bernard Stewart, DDS – aye  
William Nicholson, MD – aye  
Jacob Eapen, MD – absent  
Michael Wallace – aye  
Patricia Danielson, RHIT – absent

The motion carried.

In accordance with District Law, Policies and Procedures, Director Wallace moved for the denial of a claim presented on December 1, 2018 on behalf of Qian Yang and that the Chief Executive Officer be directed to provide notice in accordance with government code section 94956.

*CONSIDERATION OF CLAIM – QIAN YANG*

Director Nicholson seconded the motion.

Roll call was taken:

Bernard Stewart, DDS – aye  
William Nicholson, MD – aye  
Jacob Eapen, MD – absent

Michael Wallace – aye  
Patricia Danielson, RHIT – absent

The motion carried.

In accordance with Health & Safety Code Sections 32106 and California Government Code 54957, Director Stewart adjourned the meeting to closed session at 8:49 p.m., as the discussion pertained to Conference with Legal Counsel regarding personnel matters pursuant to California Government Code Section 54957.

*ADJOURN TO CLOSED  
SESSION*

Director Stewart reconvened the meeting to open session at 9:20 p.m. and reported no reportable action was taken in closed session.

*RECONVENE TO OPEN  
SESSION & REPORT ON  
CLOSED SESSION  
ADJOURNMENT*

There being no further business, Director Stewart adjourned the meeting at 9:20 p.m.

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Bernard Stewart  
President

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Michael J. Wallace  
Secretary

DRAFT

A meeting of the Board of Directors of the Washington Township Health Care District was held on Monday, January 28, 2019 in the Board Room, Washington Hospital, 2000 Mowry Avenue, Fremont, California. Director Stewart called the meeting to order at 7:30 a.m.

*CALL TO ORDER*

Roll call was taken. Directors present: William Nicholson, MD; Bernard Stewart DDS  
Excused: Patricia Danielson, RHIT; Michael Wallace; Jacob Eapen

*ROLL CALL*

Also present: Timothy Tsoi, MD; Kranthi Achanta, MD; Peter Lunny, MD; Jan Henstorf, MD; Albert Brooks, MD; John Romano, MD; Nancy Farber, CEO

There were no oral or written communications.

*COMMUNICATIONS*

Director Stewart adjourned the meeting to closed session at 7:30 a.m. as the discussion pertained to Medical Audit and Quality Assurance Matters pursuant to Health & Safety Code Sections 1461 and 32155.

*ADJOURN TO CLOSED SESSION*

Director Stewart reconvened the meeting to open session at 8:30 a.m. and reported no reportable action was taken in closed session.

*RECONVENE TO OPEN SESSION & REPORT ON CLOSED SESSION*

There being no further business, the meeting was adjourned at 8:30 a.m.

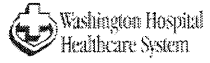
*ADJOURNMENT*

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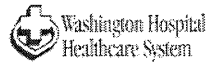
Bernard Stewart  
President

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Michael Wallace  
Secretary



**WASHINGTON HOSPITAL**  
**MONTHLY OPERATING REPORT**  
**December 2018**



**WASHINGTON HOSPITAL**  
**INDEX TO BOARD FINANCIAL STATEMENTS**  
**December 2018**

<b><u>Schedule Reference</u></b>	<b><u>Schedule Name</u></b>
<b>Board - 1</b>	Statement of Revenues and Expenses
<b>Board - 2</b>	Balance Sheet
<b>Board - 3</b>	Operating Indicators



# Memorandum

**DATE:** February 8, 2019

**TO:** Board of Directors

**FROM:** Nancy Farber

**SUBJECT:** Washington Hospital – December 2018  
Operating & Financial Activity

## SUMMARY OF OPERATIONS – (Blue Schedules)

### 1. Utilization – Schedule Board 3

	<u>December Actual</u>	<u>December Budget</u>	<u>Current 12 Month Avg.</u>
<u>ACUTE INPATIENT:</u>			
Average Daily Census	158.6	179.1	156.0
# of Admissions	963	1,130	1,001
Patient Days	4,917	5,552	4,741
Discharge ALOS	4.93	4.91	4.70
<u>OUTPATIENT:</u>			
OP Visits	6,562	6,952	7,260
ER Visits	4,350	4,792	4,224
Observation Equivalent Days – OP	174	130	153

Comparison of December acute inpatient statistics to those of the budget showed a lower level of admissions and a lower level of patient days. The average length of stay (ALOS) based on discharged days was above budget. Outpatient visits were lower than budget. Emergency Room visits were below budget for the month.

### 2. Staffing – Schedule Board 3

Total paid FTEs were 104.7 below budget. Total productive FTEs for December were 1,229.9, 100.6 below the budgeted level of 1,330.5. Nonproductive FTEs were 4.1 below budget. Productive FTEs per adjusted occupied bed were 5.48, 0.2 below the budgeted level of 5.68. Total FTEs per adjusted occupied bed were 6.64, 0.17 below the budgeted level of 6.81.

**3. Income - Schedule Board 1**

For the month of December the Hospital realized income of \$434,000 from operations.

Total Gross Patient Service Revenue of \$170,882,000 for December was 5.1% below budget.

Deductions from Revenue of \$131,564,000 represented 76.99% of Total Gross Patient Service Revenue. This percentage is below the budgeted amount of 77.86%, primarily due to payor mix.

Total Operating Revenue of \$39,777,000 was \$625,000 (1.5%) below the budget.

Total Operating Expense of \$39,343,000 was \$886,000 (2.2%) below the budgeted amount.

The Total Non-Operating Income of \$928,000 for the month includes an unrealized gain on investments of \$1,115,000 and property tax revenue of \$1,439,000.

The Total Net Income for December was \$1,362,000, which was \$1,326,000 more than the budgeted income of \$36,000.

The Total Net Income for December using FASB accounting principles, in which the unrealized loss or income on investments and property tax revenues are removed from the non-operating income and expense, was \$2,000 compared to a budgeted loss of \$214,000.

**4. Balance Sheet – Schedule Board 2**

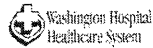
During the month of December, the Hospital contributed \$23.1 million to the pension plan and \$3.9 million to the OPEB plan. These contributions reduced the related balance sheet liabilities and Board-Designated Investments.

There were no other noteworthy changes in assets and liabilities when compared to November 2018.

NANCY FARBER  
Chief Executive Officer

NF/CH

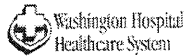




**WASHINGTON HOSPITAL**  
**STATEMENT OF REVENUES AND EXPENSES**  
**December 2018**  
**GASB FORMAT**  
**(In thousands)**

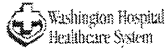
December				YEAR TO DATE				
ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.		ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.
\$ 120,760	\$ 137,714	\$ (16,954)	-12.3%	1	\$ 690,019	\$ 752,088	\$ (62,069)	-8.3%
50,122	42,397	7,725	18.2%	2	297,231	250,035	47,196	18.9%
<b>170,882</b>	<b>180,111</b>	<b>(9,229)</b>	-5.1%	3	<b>987,250</b>	<b>1,002,123</b>	<b>(14,873)</b>	-1.5%
(126,942)	(136,463)	9,521	7.0%	4	(742,885)	(758,875)	15,990	2.1%
(4,622)	(3,767)	(855)	-22.7%	5	(26,417)	(20,961)	(5,456)	-26.0%
<b>(131,564)</b>	<b>(140,230)</b>	<b>8,666</b>	6.2%	6	<b>(769,302)</b>	<b>(779,836)</b>	<b>10,534</b>	1.4%
<b>76.99%</b>	<b>77.86%</b>			7	<b>77.92%</b>	<b>77.82%</b>		
<b>39,318</b>	<b>39,881</b>	<b>(563)</b>	-1.4%	8	<b>217,948</b>	<b>222,287</b>	<b>(4,339)</b>	-2.0%
459	521	(62)	-11.9%	9	4,604	3,129	1,475	47.1%
<b>39,777</b>	<b>40,402</b>	<b>(625)</b>	-1.5%	10	<b>222,552</b>	<b>225,416</b>	<b>(2,864)</b>	-1.3%
18,636	18,906	270	1.4%	11	100,246	100,464	218	0.2%
6,417	6,615	198	3.0%	12	37,090	39,625	2,535	6.4%
4,589	4,904	315	6.4%	13	28,132	27,754	(378)	-1.4%
4,456	4,547	91	2.0%	14	27,964	28,238	274	1.0%
1,563	1,575	12	0.8%	15	10,007	10,347	340	3.3%
3,682	3,682	-	0.0%	16	17,621	18,605	984	5.3%
<b>39,343</b>	<b>40,229</b>	<b>886</b>	2.2%	17	<b>221,060</b>	<b>225,033</b>	<b>3,973</b>	1.8%
<b>434</b>	<b>173</b>	<b>261</b>	150.9%	18	<b>1,492</b>	<b>383</b>	<b>1,109</b>	289.6%
<b>1.09%</b>	<b>0.43%</b>			19	<b>0.67%</b>	<b>0.17%</b>		
372	373	(1)	-0.3%	20	2,205	2,134	71	3.3%
(88)	-	(88)	0.0%	21	(378)	-	(378)	0.0%
(2,035)	(2,062)	27	1.3%	22	(5,926)	(6,114)	188	3.1%
309	297	12	4.0%	23	1,589	1,598	(9)	-0.6%
(184)	(184)	-	0.0%	24	(1,106)	(1,106)	-	0.0%
-	-	-	0.0%	25	(2,359)	(2,379)	20	0.8%
1,439	1,439	-	0.0%	26	8,551	8,551	-	0.0%
1,115	-	1,115	0.0%	27	1,119	-	1,119	0.0%
<b>928</b>	<b>(137)</b>	<b>1,065</b>	777.4%	28	<b>3,695</b>	<b>2,684</b>	<b>1,011</b>	37.7%
<b>\$ 1,362</b>	<b>\$ 36</b>	<b>\$ 1,326</b>	3683.3%	29	<b>\$ 5,187</b>	<b>\$ 3,067</b>	<b>\$ 2,120</b>	69.1%
<b>3.42%</b>	<b>0.09%</b>			30	<b>2.33%</b>	<b>1.36%</b>		
<b>\$ 2</b>	<b>\$ (214)</b>	<b>\$ 216</b>	100.9%	31	<b>\$ (973)</b>	<b>\$ (1,963)</b>	<b>\$ 990</b>	50.4%
<b>0.01%</b>	<b>-0.53%</b>				<b>-0.44%</b>	<b>-0.87%</b>		

\*\*NET INCOME (FASB FORMAT) EXCLUDES PROPERTY TAX INCOME, NET INTEREST EXPENSE ON GO BONDS AND UNREALIZED GAIN(LOSS) ON INVESTMENTS



**WASHINGTON HOSPITAL**  
**BALANCE SHEET**  
**December 2018**  
*(In thousands)*

<b>ASSETS AND DEFERRED OUTFLOWS</b>			<b>December 2018</b>	<b>Audited June 2018</b>	<b>LIABILITIES, NET POSITION AND DEFERRED INFLOWS</b>			<b>December 2018</b>	<b>Audited June 2018</b>
<b>CURRENT ASSETS</b>					<b>CURRENT LIABILITIES</b>				
1	CASH & CASH EQUIVALENTS		\$ 33,504	\$ 31,346	1	CURRENT MATURITIES OF L/T OBLIG	\$ 8,550	\$ 7,200	
2	ACCOUNTS REC NET OF ALLOWANCES		64,465	58,517	2	ACCOUNTS PAYABLE	26,617	43,344	
3	OTHER CURRENT ASSETS		11,008	11,100	3	OTHER ACCRUED LIABILITIES	56,872	53,279	
4	TOTAL CURRENT ASSETS		<u>108,977</u>	<u>100,963</u>	4	INTEREST	11,933	12,090	
					5	TOTAL CURRENT LIABILITIES	<u>103,972</u>	<u>115,913</u>	
<b>ASSETS LIMITED AS TO USE</b>					<b>LONG-TERM DEBT OBLIGATIONS</b>				
6	BOARD DESIGNATED FOR CAPITAL AND OTHER		148,624	172,782	6	REVENUE BONDS AND OTHER	224,704	231,469	
7	GENERAL OBLIGATION BOND FUNDS		42	15,355	7	GENERAL OBLIGATION BONDS	336,190	338,739	
8	REVENUE BOND FUNDS		36,544	47,409					
9	BOND DEBT SERVICE FUNDS		23,940	29,413	<b>OTHER LIABILITIES</b>				
10	OTHER ASSETS LIMITED AS TO USE		12,181	12,161	10	NET PENSION LIABILITY	23,833	42,389	
11	TOTAL ASSETS LIMITED AS TO USE		<u>221,331</u>	<u>277,120</u>	11	WORKERS' COMP	8,472	8,118	
					12	SUPPLEMENTAL MEDICAL RETIREMENT	33,169	70,252	
13	OTHER ASSETS		186,724	175,600					
14	NET PROPERTY, PLANT & EQUIPMENT		727,622	725,883	14	NET POSITION	495,715	490,528	
15	TOTAL ASSETS		<u>\$ 1,244,654</u>	<u>\$ 1,279,566</u>	15	TOTAL LIABILITIES AND NET POSITION	<u>\$ 1,226,055</u>	<u>\$ 1,297,408</u>	
16	DEFERRED OUTFLOWS		27,252	39,445	16	DEFERRED INFLOWS	45,851	21,603	
17	TOTAL ASSETS AND DEFERRED OUTFLOWS		<u>\$ 1,271,906</u>	<u>\$ 1,319,011</u>	17	TOTAL LIABILITIES, NET POSITION AND DEFERRED INFLOWS	<u>\$ 1,271,906</u>	<u>\$ 1,319,011</u>	



**WASHINGTON HOSPITAL  
OPERATING INDICATORS  
December 2018**

12 MONTH AVERAGE	December						YEAR TO DATE			
	ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.			ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.
156.0	158.6	179.1	(20.5)	-11%	1	<b><u>PATIENTS IN HOSPITAL</u></b>				
5.0	5.6	4.2	1.4	33%	2	ADULT & PEDS AVERAGE DAILY CENSUS	148.2	158.0	(9.8)	-6%
9.0	9.7	10.3	(0.6)	-6%	3	OUTPT OBSERVATION AVERAGE DAILY CENSUS	5.5	4.2	1.3	31%
					3	NEWBORN NURSERY AVERAGE DAILY CENSUS	9.2	9.7	(0.5)	-5%
170.0	173.9	193.6	(19.7)	-10%	4	TOTAL	162.9	171.9	(9.0)	-5%
3.5	4.1	3.9	0.2	5%	5	SPECIAL CARE NURSERY AVERAGE DAILY CENSUS *	2.8	4.3	(1.5)	-35%
4,741	4,917	5,552	(635)	-11%	6	ADULT & PEDS PATIENT DAYS	27,276	29,064	(1,788)	-6%
1,001	963	1,130	(167)	-15%	7	ADMISSIONS-ADULTS & PEDS	5,735	6,201	(466)	-8%
4.70	4.93	4.91	0.02	0%	8	AVERAGE LENGTH OF STAY-ADULTS & PEDS	4.70	4.69	0.01	0%
						<b><u>OTHER KEY UTILIZATION STATISTICS</u></b>				
1.470	1.398	1.476	(0.078)	-5%	9	OVERALL CASE MIX INDEX (CMI)	1.468	1.486	(0.018)	-1%
						<b><u>SURGICAL CASES</u></b>				
144	120	129	(9)	-7%	10	JOINT REPLACEMENT CASES	823	833	(10)	-1%
22	23	35	(12)	-34%	11	NEUROSURGICAL CASES	140	164	(24)	-15%
8	11	8	3	38%	12	CARDIAC SURGICAL CASES	44	65	(21)	-32%
196	177	198	(21)	-11%	13	GENERAL SURGICAL CASES	1,186	1,071	115	11%
370	331	370	(39)	-11%	14	TOTAL SURGICAL CASES	2,193	2,133	60	3%
330	308	324	(16)	-5%	15	TOTAL CATH LAB PROCEDURES	2,052	1,963	89	5%
133	144	153	(9)	-6%	16	DELIVERIES	806	857	(51)	-6%
7,260	6,562	6,952	(390)	-6%	17	OUTPATIENT VISITS	43,564	44,129	(565)	-1%
4,224	4,350	4,792	(442)	-9%	18	EMERGENCY VISITS	24,643	26,230	(1,587)	-6%
						<b><u>LABOR INDICATORS</u></b>				
1,242.3	1,229.9	1,330.5	100.6	8%	19	PRODUCTIVE FTE'S	1,227.4	1,252.4	25.0	2%
182.2	260.7	264.8	4.1	2%	20	NON PRODUCTIVE FTE'S	191.1	200.3	9.2	5%
1,424.5	1,490.6	1,595.3	104.7	7%	21	TOTAL FTE'S	1,418.5	1,452.7	34.2	2%
5.76	5.48	5.68	0.20	4%	22	PRODUCTIVE FTE/ADJ. OCCUPIED BED	5.79	5.95	0.16	3%
6.60	6.64	6.81	0.17	2%	23	TOTAL FTE/ADJ. OCCUPIED BED	6.69	6.90	0.21	3%

\* included in Adult and Peds Average Daily Census



# Washington Hospital Healthcare System

2000 Mowry Avenue Fremont California 94538-1716 • (510) 797-1111  
www.whhs.com

## DEVCO FINANCIAL STATEMENTS

Reporting Period 6

Month of December 2018

*Nancy Farber, Chief Executive Officer*

Washington Township Health Care District • Washington Hospital • Institute for Joint Restoration and Research  
Sandy Amos R.N. Infusion Center • Taylor McAdam Bell Neuroscience Institute • Washington Center for Wound Healing and Hyperbaric Medicine  
Washington Outpatient Imaging Center • Washington Outpatient Rehabilitation Center • Washington Outpatient Surgery Center  
Washington Radiation Oncology Center • Washington Special Care Nursery • Washington Urgent Care • Washington Women's Center



**Washington Township Hospital  
Development Corporation  
Summary Income Statement  
December 2018**

Current Month				Year - To - Date			
Actual	Budget	Favorable/(Unfavorable)		Actual	Budget	Favorable/(Unfavorable)	
		Variance	%			Variance	%
3,354	3,673	(319)	(8.7%)	19,637	20,413	(776)	(3.8%)
244	234	10	4.3%	1,835	1,757	78	4.4%
<b>3,598</b>	<b>3,907</b>	<b>(309)</b>	<b>(7.9%)</b>	<b>21,472</b>	<b>22,170</b>	<b>(698)</b>	<b>(3.1%)</b>
3,927,884	4,926,091	(998,207)	(20.3%)	23,125,787	26,601,705	(3,475,918)	(13.1%)
824,522	874,654	(50,132)	(5.7%)	5,028,557	5,087,117	(58,560)	(1.2%)
<b>4,752,406</b>	<b>5,800,745</b>	<b>(1,048,339)</b>	<b>(18.1%)</b>	<b>28,154,344</b>	<b>31,688,822</b>	<b>(3,534,478)</b>	<b>(11.2%)</b>
2,013,816	2,391,676	377,860	15.8%	12,107,282	12,964,261	856,979	6.6%
51.3%	48.6%	(2.7%)		52.4%	48.7%	(3.7%)	
<b>2,738,590</b>	<b>3,409,069</b>	<b>(670,479)</b>	<b>(19.7%)</b>	<b>16,047,062</b>	<b>18,724,561</b>	<b>(2,677,499)</b>	<b>(14.3%)</b>
804,133	869,901	65,768	7.6%	5,055,610	5,139,455	83,845	1.6%
305,959	325,236	19,277	5.9%	1,634,781	1,825,088	190,307	10.4%
326,859	374,682	47,823	12.8%	1,923,943	2,176,490	252,547	11.6%
288,836	284,070	(4,766)	(1.7%)	1,591,257	1,652,692	61,435	3.7%
190,352	237,653	47,301	19.9%	1,189,380	1,288,714	99,334	7.7%
90,091	99,752	9,661	9.7%	540,393	586,950	46,557	7.9%
19,626	22,760	3,134	13.8%	141,798	144,277	2,479	1.7%
445,495	439,204	(6,291)	(1.4%)	2,648,116	2,635,215	(12,901)	(0.5%)
116,531	125,577	9,046	7.2%	774,094	767,972	(6,122)	(0.8%)
<b>2,587,882</b>	<b>2,778,835</b>	<b>190,953</b>	<b>6.9%</b>	<b>15,499,372</b>	<b>16,216,853</b>	<b>717,481</b>	<b>4.4%</b>
<b>150,708</b>	<b>630,234</b>	<b>(479,526)</b>	<b>(76.1%)</b>	<b>547,690</b>	<b>2,507,708</b>	<b>(1,960,018)</b>	<b>(78.2%)</b>
<b>98,697</b>	<b>329,986</b>	<b>231,289</b>	<b>70.1%</b>	<b>425,127</b>	<b>1,455,531</b>	<b>1,030,404</b>	<b>70.8%</b>
<b>52,011</b>	<b>300,248</b>	<b>(248,237)</b>	<b>(82.7%)</b>	<b>122,563</b>	<b>1,052,177</b>	<b>(929,614)</b>	<b>(88.4%)</b>



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## Memorandum

**DATE:** January 4, 2019

**TO:** Nancy Farber, Chief Executive Officer

**FROM:** Rebecca Mikolai, Director of Respiratory Therapy  
Kimberly Hartz, Senior Associate Administrator, Ambulatory  
Tina Nunez, Associate Administrator, Ambulatory

**SUBJECT:** Request for approval of two Special Care Nursery Ventilators

The two ventilators in the Special Care Nursery (SCN), Puritan Bennett 840, are currently at end of life and the vendor is no longer able to provide parts and service on these ventilators. The ventilators are 17 years old. We are recommending trading in these ventilators as part of a better purchase price with the new recommended ventilators.

In collaboration with the SCN neonatologists including the medical director James Maguire, MD and respiratory staff, several NICU ventilator models were trialed over a period of time and the recommendation is to move forward with two of the Hamilton G5 with NEO mode ventilators. These ventilators are the same as the ventilators that we recently purchased this last year for the adult population but would come specifically with a neonatal mode. These ventilators have many advantages including such features as enhanced graphics to better monitor what is happening with the patient (compliance, dynamics and flow), has auto PEEP compensation (positive end expiratory pressure which is an event with mechanically vented patients in which there is incomplete expiration of air prior to the initiation of the next breath) which other vendors do not have this feature, ASV mode (adaptive support ventilation which uses lung protective strategies to minimize complications from Auto-PEEP) which is unique to Hamilton and finally staff familiarity and competency with this equipment given that is the same type of ventilator used with the adult population.

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 two SCN Hamilton G5 with NEO Mode ventilators for an amount not to exceed \$68,676. The Washington Hospital Healthcare Foundation is covering the expense of this equipment.



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## Memorandum

**DATE:** January 4, 2019

**TO:** Nancy Farber, Chief Executive Officer

**FROM:** Garth Huberty, Director of the Laboratory  
Kimberly Hartz, Senior Associate Administrator, Ambulatory  
Tina Nunez, Associate Administrator, Ambulatory

**SUBJECT:** Request for approval of two STAGO Compact Coagulation Analyzers

Our current STAGO analyzers used in coagulation services in the laboratory are 6 years old and reaching the end of life. They are on a lease which ends March 2019. As a stroke center, it is imperative that we keep up with modern equipment in coagulation services to provide timely and accurate results to patients in our emergency room and other critical care units. The current analyzers have had increasing service calls in the past year and suggest that the instruments are starting to show their age. In addition, the vendor is no longer selling the instrument and is expecting to sunset it in the very near future.

The requested STAGO Compact Coagulation Analyzer provides for better throughput of the samples and rapid processing of STAT samples. The current STAGO equipment runs on a DOS-based applications which is not user friendly and has limitations in terms of data analysis and interfacing capability. As we rely more heavily on data analysis every year, this requested purchase will help us utilize the informatics component of modern day lab analyzers. Lastly, STAGO has agreed to help us validate a new test, anti-Xa, with this purchase. Anti-Xa is widely known to be more precise than partial thromboplastin time (PTT) and is becoming the industry standard for monitoring patients on heparin.

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 two STAGO Compact Coagulation Analyzers for an amount not to exceed \$82,376. This equipment was included in the Fiscal Year 2018/19 Fixed Asset Capital Budget.



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## Memorandum

**DATE:** January 16, 2019

**TO:** Nancy Farber, Chief Executive Officer

**FROM:** Kimberly Hartz, Senior Associate Administrator, Ambulatory  
Tina Nunez, Associate Administrator, Ambulatory

**SUBJECT:** Request for approval of GE-ASIR (Radiation Reduction to Patient)

We are recommending moving forward with the purchase of radiation reducing software called "ASIR" (adaptive statistical iterative reconstruction). We currently have two newer CT scanners, one at the hospital and one at the MHCCP that already have ASIR installed on them. The CT scanner at the outpatient imaging center does not have ASIR on it. Dr. Mimi Lin, radiologist and Catrina Montano, CT lead technologist have been working on reducing the radiation dose to the patients on the CT scanners for the past 6 months and have been able to reduce the dose by 40%. If approved, we will be installing ASIR on the outpatient CT scanner and then will be applying the new protocols to this scanner so that we can achieve the same results for our outpatients.

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 GE-ASIR for an amount not to exceed of \$ 92,863. This item was included in the Fiscal Year 2018/19 Fixed Asset Capital Budget.





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# Memorandum

**DATE:** January 4, 2019

**TO:** Nancy Farber, Chief Executive Officer

**FROM:** Kimberly Hartz, Senior Associate Administrator, Ambulatory  
Tina Nunez, Associate Administrator, Ambulatory

**SUBJECT:** Request for approval of GE-AW server for Stroke analysis and 3D

We are recommending moving forward with the purchase of a GE-AW server upgrade to our existing CT scanners. This server will distribute 3D visualization capabilities to all reading locations associated with the CT scanners at Washington Hospital. This enables a faster and more precise evaluation of the CT scan for stroke. This will allow the neurologists to make decisions on treating the patient either with medication called tissue plasminogen activator also known as tPA which can dissolve the clot and restore blood flow or to send the patient to the catheterization lab for intervention. Time is critical in this decision making process and this will provide more precise information for a faster turnaround time on the decision. This was requested by Stroke Committee and the product was evaluated and recommended by Jack Rose M.D. (Neurology) and Jacob Wouden M.D (Radiology).

In addition to the Stroke 3D, we will also be able to perform 3D on all CT angiograms ordered by the vascular surgeons and the cardiologists. This server comes with a license for three healthcare providers to log in from their workstations and perform advanced 3D applications. This could be a CT technologist, Radiologist or any physician.

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 GE-AW server for the amount of \$ 163,821. This item was included in the Fiscal Year 2018/19 Fixed Asset Capital Budget.



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# Memorandum

**DATE:** January 07, 2019  
**TO:** Nancy Farber, Chief Executive Officer  
**FROM:** Stephanie Williams, Associate Administrator and Chief Nursing Officer  
**SUBJECT:** CAPITAL EQUIPMENT – VOLUSON ULTRASOUND

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Currently in the Birthing Center we have a Sonosite Portable Ultrasound that was purchased in 2010. The ultrasound is what our physicians use for quick visualization of the fetus. This ultrasound has served its purpose for what the need of our physicians has been for the past nine years.

Our current journey of caring for higher acuity pre-term patients has presented us with the need of an ultrasound machine that will render better visibility of the fetal organs; the Voluson P8 Ultrasound delivers this. This 2D image, high performance ultrasound allows our Obstetric and the Maternal Fetal Medicine Physicians to have access to a portable ultrasound that will allow them to make appropriate diagnosis needed at the bedside.

Total cost for all components of the Sonosite Portable Ultrasound is \$34,369.00.

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 Sonosite Portable Ultrasound with all its components for a total cost not to exceed \$34,369.00.



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# Memorandum

**DATE:** January 21, 2018  
**TO:** Nancy Farber, Chief Executive Officer  
**FROM:** Edward Fayen, Senior Associate Administrator  
**SUBJECT:** RE: Installation of Perimeter Fence

As we were completing the Morris Hyman Critical Care Pavilion Project, the issue of securing the perimeter of the campus in order to safeguard the properties became a priority.

We have solicited pricing to install a six foot fence around the perimeter of the 2000 Mowry Campus that will aesthetically match the fence that is surrounding the Washington West property. There will not be any gates at the driveways, but there will be gates at pedestrian entries into the property. Driveways will be made secure by the placement of bollards.

Bailey Fence Company was selected to be the vendor to install the perimeter security fence. Their price came in at **\$119,315**.

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 installation of the Perimeter Fence for the 2000 Mowry Campus for a total amount not to exceed **\$119,315**.



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# Memorandum

**DATE:** February 13, 2019  
**TO:** Nancy Farber, Chief Executive Officer  
**FROM:** Edward Fayen, Senior Associate Administrator  
**SUBJECT: RE: Purchase of New Neurosurgery Navigation System.**

On February 9, 2011 the Board of Directors of Washington Hospital Healthcare District purchased a Brainlab BrainSuite for the Neurosurgery Operating Room. This navigation equipment is utilized with advanced imaging for the placement of screws and rods in spinal surgery patients. This equipment is now at the end of its useful life.

We are requesting board approval of a new fixed Brainlab navigation system for OR #1, a mobile navigation system to be used in other operating rooms, and an advanced Ziehm C-arm imaging system to be utilized with both navigation systems for the placement of hardware in any part of the spine. Brainlab continues to be a leader in spine navigation equipment. It has been successfully used on the vast majority of spine cases done at the hospital for the last seven and half years. The advanced navigation equipment integrates with current microscopes, and can also be used for cranial work.

The mobile curve navigation unit will allow spine procedure to be done in other rooms (most often in OR #4). The Ziehm C-arm can be moved back and forth between the operating rooms during cases done simultaneously.

The total cost for the fixed navigation system, mobile navigation system and Ziehm C-arm is **\$710,960**. The annual subscription fee for the software for both navigation systems is **\$131,195** annually (for five years).

In accordance with District Law, Policies and Procedures, it is requested that the Board of Directors authorize the Chief Executive Officer to execute the appropriate documents to complete the purchase of the Navigation and Imaging Hardware and the five year Software Subscription from Brainlab for a total amount not to exceed **\$1,488,125**.



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# Memorandum

**DATE:** January 21, 2018

**TO:** Nancy Farber, Chief Executive Officer

**FROM:** Edward Fayen, Senior Associate Administrator

**SUBJECT:** RE: Upgrade to the Facilities and Biomedical Computerized Work Order System

We currently use the CMMS System by Phoenix Data System for the work order and reporting system for Facilities and Biomedical Departments. This upgrade will allow the system to be used in a decentralized fashion, so that techs can utilize it on the floor, access equipment history, and new work orders while working on equipment. In addition, there is a digital dashboard and dispatch center that will allow for better reporting and management of personnel who been assigned to work on biomedical or engineering work orders. Finally, there are improvements in the system that will make it easier and more intuitive for nurses and hospital personnel to put work order requests into the system.

The cost of system is **\$31,187.96**. It was included in the FY2019 Capital Asset Budget.

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 Upgrade to the Facilities and Biomedical Computerized Work Order System for a total amount not to exceed **\$31,187.96**.



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## Memorandum

**DATE:** January 21, 2018  
**TO:** Nancy Farber, Chief Executive Officer  
**FROM:** Edward Fayen, Senior Associate Administrator  
**SUBJECT:** Line Leak Detection for Diesel Oil

We recently become aware of a new California regulation requiring leak detection/surveillance equipment be placed around all lines carrying diesel oil from our diesel storage tank to our emergency generators and boilers.

We have been working with the company that provides ongoing maintenance of our diesel tanks, Balch Petroleum, on developing a plan for this leak detection system. We recently received a bid for **\$29,780** to put a leak detection system that is consistent and compatible with the systems that we have in place in our two large diesel storage tanks in the yard around the Central Utility Plant. This system is an electronic system that monitors the generator day tanks, the boiler feeds, and the diesel tanks. Any indication of a leak would alarm in the Control Room of the Central Utility Plant.

We did not anticipate this new legislation and so have not budgeted for this capital expense in the FY2019 Capital Budget.

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 installation of the line leak detection System for diesel oil for a total amount not to exceed **\$29,780**.



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# Memorandum

**DATE:** January 21, 2018  
**TO:** Nancy Farber, Chief Executive Officer  
**FROM:** Edward Fayen, Senior Associate Administrator  
**SUBJECT:** RE: Purchase of Electrosurgery Unit for Endoscopy

Currently, the Endoscopy Department uses an ERBE unit as their cautery instrument for endoscopic procedures. The unit is fourteen years old and in poor condition.

The department has trialed electrosurgery units and has decided that the US Endoscopy GI 4,000 unit is the best unit to meet their needs. The GI 4,000 Unit is built specifically for endoscopy procedures and supports lavage washing, polypectomy, bipolar hemostasis, sphincterotomy, and endomucosal resection and dissection. It is only designed for the flexible endoscopes. This unit has multiple functions all built-into-one, easy-to-use, compact unit.

The cost of system is **\$32,750**. It was included in the FY2019 Capital Asset Budget.

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 Electrosurgery Unit for Endoscopy for a total amount not to exceed **\$32,750**.



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# Memorandum

**DATE:** February 13, 2019  
**TO:** Nancy Farber, Chief Executive Officer  
**FROM:** Edward Fayen, Senior Associate Administrator  
**SUBJECT:** **Replacement of Lighted Sign**

Some of the lighted letters spelling "Washington Hospital" on top of the six story building have burned out.

The lighting fixtures were neon. We want to replace all of the lighting behind the letters on the building with LED lights. These will be a more reliable, long term light source that will reduce the maintenance on the sign.

This was unanticipated expense, and was not budgeted for FY19 Capital Budget. The cost for replacing the neon lights with white LED lighting is **\$36,175**.

In accordance with District Law, Policies and Procedures, it is requested that the Board of Directors authorize the Chief Executive Officer to execute the appropriate documents to complete the replacement of the neon lights with white LED lights for a total amount not to exceed **\$36,175**.





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# Memorandum

**DATE:** February 7, 2019  
**TO:** Nancy Farber, Chief Executive Officer  
**FROM:** Chris Henry, Senior Associate Administrator  
Chief Financial Officer  
**SUBJECT:** FOC TI Budget Request

It has been two years since we have purchased the Fremont Office Center, and some of the larger leases are beginning expire. To date leases have been renegotiated with little to no tenant improvement expenses.

However, between now the end of the fiscal year there are ten leases covering a total 42,500 square feet that will come to term, some of which are currently under negotiation. We expect that more significant work will be needed on these spaces in order to secure favorable leases.

We anticipate the new terms on the leases to be between 36 and 60 months. We have estimated the cost of expected tenant improvements on these spaces to total \$668,600. We expect the net income from these leases to be about \$3.0 million over the 60 months. We are requesting Board approval of this amount to carry us through the end of the fiscal year. This amount was not included in the fiscal year 2019 capital budget.