

Memo

To: Board Members
From: Christian Wallis
Date: November 7, 2024
Subject: Policies & Procedures Committee Minutes – **October 15, 2024**

The Committee met on Tuesday, October 15, at 12:15 p.m. Members of the public were able to participate by telephone, Zoom, or in-person at the Grossmont Healthcare District Conference Center, located at 9001 Wakarusa Street, La Mesa, CA.

Attendees: Director Virginia Hall, RN, Chair
Director Michael Emerson, RDO, Member
Christian Wallis, Chief Executive Officer
Jeffrey Scott, General Counsel

A. Call to Order: The meeting was called to order by Director Hall at 12:20 p.m.

B. Approval Agenda: The agenda was approved as posted.

C. Public Comment: There were none.

D. Reports/Discussion/Possible Action Items

1. Further Review of the Orientation Manual for New Directors of Grossmont Healthcare District

After discussion, the Committee suggested the following changes to the Orientation Manual:

- Page 1, Paragraph 1: add “(first Friday at Noon in December)”
- Page 2: Move “Onboarding Checklist” to the back as an Appendix
- Page 2: Remove “Review last 3 months of Board and Committee meeting minutes (found on District website)”
- Page 2: Remove “Head Librarian,” “Accountant,” “Compliance Coordinator,” and “Executive Assistant,” from the Stakeholder Introductions/Meetings
- Page 3: Under “Our History,” 4th paragraph, add “replace sentence with “District voters approved an extension of this 30-year lease agreement with Sharp HealthCare starting in 2021 until 2051.”

- Page 4: Under “District Map,” 1st paragraph, replace it to read “The Grossmont Healthcare District represents more than 52,000 East County residents. Its boundaries cover a large geographic area of 750 square miles extending from Lemon Grove to Campo and from the Border to Santee.”
- Page 6: Under “Health & Wellness Library,” make first sentence read, “...is a comprehensive paper, text, and online resource for...”
- Page 6: Under “Chief Executive Officer,” add: “The CEO keeps Board of Directors informed of new regulations, newsworthy community events and meetings, along with information and effects of the Grossmont Healthcare District.”
- Page 7: Under “Chief Administrative Officer,” reference all of the committees that the CAO partakes in (Finance, Policies & Procedures, and Facilities).
- Page 8: Remove “Head Librarian” portion from the document
- Page 9: Re-do the Organizational Chart so that all assigned departments are shown in different colors and General Counsel Jeff Scott is lined up with “Board of Directors.”
- Page 10: Under “Duties of the Board,”
 - o add “and General Counsel” to the end of item #4
 - o change sentence to read “Overseeing a website that includes:...”
 - o change sentence to read “Adopt an annual budget in a public meeting by June 1.”
 - o add “Accountability and transparency” as item #6
 - o realign the paragraphs so they flow better
- Page 12: “Rosenberg’s Rules of Order” should be changed to “Robert’s Rules of Order”
- Page 16: Under “Board of Director Zones,” add a sentence at the top to read “The District Board members are no longer elected at large and are now elected by zones, as illustrated on map found on page __.)
- Page 17: Under “Finance,” change sentence to read “... which includes the crucial task of overseeing the annual audit.”
- Page 18: Under “Priority 2: Hospital Partnership,” change sentence to read “Ensure Accountability and Oversight of...”

- Section 7: Move “District Conflict of Interest Code” after “Conflict of Interest Pamphlet.”

E. Next Meeting: No regular meetings are on calendar at this time. A special meeting will be scheduled, if necessary.

F. Adjournment: There being no further business, the meeting adjourned at 1:15 p.m.