

August 11, 2010

√	Committee Members in Attendance	Staff in Attendance
√	Terrie Stanley, Co-Chair Interim CEO	Dee Pupa, Interim Assistant Clerk of the Board
√	Narcisa Egan, Co-Chair Assistant Health Care Agency CFO	Alison Sawyer, Interim Clerk of the Board
√	Lanyard Dial, MD, Physician, Ventura County Medical Association	
√	Rick Jarvis, Private Hospitals/Healthcare System	Guest:
√	Roberto Juarez, CEO, Clinicas del Camino Real, Inc.	Jennifer Bower, Human Resources Director, Regional Government Services-Local Government Services.
√	Michael Powers, Director, Ventura County Health Care Agency	
√	Catherine Rodriguez, Ventura County Medical Health System	

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
1. Call to Order Welcome and Roll Call Terrie Stanley	<ul style="list-style-type: none"> The meeting was called to order at 3:32 p.m. All Members present, except for Mr. Juarez. A quorum was present. <p>Ms. Stanley welcomed everyone. Mr. Juarez is in attendance.</p>	
2. Minutes of Prior Meeting Terrie Stanley	<p>The minutes of the July 26, 2010 Executive/Finance Committee meeting were presented for review and approval.</p> <p>Dr. Dial clarified his comments under item 3#: He stated that picking a name is not the most pressing issue before the Committee, and that the name itself should suggest "local" and "health".</p>	<p>Mr. Powers made the motion to approve the minutes as corrected; Dr. Dial seconded. [Mr. Juarez was not present at the previous meeting.] Approved: 4-0</p>
3. Office Location and Lease Agreement Terrie Stanley	<p>Recommendation: Bring forth a recommendation to the next Commission meeting on the location and lease agreement terms for the administrative office of Gold Coast Health Plan.</p> <p>Emphasizing the need to find a location for GCHP to begin</p>	<p>The item was tabled by the Commission until the next meeting of the Committee.</p>

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	<p>operations, Ms. Stanley informed the Committee that she expanded the search parameters to include the client density by city. She found that Oxnard has almost 50% of all beneficiaries.</p> <p>In addition, in light of the discussions and actions on this topic at the last Commission meeting, she noted that she had been in discussion with Counsel Lee concerning the definition of a majority, given abstentions and/or recusals. She relayed his initial opinion that recusals are not included in the count.</p> <p>Dr. Dial noted that this was contrary to interim Counsel Polich's opinion given during the Commission meeting. Mr. Juarez commented that further clarification was needed, because, if Mr. Lee is correct, the first of the three motions (concerning office location) made by the Commission at its last meeting would take precedence. Mr. Powers inquired if Mr. Lee could provide a written opinion. General Committee consensus was that resolution of the conflicting opinions should be obtained before further action is considered.</p> <p>NOTE: See further discussion at Agenda Item #8 below.</p>	
<p>4. Staffing Plan</p> <p>Terrie Stanley</p>	<p>Recommendations: Direct Interim CEO to request Regional Government Services to begin recruitment and hiring of key personnel required to accomplish work needed for a February 1 implementation time-line.</p> <p>Ms. Stanley noted that, given the current operational status, the October go-live date is not feasible and has been adjusted to February 2011. Emphasizing the need to have staff onboard to accomplish the tasks necessary to get to go-live, she suggested that recruitment/hiring of key personnel begin before the CEO is in place. She also recommended hiring flexibility: working with RGS to screen and hire, and allowing for the potential of short-term hires, and combined hires (one person serving more than one function). Jennifer Bower agreed that one possible solution to the time pressure is to bring on staff for project work, recognizing that this might mean short-term hires. In response to Mr. Juarez question, Ms. Stanley noted that the following five positions are being considered for this action: IT</p>	<p>Mr. Juarez made the motion to authorize the Interim CEO to start the recruitment process for the referenced positions, and to authorize the Interim CEO, with the help of the HR Consultant as needed, to (1) screen and rank for the top three candidates for each position, and, (2) as needed, make decisions on how to hire into each position; Dr. Dial seconded.</p> <p>Approved: 5-0</p>

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	<p>System Director, Director of Provider Relations/Contracting Manager, Member Service Director, Claims Director, and Government Relations Director. Noting that these positions were at the “director” level, Mr. Juarez inquired if the temporary hires for these functions would also be at that level. Ms. Bower state that could be, noting that when operations are being started, not all functions are up to speed.</p> <p>In response to Ms. Rodriguez’ question, Ms. Bower noted that the CEO would make the selections, assisted by RGS. Ms. Stanley commented that she, as Interim CEO, could work with RGS.</p> <p>Mr. Jarvis inquired if the focus would be on long or short term hires. Mr. Powers expressed concern, noting that the evaluation process could be different for each.</p> <p>Ms. Stanley emphasized that the goal was to move the process along and look for capable people who can fulfill the functions.</p> <p>There was discussion about making sure the candidates understood the risk (potential for short-term hire) and that they were not hiring with the CEO. The Committee recognized that it was not in the best interests to hold off on these hires until the CEO was in place. Mr. Powers suggested focusing on the functions that need to be filled to do the necessary work. Ms. Stanley agreed, noting that expertise is the issue.</p>	
<p>5. CLOSED SESSION Review and approval of previous Closed Session Minutes</p> <p>Terrie Stanley</p>	<p>Prior to going to Closed Session, Ms. Stanley informed the Committee that Dr. Chawla had resigned from the Committee due to a time conflict. Mr. Juarez is replacing her on the Committee.</p> <p>The Minutes of the June 16, 2010 Closed Session were presented for review and approval.</p>	<p>Closed Session Minutes recorded separately.</p>
<p>6. CLOSED SESSION</p> <p>Jennifer Bower</p>	<p>Public Employee Appointment or Employment (Gov. Code §54957) Title: Chief Executive Officer</p>	<p>Co-Chairs and Clerks of the Board excused.</p>
<p>7. CLOSED SESSION</p> <p>Narci Egan</p>	<p>Medi-Cal Negotiations (Health & Safety Code, §1457, 1462; Welfare & Institutions Code, §14081, 14082; Gov. code, §6254, subd .(q))</p>	<p>Closed Session Minutes recorded separately.</p>

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<p>8. Final Comments from Committee Members</p> <p>All</p>	<p>In reference to the discussion at Agenda Item #3, Ms. Stanley informed the Committee that, during the their Closed Session, she had spoken with Counsel Lee and he had clarified the process for determining a Commission majority for voting purposes: He concurred that the majority would mean one more than half the number of Commissioners in attendance at the meeting, including abstentions and recusals.</p> <p>Mr. Jarvis noted that he will check his availability for participation in future CEO selection sessions and get back to the Cmte with the information. Mr. Powers said that if that is the case, another Commissioner will be requested to substitute for Mr. Jarvis for the purposes of Committee action in reference to "Public Employee Appointment or Employment, Title: Chief Executive Officer"</p>	<p>As noted above (Agenda Item #3) The item was tabled by the Commission until the next meeting of the Committee.</p>
<p>9. Public Comment/Correspondence</p> <p>Open</p>	<p>No Public Comment or Correspondence</p>	
<p>10. Adjourn</p> <p>Terrie Stanley</p>	<p>Ms. Stanley adjourned the meeting at 5:35 p.m.</p>	

Submitted by: Alison C. Sawyer
Recorder

Public Meeting of the Ventura COHS Executive/Finance Committee

DATE: Wednesday August 11, 2010

TIME: 3:30-5:30 PM

PLACE: 2240 E Gonzales Road Suite 200
Oxnard CA 93036

AGENDA

Item	Documents for Review	Subject	Presenter	Time
1		Call to Order, Welcome and Roll Call	Terrie Stanley	3:30-3:35
2	ATTACHMENT A Minutes of July 26, 2010	Review and Approval of Minutes	ALL	3:35-3:45
3	ATTACHMENT B Board Letter to Bring Forth a Recommendation on Office Location for the August Commission Meeting	Office Location and Lease Agreement	Narci Eagan and Terrie Stanley	3:45-4:00
4	ATTACHMENT C Board Letter to Recommend Hiring Key Positions before Final CEO/CFO/CMO Selection	Staffing Plan	Terrie Stanley	4:00-4:15
5	CLOSED SESSION	Review and Approval of Closed Session Minutes		4:15-4:20
6	CLOSED SESSION	Public Employee Appointment or Employment (Gov. Code §54957.) Title: Chief Executive Officer	Narci Eagan and Jennifer Bower	4:20-5:00
7	CLOSED SESSION	Medi-Cal Negotiations (Health & Saf. Code, sec. 1457, 1462; Welf. & Inst. Code, sec. 14081, 14082; Gov. Code, sec. 6254, subd. (q))	Narci Eagan and Terrie Stanley	5:00-5:15
8		Final Comments from Commissioners	All	5:15-5:20
9		Public Comment/Correspondence	Open	5:20-5:30
10		Adjourn	Narci Eagan and Terrie Stanley	5:30

Meeting agenda and documents available at meeting location and at our website www.vchca.org/cohs

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT LAURA AT 805/981-5023. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING

July 26, 2010

√	Committee Members in Attendance	Staff in Attendance
√	Terrie Stanley, Co-Chair Interim CEO	Dee Pupa, Interim Assistant Clerk of the Board
√	Narcisa Egan, Co-Chair Assistant Health Care Agency CFO	Alison Sawyer, Interim Clerk of the Board
√	Anil Chawla, MD, Director, Physician, Clínicas del Camino Real, Inc.	Guest:
√	Lanyard Dial, MD, Physician, Ventura County Medical Association	Jennifer Bower, Human Resources Director, Regional Government Services-Local Government Services.
	Rick Jarvis, Private Hospitals/Healthcare System	
√	Michael Powers, Director, Ventura County Health Care Agency	
√	Catherine Rodriguez, Ventura County Medical Health System	

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
1. Call to Order Welcome and Roll Call Terrie Stanley	<ul style="list-style-type: none"> The meeting was called to order at 2:33 p.m. All Members present, except for Mr. Jarvis (Excused). A quorum was present. 	
2. Minutes of Prior Meeting Terrie Stanley	The Minutes of the July 14, 2010 Executive/finance committee meeting were presented for review and approval.	Mr. Powers moved to approve the minutes, Ms. Rodriguez seconded. Approved: 4-0
3. Update on Survey for naming the Ventura COHS Terrie Stanley	Ms. Stanley informed the Committee that she had solicited feedback from various members of the community: practicing physicians, hospitals, and other providers and stakeholders. Marketing professional Lynette Coverly provided pro bono advice about using domain name searches and making sure the translated name is attractive. Ms. Stanley noted that "Gold Coast" received positive	Informational Only

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>input. Dr. Chawla commented that this item should be taken to the full Commission. Ms. Stanley responded that the item will go to the Commission but the Committee needs to discuss it. Dr. Dial stated that picking a name was not a big deal, and that the name itself should suggest "local" and "health". Mr. Powers commented that he like "Gold Coast" and wondered if the East County respondents felt it represented them as well. Ms. Stanley noted that the respondents had felt it to be equally representative.</p>	
<p>4. Staffing Update Terrie Stanley</p>	<p>Ms. Stanley introduced Jennifer Bower, Human Resources Director for Regional Government Services-Local Government Services. Ms. Bower informed the Committee that since they started recruiting about ten days ago, they have received eleven applications for the CEO, twenty-six for the CFO, and six for the CMO. She feels it is a good response although no screening has been done yet. She asked the Committee what the next steps should be: should a smaller group pre-screen and select a set for interviews. She suggested a smaller group could meet next week reviewing applications pre-screened for minimum qualifications, and then interviews could start the week after that. Dr. Dial commented that the CEO is such a key position that he recommends that (1) each application should be reviewed and ranked by all Committee members, eliminating any ranked below a defined level; and (2) then the Committee should meet to finalize the ranking, eliminating any ranked below a defined level and to conduct preliminary interviews. Ms. Stanley reminded the Committee that personnel issues involving evaluation of applicants are done in closed sessions. Ms. Bower suggested that she could distribute the applications by Friday, 7/30, for Committee members to review and rank, and the Cmte could meet the following Tuesday, 8/3. This closed session meeting was tentatively scheduled for Tuesday at 3:30, conditional upon calendar checks. Mr. Powers confirmed with Ms. Bower that the CFO and CMO evaluation and selection processes would begin after the CEO is in place. Dr. Chawla confirmed that the Committee would narrow the</p>	<p>Informational Only</p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	down to 3 candidates for the full Commission's action.	
5. Final Comments from Commissioners All	No Final Comments	
6. Public Comment/Correspondence Open	No Public Comment or Correspondence	
7. Adjourn Chair	Ms. Stanley adjourned the meeting at 2:50 p.m.	

Submitted by:


Recorder

RA COUNTY
 EDI-CAL
 AGED CARE
 MISSION

vhca.org/lohs

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 Care Agency

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 Program Director

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 Beneficiary /
 Representative

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, Juarez CEO
 el Camino Real Inc.

r Kathy Long
 County
 Supervisors

ice
 ospital /
 ire System
 Reg. Med. Center

: Rodriguez
 ealth System

nmission Staff

anley, RN CPHQ,
 MPA

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 ura, Ca. 93003

: (805) 677-5238
 (805) 677-5203

DATE: August 11, 2010
TO: Gold Coast Health Plan Executive/Finance Committee
FROM: Terrie Stanley, Interim CEO
SUBJECT: Location of Office and Lease Agreement

Recommendations: Bring Forth a Recommendation to Next Commission Meeting on Location and Lease Agreement Terms for the Administrative Office of Gold Coast Health Plan

Discussion:
 Gold Coast Health Plan needs to be able to enter into an office space lease for operations. The current plan calls for 39 staff to be hired over the coming months. The first 20 to be hired will consist mostly of management, executive support, provider relations and contracting staff. The final 19 to be hired will be operational and brought in during the last 30-45 days before "go-live". With an anticipated timeline of February 2010, member letters will be sent out by the state 90 days prior to that date. This means the plan will need operating phone number(s) and a permanent address for correspondence. There will need to be a primary care network in place as well as ACS staff to answer questions and concerns members may have. In order for ACS to set up their systems to interface with GCHP systems, a space needs to be secured and ready for IT and phone installations no later than mid-September. Since lease negotiations can take 30 days, mid- August is the timeframe for this to occur. As staff will be hired, there needs to be physical space to place people beginning the middle of September. Contracts and provider information will need to be entered into the ACS systems during the month of October.

Considerations include:

- Location-central to the County (The city of OXNARD has almost 50% of all enrollees-consideration should be given to locating the office here)
- Size of space-it is estimated to accommodate offices for directors and cubicles for staff as well as meeting room and common space-a minimum of 6,000 square feet of usable space is required-(150 per employee).
- Proximity to public transportation
- Minimal "build-out"-to keep costs down and be able to be operational in a compressed timeframe
- Term of lease and length of fixed pricing
- Full vs. limited service lease
- "Load Factor" of building
- Availability of having a lease ready to sign and not needing to negotiate terms
- Safety of building
- Adequacy of parking
- Due to the current financial situation, many landlord have the expectation that a business to be operational with documented income source

**SANTA CLARA COUNTY
MEDICAL
MANAGED CARE
COMMISSION**

www.vchca.org/cohs

Powers
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Richard K. Dial
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Debbie Berry
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Dr. Dil Chawla
Del Camino Real Inc.

Dr. Frankhauser
Executive Committee

Dr. Chris
Hospital/
Care System
Bless Hospital

Dr. Jose S. Juarez CEO
Del Camino Real Inc.

Dr. Susan Long
County
Supervisors

Dr. Maurice
Hospital /
Care System
St. Reg. Med. Center

Dr. Terri Rodriguez
Health System

Commission Staff
Terri Stanley, RN CPHQ,
MPA

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ATTACHMENT C

DATE: August 11, 2010
TO: Gold Coast Health Plan Executive/Finance Committee
FROM: Terrie Stanley, Interim CEO
SUBJECT: Hiring Staff Prior to Final CEO/CFO/CMO Selection

Recommendations: Direct Interim CEO to request Regional Government Services begin recruitment and hiring of key personnel required to accomplish work needed for a February 1 implementation time-line.

Discussion:

Original discussions in relations to staffing the health plan indicated that CEO/CFO and CMO would be hired first and then subsequent staff members would be hired subsequent to those selections. As the hiring process for these key positions is approaching, it may still take time for the individuals selected for these positions to actually be in place. If GCHP waits and then begins recruitment of the following positions, it will not be able to meet a start date of February 1 as work these individuals will be doing is key to the plan's ability to deliver what is required by the Department of Health Care Services and for operational activities to flow smoothly. Following is a list of initial positions that need to be brought on in the next 30 days. These are budgeted positions and the original plan called for these individuals to be brought on 6 months prior to "go-live"- which would now be August.

- IT System Director - IT and phone system selection and installation.
- Director of Provider Relations/Contracting Manager - develop Provider Manual and assist in the process of contract data entry to the GCHP system.
- Member Service Director - work with ACS call center on GCHP policies and procedures needing approval from the Department of Health Care Services staff-this will include the creation of a Member Handbook and call script for staff.
- Claims Director - assist ACS with system configuration, and benefit and payment rules.
- Government Relations Director – work closely on the submission of required documentation, tracking and correction of documentation as needed to finalize deliverables.