



BOARD OF TRUSTEES MEETING
TUESDAY, July 30, 2013

Executive Offices Located at Highland Care Pavilion

1411 East 31st Street Oakland, CA 94602

Marla D. Cox, Clerk of the Board

(510) 437-8468

LOCATION:

Open Session: Highland Care Pavilion (HCP) Conference Center

MEMBERS

Kirk E. Miller, ***President***

Valerie D. Lewis, Esq., ***Vice President***

Ronald D. Nelson, ***Secretary***

Daniel Boggan, Jr.

Michele Lawrence

Stanley M. Schiffman

J. Bennett Tate

Barry Zorthian, MD

Chief of Staff, AHS Medical Staff:

Taft Bhuket, MD

AGENDA

CLOSED SESSION

4:00 – 5:30 p.m.

TAB #1 Conference with Legal Counsel: Substantial Risk of Litigation
[Government Code Section 54956.9]

Douglas B. Habig, General Counsel

Conference with Negotiator

[Government Code Section 54957.6]

Douglas B. Habig, General Counsel

OPEN SESSION – Convenes at approximately 5:30 p.m.

TAB #2 COMMITTEE REPORTS:
(5:30 – 5:45 pm)

- **Strategic Planning Committee Report**
Stanley M. Schiffman, Committee Chair
Wright Lassiter, III, CEO, Interim Committee Liaison

- **Finance Committee Report**
Daniel Boggan, Jr., Committee Chair
Marion Schales, CFO, Committee Liaison

- **Audit and Compliance Committee Report**
Daniel Boggan, Jr., Committee Chair
Marion Schales, CFO, Committee Liaison

- **Human Resources Committee Report**
Ronald D. Nelson, Committee Chair
Jeanette Loudon-Corbett, CHRO, Committee Liaison

- **Quality Professional Services Committee Report**
Barry Zorthian, MD, Committee Chair
Kerin Bashaw, VP, Committee Liaison

TAB #3 ACTION: Consent Agenda
(5:45 – 5:55 pm)

- A. **Approval of the Minutes from the June 18, 2013 Special Board of Trustees Meeting.**

- B. **Approval of the Minutes from the June 25, 2013 Board of Trustees Meeting.**

- C. **Approval of Contracts and Authorization by the CEO to Execute the Following Operating Contracts:**
Recommendation by the Finance Committee

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1. Contract Renewal with **Alameda County Sheriff's Department** for the period of July 1, 2013 through June 30, 2014, not to exceed amount of: **\$2,700,826.**
Bill Manns, Chief Operating Officer

2. Contract Renewal with **Otis Elevator** for the period of February 1, 2013 through January 31, 2018, not to exceed amount of: **\$1,383,213.**
Bill Manns, Chief Operating Officer

3. Contract Renewal with **Quest Diagnostics** for the period of April 1, 2013 through March 31, 2016, not to exceed amount of: **\$7,500,000.**
Bill Manns, Chief Operating Officer
4. Contract Amendment with **Atul Patel, MD** for the period of April 1, 2011 through March 31, 2014, not to exceed amount of: **\$2,241,056.**
Kathleen Clanon, MD, Interim Chief Medical Officer
5. Contract Amendment with **Federico Castro-Moure, MD** for the period of April 1, 2011 through March 31, 2014, not to exceed amount of: **\$2,241,056.**
Kathleen Clanon, MD, interim Chief Medical Officer
5. New Agreement with **Athens Administrators** for the period of August 1, 2013 through July 31, 2016, not to exceed amount of: **\$1,247,187.**
Jeannette Louden-Corbett, Chief Human Resources Officer
7. Contract Amendment with **Robert Half International** for the period of July 1, 2012 through June 30, 2013, not to exceed amount of: **\$1,350,785.**
Jeannette Louden-Corbett, Chief Human Resources Officer

D. Approval of Medical Staff / Organizational Policies and Procedures
Recommendation by the Quality Professional Services Committee

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Administrative Policies

- Conflict of Interest in the Conduct of Research
- Consent to Photograph
- Consent/Informed Consent
- Disabled Accessibility and Services
- Disruptive and Illegal Behavior, Patient
- Emergency Unlocking of Restrooms
- Issuing Medical Record Numbers
- Legal Medical Record Definition
- Media Relations
- Medical Record Authorship and Documentation Integrity
- Medical Record Availability
- Medical Records Forms: Requirements and Approval Process
- Mission and Vision
- Patient Hand Off and Sign Outs (Transfer of Care Between Nursing Personnel)

Clinical Policies

- Against Medical Advice (AMA)
- Management of Acute Adverse Reactions: Chemotherapy
- Management of Pharmaceutical Waste
- Medication Administration: Chemotherapy
- Medications: High Risk, High Alert
- Preparation and Administration: Chemotherapeutic Agents (Oral)
- Prescribing: Chemotherapeutic Agents (Oral)

Departmental Policies

- Gloves
- Identify and Resolve Conflicts of Interest Prior to Educational Program
- MCH Antepartum Testing
- MCH Care of Post-Partum Patient
- Mifepristone/Misoprostol Abortion Protocol
- Reimbursement and Honoraria
- Scope of Care/Service-Emergency Department
- Students in the Emergency Department/School of Affiliation
- Blanket Warmers
- Ceiling and Vent Cleaning
- Central Services
- Cleaning Cart Set-up
- Cubicle Curtain and Drapes Cleaning
- Discharge Room Cleaning Procedure
- Disposal Medical/Non-Medical Batteries
- Dry Mopping Hard Floor Surfaces
- Elevator Cleaning
- Emergency Spill Response (Critical Incident Plan)
- EVS Training Program Procedure
- Examination and Treatment Room Cleaning
- Glass Cleaning
- Hazardous Materials and Waste Management Plan
- Hazardous Materials Ordering and Receiving
- Hazardous Materials Waste and Storage Practices
- High Dusting
- Infection Control Guidelines for Environmental Services
- Isolation Discharge Room Cleaning Procedure
- Labor and Delivery Cleaning
- Nursery Cleaning
- Occupied Isolation Room Cleaning Procedure
- Orientation and Education
- Radiant Warmers, Isolettes and Cribs
- Refrigerator Cleaning
- Soiled Linen Handling
- Spill Reporting and Investigation
- Surface Dusting
- Surgery Cleaning
- Toilet Cleaning
- Tub and Shower Cleaning
- Wall Washing
- Waste Can Cleaning
- Wet Mopping Hard Floor Surfaces

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Medical Staff Policies

- Rules and Regulations Redline July 2013

Recommendation: Motion to approve.

END OF CONSENT AGENDA

TAB #4 UPDATE/DISCUSSION: Chief Executive Officer Update
(5:55 – 6:10 pm)

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Wright Lassiter, III, Chief Executive Officer

TAB #5 DISCUSSION: Highland Acute Tower Replacement Project

Page 325 (6:10 – 6:20 pm)
Bill Manns, Chief Operating Officer

TAB #6 DISCUSSION/ACTION: San Leandro Hospital Transaction

(6:20 – 6:30 pm)
Douglas B. Habig, General Counsel
Wright Lassiter, III, Chief Executive Officer

- Page 326** a. Donation agreement
Page 375 b. Resolution – Change of Ownership Application – San Leandro Hospital
(Resolution 2013-003)

Recommendation: Motion to approve.

TAB #7 DISCUSSION/ACTION: Authority to Proceed with Layoffs

Page 378 (6:30 – 6:40 pm)
Jeanette Loudon-Corbett, Chief Human Resources Officer

Recommendation: Motion to approve.

TAB #8 INFORMATION: Chief of Staff Report

(6:40 – 6:55 pm)
Taft Bhuket, MD, Chief of Staff, AHS Medical Staff

TAB #9 INFORMATION: AHS Media Report

Page 380 (Written Report)
Jerri Randrup, Director of Corporate Communications & Marketing

TAB #10 REPORT: Legal Counsel's Report on Action Taken in Closed Session

(6:55 pm)
Douglas B. Habig, General Counsel

Public Comments

Board of Trustees Remarks

ADJOURNMENT

Our Mission

Caring, Healing, Teaching, Serving All

Strategic Vision

To become a world-class patient and family centered system of care that promotes wellness, eliminates disparities and optimizes the health of our diverse communities.

Meeting Procedures

The Board of Trustees is the Policy Body of the Alameda County Medical Center. The Board has several standing Committees where ordinances and resolutions are the subject of hearings at which members of the public are urged to testify. Board procedures do not permit: 1) persons in the audience at a Committee meeting to vocally express support or opposition to statements by Board Members or by other persons testifying; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the Clerk of the Board or to its members, 1411 East 31st Street Oakland, CA 94602.

Disability Access

The Meeting Rooms are wheelchair accessible. Assistive listening devices are available upon request at the Clerk of the Board's Office. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board. Requests made at least 48 hours in advance of the meeting will help to ensure availability. The nearest accessible BART station is Lake Merritt. Accessible AC Transit Bus Route 62 stops at the entrance to Highland Hospital. Route 11 stops one block away, on 14th Avenue at East 31st Street. For schedule updates, call AC Transit at (510) 817-1717; BART at (510) 465-2278. There is accessible parking in the main patient parking lot enter on East 31st Street.

In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to perfumes and various other chemical-based scented products. Please help us to accommodate these individuals.

The APMC Board of Trustees is committed to protecting the private health information (PHI) of our patients. We ask that speakers refrain from disclosing or discussing the PHI of others. Please also know that, should you decide to disclose your PHI, the Trustees will still likely refer your matter, to the extent it involves PHI, to the executive staff for a confidential review of the facts and for confidential handling. If you would like more information regarding the confidentiality of PHI as it relates to the Health Insurance Privacy and Accountability Act, please refer to 45CFR Section 164.101, et.seq.