

August 23, 2010

√	Committee Members in Attendance	Staff in Attendance
√	<b>Terrie Stanley, Co-Chair</b> Interim CEO	<b>Tin Kin Lee, Counsel</b>
√	<b>Narcisa Egan, Co-Chair</b> Assistant Health Care Agency CFO	<b>Dee Pupa, Interim Assistant Clerk of the Board</b>
√	<b>Lanyard Dial, MD, Physician, Ventura County Medical Association</b>	<b>Alison Sawyer, Interim Clerk of the Board</b>
√	<b>Rick Jarvis, Private Hospitals/Healthcare System</b>	
√	<b>Roberto Juarez, CEO, Clínicas del Camino Real, Inc.</b>	
√	<b>Michael Powers, Director, Ventura County Health Care Agency</b>	
√	<b>Catherine Rodriguez, Ventura County Medical Health System</b>	

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
1. Call to Order Welcome and Roll Call  Terrie Stanley	<ul style="list-style-type: none"> <li>The meeting was called to order at 2:00 p.m.</li> <li>All Members present, except for Mr. Juarez</li> <li>A quorum was present.</li> </ul> <p>Ms. Stanley introduced Mr. Tin Kin Lee, COHS Counsel. Mr. Juarez is in attendance.</p>	
2. Minutes of Prior Meeting  Terrie Stanley	<p>The Minutes of the August 11, 2010 Executive/Finance Committee meeting were presented for review and approval.</p> <p>A correction will be made to Item #8 of the minutes: The second paragraph should start: "Mr. Jarvis noted that he will check his availability for participation in future CEO selection sessions and get back to the Committee with the information."</p>	<p>Mr. Powers moved to approve the Minutes as corrected, Dr. Dial seconded.</p> <p><b>Approved: 5-0</b></p>
3. Location of Office, Lease Agreement	<p>Recommendation: The Executive Finance Committee shall bring forth a recommendation to the Commission meeting of August 23, 2010 on location and lease agreement terms for the administrative</p>	<p>Dr. Dial made the motion to approve the revised recommendation; Mr. Jarvis</p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
<p>Terrie Stanley</p>	<p>office of Gold Coast Health Plan.</p> <p>Mr. Powers and Ms. Rodriguez recused themselves from participation in the discussion and voting on this agenda item.</p> <p>Ms. Stanley emphasized the importance of the Plan moving forward with entering into a lease agreement for office space – Items to note are 39 staff will be hired over the next few months. Phones and computers will have to be installed and operational prior to staff coming on board. She reiterated for the Committee the criteria used in selecting potential administrative office sites. Of importance are location, space, access, and net cost. Noting that Oxnard has 50% of the beneficiaries, she informed the Committee that the recommended site in Oxnard meets all the criteria. In addition to other sites in Oxnard, she provided information on sites in Ventura as well as Camarillo.</p> <p>Mr. Juarez expressed his concern over locating the Plan's administrative offices in a facility owned by the County of Ventura. It is his opinion that this would give an unfair business advantage to the County.</p> <p>Ms. Stanley noted that other COHS have received assistance during start-up and continued operations from the counties in which they are located.</p> <p>Counsel Lee noted that according to the exemption in Government Code 1090, there is no conflict of interest that would prevent the Commission from entering into a lease agreement with the County.</p> <p>Noting the recusal of two of the five Committee members, Dr. Dial asked the remaining Committee members if they could agree on some form of recommendation to make to the Commission. He suggested that the top location from Oxnard, as well as proposed locations in Ventura, and Camarillo be recommended to the Committee for their</p>	<p>seconded. Mr. Powers and Ms. Rodriguez recuse.</p> <p><b>Approved: 3-0-2</b></p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>final selection. This approach was approved.</p> <p>Revised Recommendation: Recommend to the Commission that they review the criteria for and select a location from the following three choices: Gonzales Road (Oxnard), Paseo Camarillo (Camarillo), and Ralston Street (Ventura), and direct the Interim CEO to enter into a lease agreement for the selected site.</p>	
<p>4. Final Comments from Commissioners</p> <p>All</p>	<p>No Final Comments</p>	
<p>5. Public Comment/Correspondence</p> <p>Open</p>	<p>Mr. Rossi expressed concern that other beneficiaries would be confused as to whether the COHS is a "County" entity if its administrative offices were sited in a County facility.</p>	
<p>6. Adjourn</p> <p>Chair</p>	<p>Ms. Stanley adjourned the meeting at 3:02 pm.</p>	

Submitted by:

  
Recorder

# Public Meeting of the Ventura COHS Executive/Finance Committee

**DATE:** Monday August 23, 2010

**TIME:** 2:00-2:30 PM

**LOCATION:** 2240 E Gonzales Road Suite 200  
Oxnard CA 93036

## AGENDA

<b>Item</b>	<b>Documents for Review</b>	<b>Subject</b>	<b>Presenter</b>	<b>Time</b>
1		Call to Order, Welcome and Roll Call	Terrie Stanley	2:00-2:02
2 COMMISSION	ATTACHMENT A Minutes of August 11, 2010	Review and Approval of Minutes	ALL	2:02-2:05
3 COMMISSION	ATTACHMENT B Board Letter to Bring Forth a Recommendation on Leasing an Office Location for the August 23 Commission Meeting	Office Location and Lease Agreement	Narci Eagan and Terrie Stanley	2:05-2:20
4		Final Comments from Commissioners	All	2:20-2:25
5		Public Comment/Correspondence	Open	2:25-2:30
6		Adjourn	Narci Eagan and Terrie Stanley	2:30

Meeting agenda and documents available at meeting location and at our website [www.vchca.org/cohs](http://www.vchca.org/cohs)

**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**

August 11, 2010

√	Committee Members in Attendance	Staff in Attendance
√	<b>Terrie Stanley, Co-Chair</b> Interim CEO	<b>Dee Pupa</b> , Interim Assistant Clerk of the Board
√	<b>Narcisa Egan, Co-Chair</b> Assistant Health Care Agency CFO	<b>Alison Sawyer</b> , Interim Clerk of the Board
√	<b>Lanyard Dial, MD</b> , Physician, Ventura County Medical Association	
√	<b>Rick Jarvis</b> , Private Hospitals/Healthcare System	<b>Guest:</b>
√	<b>Roberto Juarez</b> , CEO, Clinicas del Camino Real, Inc.	<b>Jennifer Bower</b> , Human Resources Director, Regional Government Services-Local Government Services.
√	<b>Michael Powers</b> , Director, Ventura County Health Care Agency	
√	<b>Catherine Rodriguez</b> , 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"> <li>The meeting was called to order at 3:32 p.m.</li> <li>All Members present, except for Mr. Juarez.</li> <li>A quorum was present.</li> </ul> <p>Ms. Stanley welcomed everyone. Mr. Juarez is in attendance.</p>	
2. Minutes of Prior Meeting  Terrie Stanley	<p>The minutes of the July 36, 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.] <b>Approved: 4-0</b></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>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<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><b>Approved: 5-0</b></p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<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 &amp; Safety Code, §1457, 1462; Welfare &amp; Institutions Code, §14081, 14082; Gov. code, §6254, subd .(q))</p>	<p>Closed Session Minutes recorded separately.</p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
<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>Noting that Mr. Jarvis will check with his legal counsel to determine his availability for participation in Agenda Item #6. He will get back to the group. 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><i>corrected during meeting see minutes</i></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 Jawye*  
Recorder



**VENTURA COUNTY  
MEDICAL  
MANAGED CARE  
COMMISSION**

[www.vchca.org/cohs](http://www.vchca.org/cohs)

John Powers  
Health Care Agency

Richard K. Dial  
Medical Association  
Chair

David Araujo  
Family Medicine  
Academy Program Director

Debra Berry  
Medical Beneficiary /  
Policy Representative

Bill Chawla  
Del Camino Real Inc.

John Fankhauser  
Executive Committee

Chris  
Hospital/  
Care System  
Crestview Hospital

Dr. S. Juarez CEO  
Del Camino Real Inc.

Advisor Kathy Long  
County  
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Laurence  
Hospital /  
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**ATTACHMENT B**

**DATE:** August 23, 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 2011, 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 landlords have the expectation that a business be operational with documented income source

Location	Square Footage	Load Factor	Services Included	Base Rate	Price Per Square Foot	Price Per Square Foot with Load	Price Per Square Foot with Load	Price Per Square Foot with Load	Lease Term Assumption (5 Yrs Cost)	Lease Terms	Furniture
<b>OXNARD</b>											
Solar Business Center	5,281	14%	Modified-Tenant Pays No Building Security  Suite has Alarm	\$1.80	\$2.00	\$2.28	\$2.48	\$2.55	\$834,397.38	Only Year One remaining years at CPI	None
Topa Plaza-300 Esplanade	5,150	16%	Full Service Gross Building Security  No alarm on suite	\$1.55	\$2.20	\$2.55		\$2.63	\$817,528.48	Fixed for 2 years-inflation for remainder of Prefer 3 but will consider 5	None
Topa Plaza-500 Esplanade (Tower)	6,073	13%	Full Service Gross Building Security  No alarm on suite	\$1.35	\$2.00	\$2.26		\$2.33	\$853,742.12	Fixed for 2 years-inflation for remainder of Prefer 3 but will consider 5	None
Lombard Street	6,314	8%	Modified-Tenant Pays No Building Security  No Alarm on suite	\$1.80	\$2.00	\$2.16	\$2.36	\$2.43	\$926,897.20	Fixed for 2 years then inflation for remainder of With 5 year lease	None
Lockwood Street	5,205	15%	Modified-Tenant Pays Electric and janitorial No Building Security Suite has Alarm	\$1.60	\$1.95	\$2.24	\$2.73	\$2.81	\$884,699.73	Fixed for 2 years then inflation for remainder of term with 5 year lease	Possibility dependent upon offer
Gonzales Road	6,771	0%	Full Service Building Security Alarm on Suite	\$1.35	\$2.00	\$2.00		\$2.06	\$827,291.61	Fixed for 3 years then CPI with 5 year lease	Cubicles estimated worth of \$10,000
<b>CAMARILLO</b>											
Paseo Camarillo (limited bus route)	6,769	12%	Modified-Assumed Tenant Pays Electric and janitorial	\$1.26	\$1.75	\$1.96		\$2.02	\$810,506.31	Assumed Fixed for 3 years then CPI with 5 year lease	
<b>VENTURA</b>											
Ralston Street	6,800	10% -15%	Full Service Gross	\$1.20	\$1.85	\$2.13		\$2.19	\$883,800.60	Assumed Fixed for 3 years then CPI with 5 year lease	

Full Service Gross Per Sq Ft includes:

Utilities (Electric and Water)	0.29
Maintenance & Repair 0.16/sqft	0.16
Janitorial 0.20/sqft	0.20
<b>Total</b>	<u>0.65</u>

## Office Space for Ventura COHS

Location OXNARD	Square Footage	Comments
A Street	None provided	Individual offices
E Celsius Ave.	None provided	No bus access
Auto Center Drive	None provided	In process of total remodel
Graves Avenue	None provided	No bus access
Sunbelt Professional	None provided	Long build out
River Park 2775-2861 N Ventura Road	None provided	No bus access
Town Center Drive	None provided	No bus access
<b>CAMARILLO</b>		
Paseo Camarillo	None provided	Limited bus access
Daily Drive	None provided	Limited bus access
Santa Rosa Road	None provided	Limited bus access
Camarillo Ruiz	None provided	No TI, limited bus access
Calle Tecate	None provided	No TI, limited bus access
Adolfo Road	None provided	Full build out, limited bus access
<b>VENTURA</b>		
Telephone & Victoria	None provided	Full Service Gross, Load Factor 15%-18%