



**Inland Empire Healthcare Education Consortium  
Minutes, January 20, 2016 Meeting**

**Location: CBU, Nursing School Room 134**

**Present at Meeting:**

Lee Albanese-Alhorn, Riverside Community Hospital  
Patricia Coronado, North West College  
Sandy Mortensen, Colton Redlands Yucaipa ROP  
Becky Visser, Victor Valley Community College  
Traci Duda, West Coast University  
Susan Farrington, MSJC C  
Kathi Wild, Loma Linda University  
Angie Fangonil- Galang, Cal State University San Bernardino  
Clark Stevens, Baldy View ROP  
Karen Bradley, Cal Baptist University

Marti Morrison, Cal Baptist University  
Nicole Soriano, Northwest College  
James Hattar- Colton Redlands Yucaipa ROP  
Liddy Davis, West Coast University  
Stella White, North West College  
Jasmine Schmidt, Cal Baptist University  
Sarah Long, Loma Linda University  
Melissa Marshall, Cal Baptist University  
Marta Monsa, Cal Baptist University  
Nancy Brasher, Loma Linda University

**Meeting was called to order at 9:03am.**

**I. Call to Order/Welcomes:**

Angie Fangonil-Galang called the meeting to order and welcomed everyone. Angie had everyone introduce themselves.

Angie reviewed & Becky Visser moved to approve the agenda. Jasmine Schmidt 2<sup>nd</sup> the motion and all members agreed.

**II. Approval of Minutes from November 18, 2015 meeting:**

Minutes from the November meeting were reviewed. No discussion or changes were requested. Meeting minutes were approved as written by Jasmine Schmidt and 2<sup>nd</sup> by Sarah Long. All present agreed and in all were in favor to accept the minutes as written.

**III. Treasurer's Report:** Cathy Zappia was not present, Sandy Mortensen, reviewed account status and status of paid members. To date there are 23 (last month there were 18) organizations that have paid dues thus far this year. See attached a list of the paid members. The account balance is \$13,285.47. The Consortium received their first bill from the attorneys for the amount of \$647.00 which was paid in full.

Sandy reminded the group that all dues for this year were due to be paid by the end of December or as soon as possible after that date.

Sandy read the memo dated November 2, 2015 were Cathy Zappia met with the attorney to discuss the legal status of the consortium. Cathy met with Wilfred Leman from Fullerton, Lemann, Schaefer & Dominick, LLP.

Mr. Lemann has recommended "the Consortium become an unincorporated entity. He reviewed the binder of documents that Cathy provided with the Consortium history of business and it appears that IEC has been acting as if it was a corporation. He found that the By Laws have been drafted which are what the organizational document that are used for corporate form. He also saw several years' worth of minutes and agendas."

In his opinion, “there are two directions that can be taken for IEC to attempt to clean up its organizational structure. Since a corporation was never actually formed for the IEC, the organizational documents can be revised in order to reflect that the organization is an unincorporated association. Alternatively, the organization can be incorporated by forming a new corporate entity.”

The attorney went on to state in the memo “The tax returns are problematic. It appears that IEC may not have ever made enough income to incur any tax liability so perhaps the fact that it appears that tax returns were never been filed may not be a big issue. However, there is the possibility that penalties and interest could be owed if returns were never filed or were filed late. Also, until tax exempt applications are approved by the IRS and Franchise Tax Board, any income IEC receives will be taxable, and any donations people make to IEC would not be a charitable deduction that the donor can take advantage of.”

Cathy will continue to meet with the attorney and to move forward to establish the Consortium as unincorporated association. The next meeting with the attorney will be January 21, 2016. An announcement was made at the meeting and all members were invited to attend. Angie Fangonil-Gagalang stated she planned to attend with Cathy.

In addition Sandy reviewed the outcome of the electronic vote by the members in December to become an unincorporated or corporate association. All voting members were in favor to become an unincorporated association.

There were two questions posed by the members that will be discussed at the January 21st meeting between Cathy, Angie and the attorney:

- 1) How much does the attorney think his fees will be to assist us in the process to become unincorporated association?
- 2) Does he have an estimated guess on how much the IRS fees could be for the taxes, if we are charged fines and interest?

After the meeting the members will be emailed the information learned and a vote will take place if the Consortium should offer one or two persons awards in each category this year.

#### **IV. ONGOING BUSINESS:**

##### **a. Web Page Update:**

Sarah Long presented an update of her findings regarding the maintenance of the consortium’s website. She was able to connect with Kevin Lyons, who was the creator of the new, updated website from last year. He is willing to consult with us and to train Sarah to maintain the website. She has a meeting with him in the near future to begin to update the IEC’s website. Sarah asked all members to send updated information about their organizations that they would like posted on the IEC’s website.

It was determined at this time the task force is not needed to meet. At the last meeting in November the following members volunteered to sit on the committee: Christine Bivone-Tellez, Angie Fanfonil-Gagalang and Sandy Mortensen. The committee will meet as needed.

Members should submit the information about their organizations that they want to have posted on the IEC website to Sarah Long at: [sllong@llu.edu](mailto:sllong@llu.edu)

Once the website is updated then different levels of privileges will be established.

A discussion and vote occurred to change the name of the Clinical Placement Liaison to Community Placement Liaison. James Hatter made the motion and Jasmine Schmidt second the motion.

**b. Awards:**

Kathi Wild was present and gave a quick report of status. She contacted the two applicants who previously submitted their applications to inform them the deadline date will be moved.

The deadline date was extended to February 17, 2016. The Awards Committee will meet following the deadline date and bring their recommendations to the March Consortium meeting.

There was a discussion as to if we should award one or two awards. It was determined that during the meeting with the attorney on January 21st a question will be asked to see if a estimation of how much the attorney and back IRS fees and penalties could cost. At that time then Consortium will be contacted electronically and an electronic vote will be taken.

**c. Support from ACNL:**

At the last meeting it was recommended a member attend the upcoming ACNL (Association of CA Nurse Leaders) meeting to help receive support from the members and to see if we can provide links to both organization's websites. Angie Fangonil-Gagalang, Christine Bivone-Tellez, and Jasmine Schmidt current members from the IEC, attended the ACNL meeting on Friday, November 19 at 8:00am at Redlands Community Hospital.

Angie spoke to the ACNL members about the Consortium which she said was well received. Members of the ACNL were invited to attend our May Consortium meeting.

**V. New Business:**

All members present at the meeting worked together to review and update the following documents:

- Clinical Profile
- Position Statement-Background Checks
- Explanation of required Health & Immunization Requirements
- Annual Membership Form
- Consortium By Laws

During the discussion regarding reviewing the By Laws members present suggested a vote be taken regarding the dues penalties for unpaid organizations that pay their dues late. The current clause in the By Law stipulated a 50% penalty fee would be assessed to an organization that paid their dues late. The members present discussed that this was a punitive amount and a vote was taken to lessen the penalty to 10%. Sandy Mortensen made a motion to accept the suggested amount of 10% and Patty Coronado 2<sup>nd</sup> the motion. All members in attendance agreed.

Find enclosed the updated versions. At the March meeting the Consortium members will review and vote on the suggested changes.

**VI. Report from Schools:**

**Cal Baptist University-** A Cal Baptist representative announced they are hosting a "Global Mission for Health Care Annual Conference" this Friday & Saturday at CBU and all are welcome to attend. More information and registration can be found on their website at: [www.calbaptist.edu](http://www.calbaptist.edu).

**Riverside Community Hospital-** Lee Albanese-Alhorn announced the hospital is rolling out a new electronic profile for students to complete. If a student refuses to complete the new process the student will then not have access to the patient records system.

**Colton Redlands Yucaipa ROP-**James Hattar announced many of the high schools his organization serves a will be holding Career Fairs in the next couple months. All IEC members' organizations are invited to present

and /or man a table at each career fair. He will send out a flier with all information as well he will provide a copy to Sarah to post on the IEC website.

**Meeting Adjourned at 11:35am.**

**Hand-Outs at Meeting:**

- Agenda
- Memo from Fullerton, Lemann, Schaefer & Dominick, LLP
- November's Minutes & Addendum
- Treasurer's Report/Account Activity Information
- Membership Form
- Award Information for Students
- Award Information for Mentors
- Bylaws
- Clinical Profile
- Position Statement-Background Checks
- Explanation of required Health & Immunization Requirements
- Flier: 2016 Healthcare Workforce Initiative Public Health Forum

**Next Meeting with be March 16, 2016 at Loma Linda University at 9:00am.** Specific details on room number, parking etc. will be included in the agenda and emailed to all members prior to the meeting.



**MISSION**

The mission of the Inland Empire Healthcare Education Consortium (IEHEC) is to strengthen the partnership between healthcare industry and education in the development of a strong sustainable nursing and allied health workforce within our region.

**VISION**

A vibrant network of leaders working in collaboration to enhance the clinical learning experiences for our future healthcare workforce.

**VALUES**

- **Collaboration/Collegiality:** Working with individuals who support common values and vision to achieve shared goals. The underlying principles of respect and trust as a foundation of this cooperation.
- **Excellence:** Exceeding educational and industry expectations through teamwork, innovation, and application of the best practices of higher education, policy, government and technology with the ultimate goal of providing quality health care.
- **Stewardship:** Cultivating the resources entrusted to us through fiscal responsibility, transparency, equity and sustainable practices.
- **Spirited Inquiry:** An ongoing curiosity about the best evidences to guide decision-making and a culture that supports scholarship and research.

