



IEHEC Executive Meeting Minutes July 25, 2019 - Draft

Redlands Community Hospital
Redlands, Ca

Members Present at the Meeting:

Valentine Duran – Redlands, Lisa Darden – VALLHS, Vina Ocampo – CBU, Eileen Jarvina – VALLHS, Stephanie Lowry – RCC, Daisey Hardas – ARMC, Diane Morey – WCU (via Zoom)

- Meeting was called to order at 8:15 am by Daisey Hardas
- Approval of the Agenda -(Lowry / Ocampo) – Approved

OLD BUSINESS

A. Review of the IEHEC May meeting was done to assure that items needing follow up had been completed:

I. Awards:

2 Scholarships were awarded at the July meeting. The certificates were signed by the Chair, placed in frames and will be mailed by E. Jarvina to the recipients. The recipients received their checks at the time of the recognition.

The next scholarship awards will be given in Spring. The nominations will be posted on the IEHEC website and will include a picture of the winners and the stories that were submitted with their nominations. V. Ocampo will work on uploading this information.

It was suggested that the scholarship applications be distributed to the various schools for posting on their semester level and program websites (Blackboard / Canvas) so that deadlines could be adhered to. Daisey will email schools with the scholarship info and deadline of April 1st for consideration.

II. Website:

There have been challenges in accessing the IEHEC website as no one has administrative access. Attempts to contact the previous committee members who were working with the website have been unsuccessful. Vina has been working with Sarah Long to resolve this problem.

III. Election of Officers:

It was decided that it was unnecessary to send out ballots to members due to the limited number of candidates for positions. A review of the committees was done in conjunction with a review of the Bylaws and it was determined that many committees could be combined into one. There were also some proposed name changes as follows:

- a. Executive Board will now be known as Officers
- b. Committees will be considered Board Members
- c. Community Information Liaison and Membership Committee would be one
- d. Nominations and Awards would be combined as one committee
- e. Legislative issues and Education / Research will be one committee
- f. Finance Committee and ByLaws Committee were eliminated

Daisey Hardas was listed as Chair – Elect but was not interested in serving as Chair as she has already filled that role.

The following individuals had been nominated for Officer and Board Member positions at the July IEHEC meeting. They were contacted and agreed to their appointment:

Chair – Dessia Berry Stokes – MSJC

*Chair Elect – Melissa Delapaz – Redlands Community Hospital

- This position will also oversee the treasurer

Community Information / Membership Committee – Vina Ocampo – CBU

Nominations / Awards – Eileen Jarvina / Lisa Darden – LLVA

Legislative Issues & Education / Research – Angie Gagalang – CSUSB & Jessica Gerez - CSUSM

Installation of new officers / board members will occur at the Sept 2019 meeting.

IV. Membership:

Vina / Valentine will review those members who are considered “active” due to their membership dues being current. Previous members will be contacted to see if they are interested in attending future meetings and participating in the IEHEC. Vina will continue to reach out to solicit new members from local hospitals who have recently had personnel changes (Parkview, RUHS, St Bernadines)

V. Adhoc Committee for Clinical Placement:

It was discussed and determined that the need does not exist at this time. Schools agreed that the facilities are the ones who set the clinical placement guidelines and we need to continue to abide by the individual hospitals mandates. Finding optimal dates for request submission / granting of clinical space is difficult due to various factors affecting clinical facilities such as construction, new hires, staffing.

B. NEW BUSINESS

I. Review of Bylaws for currency

The Bylaws were referenced when having discussion about merging of committee titles and the voting process for board members. It was agreed that at the first meeting of the year (September) the Chair would facilitate a review of the Bylaws by all IEHEC committee members.

II. Budget Development:

The question was posed regarding what is done with the membership dues beyond the gifting of scholarships. A discussion and proposed budget for the upcoming fiscal year 2019/2020 will be on the agenda for the Sept IEHEC meeting.

There was an outstanding bill for filing taxes from 2010-2017. Each event was \$125 and the bill amounted to \$1000. (Lowry / Hardas) moved that Valentine pay the accountant for this service – Approved

It was proposed that money be allocated for providing refreshments at the IEHEC meetings. In the past, the host for the meeting used their funds but this is problematic for many facilities. It was agreed that \$100 could be spent from the IEHEC budget for refreshments at meetings (Lowry / Hardas) – Approved

III. Agenda Items for meetings – to be forwarded to Chair / Secretary prior to meeting for inclusion on the draft agenda or may be presented at the meeting.

IV. Schedule of Meetings / Locations

It was agreed that having a consistent / local meeting place which could offer remote attendance as well could increase attendance. Eileen / Lisa from LLVA are looking into the availability of an Outpatient Center to schedule. They will email when confirmation is received.

Minutes Respectfully Submitted by:

Stephanie Lowry – RCC

July 31, 2019