



## IEHEC Meeting Minutes May 16<sup>th</sup>, 2019 - Approved

Cal Baptist University  
Riverside, CA

### Members Present at the Meeting:

Valentine Duran – Redlands, Lisa Darden – VALLHS, Vina Ocampo – CBU, Lee Albanese-Alhorn – RCH, Eileen Jarvina – VALLHS, Vanessa Quiroz – CSUSM, Jessica Gerez – CSUSM, Stephanie Lowry – RCC

### Online Attendees Via Zoom:

Angie Gagalang – CSUSB, Nidia Torres – CBU, Nancy Bracher – LLU, Christina – CSUF, Renee McCloud – Arizona College

### Guests

Jonathan Langley- Pomona Valley Hospital, Miracle Hart – WCU, Taylor Seinhilber – CSUSM student, Tracey Steinhilber, Deborah Monson – VALLHS, Lydia Larsen – LLUSN, Sara Larsen – LLUSN, Charlene Beaulieu – VALLHS

- Meeting was called to order at 9:00 am by Valentine Duran (acting chairperson for meeting)
- Round table introduction of attendees present and online – *Thank you to CBU for hosting*
- Approval of the Agenda -(Lowry / Ocampo) – approved
- Approval of the Minutes :  
March 21<sup>st</sup>, 2019 – sent out via email (Gerez – Lowry) – **approved**

## **ONGOING BUSINESS**

### A. Review of Committee Member Assignments and Reports

- I.** Treasurers Report –Valentine Duran (see attached)  
Balance as of May 16, 2019 = \$8492.53  
Currently 12 paid members – dues can be paid through direct wire to Wells Fargo or check can be mailed to PO box  
As per discussion at last meeting, Chair to be added to bank account  
LLVA has an exemption for payment as member, proposal for ARMC to receive the same status.  
email: [iehec.treasurer@gmail.com](mailto:iehec.treasurer@gmail.com)
- II.** Web Page Updates – deferred

- III. Awards Committee Awards  
Two recipients of Scholarship awards were present:
  - Taylor Seinhilber – student CSUSM \$500
  - Deborah Monson – mentor LLVA \$500
- IV. Membership Committee  
Thank you to all who are present today and present via Zoom  
Continue to elicit new members to attend
- V. Social Media Page Updates – deferred  
It was suggested that a graduate student might be able to develop a Twitter
- VI. Education & Research Committee – deferred

B. Clinical Placement / Onboarding Programs

My Clinical Exchange is only being used by CHSB currently. It is unclear if St. Bernadines will be rolling out with this onboarding program in June so item is deferred for now

**NEW BUSINESS**

A. Clinical Placement of Students

**Information:**

Stephanie Lowry asked the committee members what their practice was for student clinical placement. Were students allowed to self-select or were they assigned a space. All of the schools present stated that they assigned students to their clinical site.

Discussion initiated regarding the challenges of clinical placement in general for both facilities and schools. CSUSM reported that San Diego County requires the use of a clinical placement tool and all requests for the Fall semester are due by May.

Everyone agreed that having variability among facilities with deadlines and approval for clinical space each semester versus a year at a time was challenging. Lee Albanese-Alhorn from RCH reported that she was unable to approve placements for a year due to unpredictable availability of units due to training of new hires and other hospital priorities.

**Action:**

It was suggested that an ad hoc committee be formed to explore the possibility of an established timeframe that could be agreed upon for all placements. (May for Fall / Nov for Spring)

A. Initiation of Board Members

**Information:**

Valentine Duran – Redlands, suggested that there be a separate Executive Board meeting to discuss future meeting items.

- Planning for the executive committee meetings (board member meetings) for the year.  
First meeting to discuss:
  - Bylaws changes and approval

- Vote tallying
- Financial expenses planning for the year
- Solidifying first meeting agenda/program
- Solidifying location of future meetings (VA? Chino Hills? Others?)
- Recommendations for future topics were as follows:
  - Dissertation projects/master's program – panel education sharing
  - Personality testing
  - Health Impact Presentation
  - Public Health Awareness
  - Hospital research projects/initiatives
  - Leadership students/projects completed at hospitals
  - Host a joint nursing and advisory board meeting as an AdHoc
  - Valor Program, Clinical Sights, New Grad Program, Internship program sharing
  - Career Fair/Mock Interview Outreach
  - Preceptor Placement/Clinical Placement Discussion
  - Timeline placement of each college – AdHoc

B. Board Member Nominations for Vacant Positions

**Information:**

It was agreed by consensus that the following positions will remain as listed for the next year 2019 - 2020

Treasurer: Valentine Duran – Redlands Community Hospital

Secretary: Stephanie Lowry – RCC

Awards: Lisa Darden / Eileen Jarvina – LLVA

A list of vacant positions was reviewed by the committee members and it was decided that some of the current positions could be merged:

Community Information Liaison / Membership Committee –

Vina Ocampo – CBU / Jessica Gerez – CSUSM

Legislative Issues / Education / Research Committee –

Diane Morey – WCU /Karen Bradley – CBU

**Action:**

Verbal Nominations were taken for Open Board Positions:

Chair Elect:

- Jessica Guiroz – CSUSM
- Dessia Berry-Stokes – MSJC
- Diane Morey – WCU

Community Information Liaison & Membership Committee

- Vina Ocampo – CBU

Nominations Committee

- Maria Ottinger – SJVC
- Linda Peralta

#### Legislative Issues & Education / Research Committee

- Karen Bradley – CBU
- Diane Morey – WCU
- Angie Gagalang – CSUSB

#### Finance Committee

- Deborah M – LLVA
- Linda Peralta
- Deborah Monson

#### Voting Rules:

1. Must be a paid member of the IEHEC committee to vote
2. Only 1 vote per facility
3. Voting process to be carried out by current Chair / Chair – Elect as follows:
  - A. June 14<sup>th</sup> - Nominated individuals will be contacted to accept the nomination
  - B. June 28<sup>th</sup> – Ballots will be sent out via email with a return request by July 19<sup>th</sup>
  - C. July 22-26 – Executive Board will meet to count ballots
  - D. August – New officers will be contacted by Chair of Membership Committee
  - E. September 19<sup>th</sup> – New officer installment will occur at first meeting
4. The By-laws will need to be reviewed and amended as necessary to comply with the agreed upon voting process

#### **OTHER BUSINESS**

A. Kaiser Drug Screen – Angie CSUSB – deferred

B. Suggestions for Educational Topics for Meetings:

- Dissertation projects/master's program – panel education sharing
- Personality testing
- Health Impact Presentation
- Public Health Awareness
- Hospital research projects/initiatives
- Leadership students/projects completed at hospitals
- Host a joint nursing and advisory board meeting as an AdHoc
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- Career Fair/Mock Interview Outreach
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C. Roundtable Updates from members

- Pomona Valley - Anna Mendoza will be replacing Jonathan Langley as the educator for Pomona Valley, Jonathan will be happy to facilitate the AdHoc Clinical Placement meeting
- CSUSM – Continue to search for Director, open tenure track psych position

Extra security measures being taken across campus r/t shooting incident involving student

- LLVA – Sophia Puerto is on medical leave until August, Eileen / Lisa covering undergrads. Homeless backpack drive was reached and they were able to distribute 500 backpacks. A winter collection drive is planned.

### **Upcoming Meeting Dates / Locations**

#### **Information:**

- Chino Valley has offered a permanent space to hold the IEHEC meetings at their facility. Members were concerned about the distance that some would have to travel to this site. Other options including LLVA will be explored and forwarded to Executive Board members
- Executive Board meeting planned for July 25th – place TBD
- IEHEC meeting Sept 19<sup>th</sup> – place TBD

Minutes Respectfully Submitted by:

Stephanie Lowry – RCC

July 8, 2019