

PLANNING AND DEVELOPMENT COMMITTEE  
 August 29, 2017 – 12:00 PM  
 UMC of El Paso  
 4815 Alameda, 8<sup>th</sup> Floor Board Room  
 El Paso, TX 79905

**COMMITTEE MEMBERS PRESENT**

Joy Martinez, Committee Chair  
 Steve Anderson, Board Member  
 Henry Gallardo, Board Member  
 Jacob Cintron, President and CEO  
 Michael Nunez, Chief Financial Officer  
 Maria Zampini, Chief Operating Officer  
 Cindy Stout, Chief Nursing Officer

**COMMITTEE MEMBERS ABSENT**

Gurjeet Shokar, M.D., Medical Staff Representative

**OTHERS PRESENT/COMMITTEE RESOURCES**

Christina Ford, Chief Legal Officer  
 Lorena Navedo, Chief Administrative Officer  
 Jon Law, Chief Strategic Officer  
 Jerry Akin, Broaddus & Associates (via telephone)  
 Jim Booher, Administrative Director, Engineering  
 Anthony Martinez, Assistant County Attorney  
 Carrie Antwine, Assistant County Attorney  
 Mauricio Mar, Broaddus & Associates  
 Jennifer Maxwell, Executive Assistant to the BOM

AGENDA ITEM	CONCLUSION/RECOMMENDATIONS	ACTION	FOLLOW UP
<p><b>I. &amp; II. Call To Order and Establish a Quorum.</b></p>	<p>Ms. Joy Martinez called the meeting to order at 12:29p.m., August 29, 2017, after establishing there was a quorum present.</p>		
<p><b>III. Approval of Minutes – May 30, 2017</b> <i>(Tab 1)</i></p> <p>Ms. Joy Martinez Committee Chair</p>	<p>Meeting minutes for May 30, 2017, were presented for approval.</p>	<p>A motion to approve the minutes was made by Mr. Anderson. Mr. Gallardo seconded the motion. Motion carried.</p>	
<p><b>IV. Receive a report on the UMC Bond Project.</b> <i>(Tab 2)</i></p> <p>Ms. Maria Zampini Chief Operating Officer</p> <p>Mr. Jerry Akin Broaddus &amp; Associates</p>	<p>Ms. Zampini reported that construction projects of the East and West clinic is completed and pending the following close out items:</p> <ol style="list-style-type: none"> <li>1. Operating/Maintenance manuals - submitted</li> <li>2. Warranty documentation – submitted</li> <li>3. Attic stock turnover – submitted</li> <li>4. Record drawings – pending duct work revisions</li> <li>5. Final payments – collecting all payments to finish the financial closeout</li> <li>6. 11 month warranty inspection – due 12/2017 for the East side clinic and due 2/2018 for the West side clinic.</li> </ol> <p>Mr. Mar reported the status of each of the above close out items which is noted after each item.</p>	<p>No action required.</p>	

<p><b>IV. Receive a report on the UMC Bond Project.</b> <i>(Tab 2) (continued)</i></p>	<p>Mr. Nuñez provided an update on the CERNER upgrade. He noted that Integrated Testing I is scheduled to begin next Tuesday and run for three weeks. This is the first series of testing of the system build that has happened in the last year and a half to two years. CERNER brought in additional resources to assist with the testing to ensure that the March 2018 implementation remains on schedule.</p>	<p>.cx No Action Required.</p>	
<p><b>V. Receive a Construction Change Order Update.</b> <i>(Tab 2)</i></p> <p>Ms. Maria Zampini Chief Operating Officer</p> <p>Mr. Jerry Akin Broadus &amp; Associates</p>	<p>Ms. Zampini presented the Construction Change Order update. She noted that there were no new change orders for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> Floor renovation project. There are two change orders that were executed in June for the East and West clinics, change orders #29 &amp; #30. Mr. Mar noted that the change orders are for duct work revisions, accessibility corrections, and revisions to emergency lighting.</p> <p>The Committee requested an update on the West clinic drainage issues. Mr. Cintron reported that with the recent rainfall, he personally has not noticed any drainage issues. Mr. Mar agreed that the drainage seems to be working fine and will continue to be monitored.</p>	<p>No Action Required.</p>	
<p><b>VI. Receive a report on the UMC Bond Project Phase II.</b> <i>(Tab 2)</i></p> <p>Mr. R. Jacob Cintron President &amp; CEO</p> <p>Ms. Maria Zampini Chief Operating Officer</p>	<p>Ms. Zampini noted that there is approximately \$49.1 million in remaining funds of which \$33 million is from the central clinic that was put on hold and the remaining \$16.1 million coming from completed projects that were completed under budget.</p> <p>The Committee discussed two options of how to best maximize the key needs and maximize revenues using the remaining funds. No final decisions were made. Discussions will continue at the next Planning &amp; Development Committee meeting.</p> <p>Ms. Martinez, Committee Chair, recommended that the position, Chief Strategic Officer, be included as part of the P&amp;D Committee composition. She noted that given that observations and recommendations will be presented by the CSO, it would be beneficial to include this position as part of the Committee composition. Ms. Ford</p>	<p>No Action Required.</p>	

	<p>noted that the recommendation and change will be made at the adhoc Bylaws Committee and subsequently reviewed and submitted for approval by the Board of Managers.</p> <p>A discussion took place in regards to the development of a Strategic Plan. It was noted that a Strategic Plan will be presented at the Planning &amp; Development Committee level once developed and any changes will be addressed at this Committee before it moves forward to the Finance Committee and subsequently to the Board of Managers for approval.</p>		
<p>VII. Adjournment</p>	<p>Meeting adjourned at 1:25 p.m.</p>	<p>Motion was made to adjourn the meeting by Mr. Anderson. Mr. Gallardo seconded the motion. Motion carried.</p>	



Ms. Joy Martinez, Committee Chair