



November 08, 2018

1500 - 1700

Enloe Conference Center
1528 Esplanade
Chico, CA
Room 106

BOARD OF DIRECTORS MEETING

AGENDA FOR NOVEMBER 08, 2018

Meeting called by:	Myron Machula	Type of meeting:	Board of Directors Meeting
Facilitator:	Myron Machula	Note taker & Timekeeper:	Elizabeth Steffen

AGENDA ITEMS

Topic	Presenter	Time Period
✓ Call to Order & Introductions	Myron Machula	5 minutes
✓ Minutes for approval from 10/04/2018 Meeting	Myron Machula	5 minutes
✓ Board Retreat – summary and items for approval	Myron Machula	30 minutes
o Board Retreat Minutes for approval	Myron Machula	
o Board Roster – effective 01/01/2019		
o 2019 Board Meeting Calendar		
o Resolution 105-Bank Account Signers		
o Resolution 106-Debit Card Holders		
o Business Development Manager Job Description		
o Hospital System Onboarding Fees		
o Employee PTO and Medical Stipends		
✓ Finance: Review and approval of report for October 2018	Ken Park	10 minutes
o 2019 Budget for approval	Ken Park	
✓ ICA Contract Update	Elizabeth & Myron	15 minutes
✓ Progress on Expansion	Elizabeth & Lyman	10 minutes
✓ Operational Report - October	Jon Werner	10 minutes
✓ Development Committee Reports & Policies for approval	Elizabeth Steffen	15 minutes
o SVMS-0A.009 By Laws for SVMS		
o SVMS-18.004 System Security Practices		
o SVMS-21.006 Accounting Manual		
o SVMS-29.004 Human Resources Manual		
o Temporary Accounting Procedure; Accounts Receivable Cover Sheet, Check Writing Cover Sheet		
o ZEN Contracts for approval		
✓ Other Business: December meeting discussions	Myron Machula	15 minutes
✓ Next Meeting date: 01/10/2019	Myron Machula	5 minutes

Attachments List on Page 2

OTHER INFORMATION

Attachments:

- 2018-10-04 Minutes
 - Board Retreat:
 - 2018-10-20 Board Retreat Minutes
 - Board Roster
 - 2019 Board Meeting Calendar
 - Resolution 105-Bank Account Signers
 - Resolution 106-Debit Card Holders
 - Business Development Manager Job Description
 - Business Development Manager Salary Range
 - SVMS Memo-Hospital System Onboarding Fees
 - Employee PTO and Medical Stipends
 - October 2018 Financial Report
 - 2019 Budget
 - Policies:
 - SVMS-0A.009 By Laws for SacValley MedShare
 - SVMS-18.004 System Security Practices
 - SVMS-21.006 Accounting Manual
 - SVMS-29.004 Human Resources Manual
 - Procedure & Forms:
 - Temporary Accounting Procedure
 - Accounts Receivable Cover Sheet
 - Check Writing Cover Sheet
 - ZEN Contracts
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