HEALTH SERVICES AND DEVELOPMENT AGENCY

MINUTES *

August 26, 2015

AGENCY MEMBERS PRESENT

Wright, James, Vice-Chair
Burns, Charlotte
Doolittle, Robert S.
Fleming, Martin, M.D.
Grandy, Joe
Mills, Thom
Ridgway, Corey
Gaither, Keith, designee for the TennCare Director
Jordan, Lisa, designee for the Commissioner of Commerce and Insurance
Austin, Jaclyn, designee for the Comptroller of the Treasury

AGENCY MEMBERS ABSENT

Johnson, D. Lynn, Chair

AGENCY STAFF PRESENT

Hill, Melanie, Executive Director
Ausbrooks, Mark, Administrative Assistant III
Christoffersen, Jim, General Counsel
Craighead, Alecia, Statistical Analyst, III
Earhart, Phillip, HSD Examiner
Farber, Mark, Deputy Director
Finchum, Rhonda, Administrative Officer
Grimm, Jeff, HSD Examiner

COURT REPORTER

Deen, Meschelle Manley

GUESTS PRESENT

Adams, Justin, Esq., Trauger and Tuke
Bargatze, Mike
Beard, Angie, C.N.O., NorthCrest Medical Center
Brent, Michael D., Esq., Bradley Arant Boult Cummings, LLP
Betz, Paul, C.O.O., Maury Regional Medical Center
Brennan, Dawn, Rehab Director, TriStar Summit Medical Center
Cain, Mark, C.E.O., LaFollette Medical Center
Caples, Greg, C.O.O., TriStar Summit Medical Center
Davis, Randy, C.E.O., NorthCrest Medical Center
DeBerry, Robert, Director, NorthCrest Medical Center
Duncan, Bruce, Assistant Vice President, National HealthCare Corporation
Elrod, Dan H., Esq., Butler Snow
Estes, Linda, THCA
Felts, Ginna, Business Development, Vanderbilt University Medical Center
Fitzgerald, Bryce, Esq., Kramer Rayson LLP
Golden, Anna, C.E.O., Lakeside Behavioral Health Systems
Grippo, Dan, M.D., Southern Radiology
Harrison, Johnny, R.V.P., HCA
Holets, Will, Associate Administrator, TriStar Summit Medical Center
Hopland, Steve, C.E.O., Medical Care PLLC
Joyner, Tommy, C.F.O., Lakeside Behavioral Health System

Lloyd, Sara, C.O.O. LaFollette Medical Center
Lodge, Richard, Esq., Bass Berry and Sims
Looney, Kim Harvey, Esq., Waller Lansden Dortch & Davis
Mahan, Cindy, R.N., TriStar Summit Medical Center
Matson, Lloyd E., Chief Administrator, Premier Medical Group, PC
McDuffey, Daymond, M.D., TriStar Summit Medical Center
Merville, LaDonna, Vice President, HAT
Nichols, Sid, Director of Business Development, Lakeside Behavioral Health System
Ockerman, Jeff, Director, TDH, Division of Health Planning
Overbey, Douglas, Esq., Robertson Overbey
Parker, Kevin, Director of EOC, Lakeside Behavioral Health System
Plummer, Julie, Director,TriStar Summit Medical Center
Quinn, Thomas, M.D., Maury Regional Medical Center
Reed, Ann, R., RN, BSN, MBA, Director of Licensure, TDH, Division of Health Care Facilities
Rich, Bill, C.O.O., Regional Hospital Jackson
Rinks, Kevin, C.F.O., Regional Hospital Jackson
Scanlan, Matthew, Esq., Gullet Sanford Robinson & Martin PLLC
Sansing, Trent, CON Director, TDH
Strawn, Jeff, Controller, Maury Regional Medical Center
Swearingen, Travis, Esq., Butler Snow LLP
Taylor, Jerry W., Esq., Burr & Forman
Vetter, Stacie, A.V.P., National HealthCare Corporation
Watson, Alan, C.E.O., Maury Regional Medical Center
Whitehorn, Jeff, C.E.O., TriStar Summit Medical Center
Whitlock, Marthagem, TDMHSAS
Wilkerson, Jeremy, R.V.P. ,BHG,
Windham, Vann, C.F.O, LaFollette Medical Center
Wright, Jillian, R.V.P., AmSurg

DIRECTOR'S ANNOUNCEMENTS

Melanie Hill, Executive Director, made general announcements regarding the following:

1) Chairman Johnson is absent due to a death in his family. The Vice-Chair will conduct the meeting.
2) New appointees Joe Grandy and Corey Ridgway were introduced.
3) Four applications are scheduled for September, three for October, and possibly nine for November.
4) Procedures for the election of the Vice-Chair were briefly explained.
5) The November and December meetings will be held on the 3rd week of the month instead of the 4th with the dates being November 18 and December 16, respectively.
6) Instructions were provided for those providing testimony on the scheduled agenda items.

ELECTION OF VICE-CHAIR

Ms. Burns nominated Mr. Wright for Vice Chair, seconded by Ms. Jordan. Mr. Wright was elected Vice Chair by unanimous voice vote.

APPROVAL OF MINUTES

Mr. Wright presented the minutes for approval.

Mr. Doolittle moved for approval of the minutes as presented. Mr. Mills seconded the motion. The motion CARRIED [10-0-0]. **APPROVED by unanimous voice vote**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

ROLLCALL TO ESTABLISH QUORUM

Mr. Wright requested roll call to establish quorum.

PRESENT: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright

Ten members present.

STATE HEALTH PLAN UPDATE

Jeff Ockerman, Director, Division of Health Planning, Department of Health, presented a brief update as follows:

1. The 2014 State Health Plan was approved on August 18, 2015.
2. Psychiatric bed revisions to the Criteria and Standards will been sent out for review again next week.
3. Awaiting Perinatal Advisory Committee work on the NICU revisions.
4. Revising the Home Health Joint Annual Report.
5. Beginning work on Freestanding Emergency Departments Criteria.

CONSENT CALENDAR APPLICATIONS

Melanie Hill summarized the following Consent Calendar Application:

Mr. Ridgway recused.

Medical Care PLLC, Elizabethton (Carter County), TN – CN1505-018

A multi-specialty medical group seeks approval to initiate MRI services for use by its physicians and patients. The project focuses on a shared equipment and services arrangement with Mountain States Health Alliance d/b/a Sycamore Shoals Hospital for the use of an existing MRI unit located on the hospital campus on a block time basis, initially 12 hours per week. The estimated project cost is $1,608,550.71. Ms. Hill noted that the project was not opposed and it met the statutory Certificate of Need criteria as follows:

Need— Medical Care, PLLC, is a significant provider of services in the area, having performed 75,049 patient encounters on 23,275 patients, and 692 MRI referrals, in 2014. The shared MRI scanner is projected to serve TennCare and Medicare beneficiaries at the same significant level as the group practice, which is 36 percent and 29 percent, respectively. The new state-of-the-art replacement MRI unit at Sycamore Shoals will have sufficient unused capacity to accommodate MCP's patients. This sharing arrangement will bring the MRI unit at Sycamore Shoals Hospital to a 91 percent utilization threshold, which will still allow the sufficient capacity for growth for both providers; Economic feasibility: The project will be funded by operating revenues and cash reserves of the practice. The practice will make monthly lease payments, to the hospital, of $13,333. The project has no capital cost and will have a positive cash flow in the first year; and Contribution to the orderly development of health care: The shared MRI arrangement will help MCP serve its patients by providing quick, timely access to MRI services, while the monthly lease payments to Sycamore Shoals will help the hospital continue to serve the rural community it serves. Since a second MRI is not being added, there is no duplication of services. Ms. Jordan moved for approval of the project based on Ms. Hill's justification. Mr. Doolittle seconded the motion. The motion CARRIED [9-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

CERTIFICATE OF NEED APPLICATIONS

Mark Farber summarized the following CON Applications:

Hero Healthcare, Oliver Springs (Morgan County), TN – CN1504-012

To establish a home care organization to provide home health services to a specific patient who is a beneficiary of the United States Department of Labor, Division of Energy Employees Occupation Illness Compensation Program (EEOICP). The principle office will be located at 231 Walls Hollow Road, Oliver Springs (Morgan County), Tennessee. The service area is Morgan and Anderson Counties. The estimated project cost is $29,680.

DEFERRED TO SEPTEMBER MEETING

NorthCrest Medical Center, Springfield (Robertson County), TN – CN1504-013

To initiate a mobile Positron Emission Tomography service (PET) on the Northcrest Medical Center campus at 100 Northcrest Drive in Springfield (Robertson County), Tennessee 37172. The mobile PET service will initially be offered one half day per week (approximately 5 hours while docked) increasing to 2 half days per week. The estimated project cost is $187,500.

Kim Looney, Esq., addressed the Agency on behalf of the applicant.

Speaking in support were: Dan Grippo, M.D., Southern Radiology.

Summation waived.

Ms. Burns moved for approval of the project with the following **CONDITION: Limited to three ½ days per week.** 1) Need - There is a need for this service to enhance cancer diagnosis and treatment services and to provide more timely services for the residents of Robertson and surrounding counties; 2) Economic Feasibility – is met by using cash reserves and projections of profitability in years one and two; and 3) Orderly Development - it contributes to the orderly development of health care by providing a service that is not currently available in the community, thereby preventing patients from having to travel long distances for the services. Mr. Mills seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

TriStar Skyline Medical Center, Nashville (Davidson County), TN – CN1504-014

Ms. Burns, Mr. Ridgway and Dr. Fleming recused.

Change in bed complement by relocating 10 beds from the satellite campus at 500 Hospital Drive in Madison (Davidson County), TN to the main campus at 3441 Dickerson Pike, Nashville (Davidson County), TN. The project includes minor renovations of existing spaces but no new construction. The hospital's consolidated 385-bed license will not change as a result of this project. At the completion the project, there will be 233 beds at the main campus and 152 at the satellite campus. The estimated project cost is $843,000.

Jerry Taylor, Esq., addressed the Agency on behalf of the applicant.

Summation waived.

Ms. Jordan moved for approval of the project based on 1) Need – The need has been established through evidence of increasing occupancy of the current beds on the main campus, and it's projected that the occupancy rate will continue to increase. 2) Economic Feasibility – The project is economically feasible, as it can be funded through cash reserves, and it will realize positive operating results in the first two years of operation; and 3) Orderly Development - The project does contribute to the orderly development of health care by better utilizing existing beds to address occupancy pressures without adding beds to the service area. Mr. Doolittle seconded the motion. The motion CARRIED [7-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Doolittle, Austin, Grandy, Wright
NAY: None

Premier Medical Group, PC, Clarksville (Montgomery County), TN – CN1505-016

A multi-specialty medical group seeks approval to relocate its existing MRI service limited to use by the physicians and patients of the practice as approved in CN9909-082A. The project focuses on the relocation of the MRI to the new practice location which will be in leased space in a new building under construction, a distance of approximately 2 miles. As part of the project the applicant will replace its existing MRI unit and lease a new 1.5 Tesla GE MRI unit. The estimated project cost is $2,064,060.

Matthew Scanlan, Esq., addressed the Agency on behalf of the applicant.

Speaking in support were: Lloyd Matson, M.D., Premier Medical Group

Summation waived.

Mr. Mills moved for approval of the project based on 1) Need better access for their patients and better visibility; there will be a quality of comfort, and it will improve the patient experience and they'll be able to create more detailed imaging with greater diagnosis accuracy; 2) Economic Feasibility – They have the cash reserves and the projected operating income to cover this project.; and 3) The project does contribute to the orderly development of adequate and effective health care currently, they have outgrown their space. It's a replacement and not a new service being implemented, and it's going to provide a lower cost for the patient services under the orderly development of health care. Mr. Doolittle seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

Maury Regional Hospital d/b/a Maury Regional Medical Center, Columbia (Maury County), TN – CN1505-017

Maury Regional Hospital seeks approval for a major construction project requiring a capital expenditure greater than $5 million. Two Critical Care Units currently located on the 1st and 2nd floors of the hospital will be consolidated in 28,000 SF of renovated space on the 5th floor of the West Tower. The estimated project cost is $11,624,715.

Travis Swearingen, Esq. addressed the Agency on behalf of the applicant.

Speaking in support were: Paul Betz, C.O.O., Maury Regional Medical Center and Thomas Quinn, M.D., Maury Regional Medical Center.

Summation waived.

Ms. Burns moved for approval of the project -- based upon the following: 1) Need – There is a need for this renovation to update the current facilities, providing larger patient rooms and improving support space needs; 2) Economic Feasibility – It is economically feasible using municipal tax-exempt bonds, and projections of profitability in years one and two.; and 3) Orderly Development - it contributes to the orderly development of health care improving staff efficiency, promoting improved teamwork, and providing additional space for patient and support areas. And it will positively impact the care provided at this facility, in this community, and will not negatively impact other providers. Ms. Jordan seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

Lakeside Behavioral Health System, Memphis (Shelby County), TN – CN1505-019

Dr. Fleming, Mr. Ridgway, and Mr. Doolittle recused.

Lakeside Behavioral Health seeks approval for a major construction project requiring a capital expenditure greater than $5 million. A 48-bed building will be constructed on campus to house geriatric psychiatric beds which will be relocated from another area of the campus. This project will not increase the licensed bed capacity of the hospital. The estimated project cost is $9,393,796.

Justin Adams, Esq., and Anna J. Golden, C.E.O., Lakeside Behaviorial Health System, addressed the Agency on behalf of the applicant.

Speaking in support were: Sid Nichols, Director of Business Development, Lakeside Behavioral Health System, Tommy Joyner, C.F.O., Lakeside Behavioral Health System, and Kevin Parker, Director of EOC, Lakeside Behavioral Health System.

Summation waived.

Ms. Jordan moved for approval of the project based on 1) Need – the project is needed to address the space and design limitations to improve the delivery of care to geriatric patients. The current physical plant was designed 27 years ago for adolescents, and it does not have the space to serve all geriatric patients in one centralized area; 2) Economic Feasibility – as it can be financed from cash reserves of the parent, and it will realize positive operating results in the first two years of operation; and 3) Orderly Development - it contributes to the orderly development of health care by addressing the increasing occupancy rates without adding any beds to the service area. Ms. Burns seconded the motion. The motion CARRIED [7-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Burns, Austin, Grandy, Wright
NAY: None

TriStar Summit Medical Center, Hermitage (Davidson County), TN – CN1505-020

Dr. Fleming, Mr. Ridgway, and Ms. Burns recused.

TriStar Summit Medical Center seeks approval for the addition of 8 inpatient rehabilitation beds and 2 medical/surgical beds. It will delicense 6 obstetric beds by converting 6 Labor/Delivery/Recovery/Postpartum (LDRP) beds to LDR so the net increase will result in only four additional licensed beds, resulting in an increase in bed capacity from 196 to 200. The project involves renovations of existing patient floors to include the addition of the beds. The estimated project cost is $4,892,904.

Jerry Taylor, Esq., addressed the Agency on behalf of the applicant.

Speaking in support were: Daymond McDuffey, M.D., TriStar Summit Medical Center and Mr. Mike Bargatze.

Summation waived.

Mr. Doolittle moved for approval of the project based on 1) Need – the need is demonstrated by the high overall census in the facility, and by the particularly high census in the rehab area, the demand is clearly shown.; 2) Economic Feasibility – Financial viability is not in question because of the strength of the Summit organization and its parent company; and 3) Orderly Development - it contributes to the orderly development of health care by improving the delivery in a particularly fast-growing part of our county. Ms. Jordan seconded the motion. The motion CARRIED [7-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Doolittle, Austin, Grandy, Wright
NAY: None

Tennova LaFollette Health and Rehab Center, LaFollette (Campbell County), TN – CN1505-021

A 98-bed nursing home seeks approval to renovate approximately 26,350 of the existing 35,317 square foot facility at a construction cost in excess of $2 million. The project focuses on cosmetic finishes, changes to nurses stations, patient day rooms and patient dining areas of the building and does not involve changes to any existing services or the licensed bed complement. The estimated project cost is $3,202,188.75.

Jerry Taylor, Esq., addressed the Agency on behalf of the applicant.

Speaking in support were: Sara Lloyd, C.O.O., LaFollette Medical Center, Vann Windham, C.F.O., LaFollette Medical Center and Mark Cain, C.E.O., LaFollette Medical Center.

Summation waived.

Mr. Mills moved for approval of the project based on 1) Need – Given the age of the facility -- it being 47 years old and not having had any major renovations -- they need to update this facility to continue to be competitive. They want to improve the aesthetics and provide a more comfortable and efficient environment for both their patients and their staff.; 2) Economic Feasibility – They can draw from cash reserves of the parent company and project profitability in years one and two; and 3) Orderly Development – they're actually not adding any new beds or new services. They want to continue to remain competitive in their marketplace. And they currently have a case mix of 80 percent TennCare of the population served. Mr. Doolittle seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

Regional Hospital of Jackson, Jackson (Madison County), TN – CN1505-022

Regional Hospital of Jackson seeks approval for a major construction project requiring a capital expenditure greater than $5 million for the following: 1) renovation of approximately 9,294 SF in the existing surgical department; 2) the addition of approximately 3,777 SF of new construction to the existing surgical department; and 3) the addition of 2 operating rooms, increasing the number of operating rooms from 6 to 8. If approved the hospital will de-license 2 inpatient beds. The estimated project cost is $8,864,901.

Jerry Taylor, Esq., addressed the Agency on behalf of the applicant.

Speaking in support were: Bill Rich, C.O.O., Regional Hospital of Jackson; and Kevin Rinks, C.E.O., Regional Hospital of Jackson.

Summation waived.

Ms. Burns moved for approval of the project based on 1) Need – There is a need for this renovation to provide additional space in the operating rooms, to create a more efficient layout design, to improve patient flow, to improve operational efficiencies, and to accommodate specialty equipment.; 2) Economic Feasibility – using cash reserves, and projections of profitability in years one and two; and 3) Orderly Development - it contributes to the orderly development of health care by providing additional space for current operations, and it also provides for future growth. And it will not negatively impact other providers since there will not be an increase in the number of beds in this service area. Ms. Jordan seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

GENERAL COUNSEL'S REPORT

Jim Christoffersen summarized the following CON modification requests:

ADC Recovery and Counseling Center, Memphis (Shelby County), TN – CN1305-018A

Request for a two month extension to the expiration date from October 1, 2015 to December 1, 2015. The project was approved on August 28, 2013 for the relocation of an existing non-residential substitution-based treatment center for opiate addiction from 3041 Getwell Road, Suite 101, Memphis (Shelby County), TN 38118 to 4539 Winchester Road, Building B, Suite I, Memphis, TN 38118. The estimated project cost was $961,168.

J. Richard Lodge, Esq., addressed the Agency on behalf of the applicant.

Mr. Mills moved for approval of the project for a 2 month extension of the expiration date from October 1, 2015 to December 1, 2015. Mr. Grandy seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

Shannondale Rehabilitation Center, Knoxville (Knox County), TN – CN1307-024A

Request for a final project cost overrun of approximately $1,735,000. The project was approved on October 23, 2013 for the establishment of a new 30*-bed Medicare skilled nursing home to be known as Shannondale Rehabilitation Center. The facility is located on the campus of Shannondale Continuing Care Retirement Community at 7510 and 7522 Middlebrook Pike, Knoxville (Knox County), TN. The estimated project cost was $6,609,488. The actual project cost was $8,344,488.

* These beds were subject to the 2013-2014 Nursing Home Bed Pool.

J. Douglas Overbey, Esq., addressed the Agency on behalf of the applicant.

Ms. Jordan moved for approval of the final project cost overrun of approximately $1,735,000. Mr. Grandy seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

NHC/Maury Regional Transitional Care Center, Columbia (Maury County), TN – CN1307-025A

Request for a 13 month extension to the expiration date from December 1, 2015 to January 1, 2017. The project was approved on October 23, 2013, for the establishment of a 112-bed* Medicare skilled nursing home to be known as NHC/Maury Regional Transitional Care Center pursuant to T.C.A. § 68-11-1627 which permits the replacement of one or more currently licensed nursing homes with one single nursing home. The new facility will be created by relocating and replacing the 92-bed NHC Healthcare, Hillview and the 20-bed Maury Regional Hospital Skilled Nursing Unit to an 11 acre site at 5004 Trotwood Avenue, Columbia (Maury County), TN. The estimated project cost was $18,161,672.

* These beds were not subject to the 2013-2014 Nursing Home Bed Pool.

Jerry Taylor, Esq., addressed the Agency on behalf of the applicant.

Mr. Doolittle moved for approval of the project for a 13 month extension of the expiration date from December 1, 2015 to January 1, 2017. Ms. Burns seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

Overton County Nursing Home, Livingston (Overton County), TN – CN1204-017AEE

Request for a three month extension to the expiration date from September 1, 2015 to December 1, 2015. The project was approved on July 25, 2012, for the modification and renovation to the existing 160-bed nursing home. The project included the construction of a new building behind the existing faciltiy to house 30 private rooms which would not increase the licensed bed capacity of the facility. Renovations included cosmetic upgrades to the existing facility. Two previous extensions have been granted on 2/25/15 and 7/23/15 each time for 6 months. The estimated project cost was $6,330,598.

Dan Elrod, Esq., addressed the Agency on behalf of the applicant.

Ms. Jordan moved for approval of the project for a 3 month extension of the expiration date from September 1, 2015 to December 1, 2015. Mr. Mills seconded the motion. The motion CARRIED [10-0-0]. **APPROVED**

AYE: Jordan, Mills, Gaither, Ridgway, Doolittle, Burns, Austin, Fleming, Grandy, Wright
NAY: None

Select Specialty Hospital-Memphis, Memphis (Shelby County), TN – CN1212-062A

Request for a four year extension to the expiration date from August 1, 2016 to August 1, 2020. The project was approved on May 22, 2013 for the addition of 28 long term acute beds to the existing 39-bed facility, located in leased space at St. Francis Hospital, 5959 Park Avenue, Memphis (Shelby County), TN. Select Specialty will also add 10 beds under the statutory exemption available to hospitals with less than 100 beds found at TCA § 68-11-107(g) for a total licensed bed complement of 77 long term acute care beds. If the additional 28-beds are approved, St. Francis Hospital will reduce its license by 38-beds (28 plus 10 beds per statutory exemption). The estimated project cost was $6,898,392.00.

DEFERRED TO SEPTEMBER MEETING

CONTESTED CASES UPDATE

Mr. Christoffersen provided an update on contested cases.

ADJOURNMENT

There being no further business, the meeting adjourned.

Melanie M. Hill, Executive Director

* Minutes provide only a brief staff summary of the meeting and are not intended to be an all-inclusive report. The HSDA maintains a detailed record of each meeting (recording and transcript) that is available upon request by contacting the HSDA office at 615-7412364.