



733 CEDAR STREET
GARBERVILLE, CA 95542
(707) 923-3921

GOVERNING BOARD MEETING
Thursday, October 26, 2017
1:00 p.m. – 733 Cedar Street, Garberville, CA
Dimmick Conference Room

MINUTES

Governing Board Present: Corinne Stromstad, David Ordoñez, Jack Foster and Alison Rivas

Also Present: Matt Rees, Paul Eves, Susan Gardner, Kristen Rees, Barbara Truitt, Judy Gallagher, Jennifer Melvoen, and Keith Easthouse

Item

- A. Call to Order – Board President Corinne Stromstad called the meeting to order at 1:00 p.m.
- B. Public Comment - none
See below for Public Comment Guidelines
- C. Board Member Comments
Board members are invited to address issues not on the agenda and to submit items within the subject jurisdiction of the Board for future consideration. Please limit individual comments to three minutes.
- Board vice-president David Ordoñez reported he will be attending the California Hospital Association meeting in Sacramento on November 14, where he will advocate for rural health.
 - He also discussed the possibility of participating on KMUD radio's Monday Morning Magazine in the future with local activist and past SHCHD board member Darryl Cherney.
 - Board member Jack Foster announced he has taken on the position of Healy Senior Center executive director.
 - David Ordoñez also commented that he has applied to be part of the board.
- D. Announcements – none
- E. Consent Agenda
1. Approval of Agenda
 2. Approval of Previous Meeting Minutes
 - a. Governing Board Meeting Thursday, September 21, 2017
 - b. Special Governing Board Meeting Tuesday, October 10, 2017
- Motion:** Alison Rivas moved to approve the complete Consent Agenda and the previous minutes as submitted.
Second: Jack Foster
Ayes: David Ordoñez, Corinne Stromstad, Jack Foster and Alison Rivas
Motion carried.
- F. Correspondence, Suggestions or Written Comments to the Board – none
- G. Foundation Report – Barbara Truitt
- The Foundation has been largely inactive through the summer months.
 - The IRS validated their non-profit status in July retroactive back to April.
 - A \$10,000 donation was made to help with the costs of the courtyard renovation.

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- Once the Foundation has secured the site for the new hospital, they will be ready to complete their case statement and begin work in earnest on a capital campaign.
- The Foundation's account balance is approximately \$6,550. A financial statement will be forthcoming soon as new signers are put on the account.

H. Finance Report – Corinne Stromstad, Paul Eves, and Matt Rees

1. August and September Financials – Paul Eves, CFO

- Paul Eves presented the August and September Financials
- He suggested we mail out reminder cards for annual checkups and follow-up appointments. Radiology manager, Lora Simone, does this for mammograms, which has proved to be effective.
- Quality Data Coordinator Kristen Rees attended a PRIME forum as our representative.
- Paul reported that the upcoming property tax payment from the county will cover our next PRIME deposit.

2. CBO Update (August and September) – Diane Meredith-Gordon

Motion: Alison Rivas moved to approve the August and September Financial reports.

Second: Jack Foster

Ayes: David Ordoñez, Corinne Stromstad, Jack Foster and Alison Rivas

Motion carried.

I. Chief Nursing Officer's Report – CNO Judy Gallagher

- Judy Gallagher reported that we continue to struggle with staffing issues.
 - We have one new nurse completing orientation and one more new grad starting soon.
 - We currently have two traveling RNs with one more arriving soon.
 - Board vice-president David Ordoñez stated he will work with the CHA to have people referred to Critical Access Hospitals for rehab and recovery.
 - There will be another Nurses' Skills Day in November.
 - Beginning in November all employee tests for TB will be given at the same time each year, during our in-service.
 - Judy will be joining the Pediatric Service Collaborative to make sure we are pediatric ready.
 - Board member Jack Foster asked if employees are given exit surveys to find out why we are losing nurses. Judy and HR manager Hunter Lehnert do them.
 - Judy reported that the nurses who have left are moving out of the area, retiring, taking care of ill family members, or moving to larger facilities to advance their careers.
 - One of our current LVNs is graduating soon as an RN and we have hopes they will stay here.
4. Quality Assurance Performance Improvement Committee (QAPI) – Kristen Rees
- Kristen Rees presented a detailed written report to the board.
 - She has put in for two grants and another PRIME report is due on November 17.
5. Survey Readiness Committee (SRC) – Judy Gallagher, CNO
- Judy Gallagher reported that all of our state surveys are done for the year.
 - We are continuing to work on the areas reported from the, safety, acute and pharmacy surveys that occurred in August. Our acute and pharmacy Plan of Corrections was received and approved. We are still waiting to hear back about the Safety survey.
 - She said it is very important that we keep up on all areas and has instituted policy and procedures to keep us in compliance.

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J. Administrator's Report – Matt Rees, CEO

1. Department Updates

- CT site construction contract signed
 - Work is scheduled to begin on November 8.
 - The CT is scheduled to be delivered on December 27 with training to follow.
 - Hopefully the unit will be up and running with all certifications completed by early February.
- 340 B drug program with Walgreen's and Cloney's
 - Keith's Pharmacy in Garberville will go live October 31.
 - Walgreen's and Cloney's are scheduled for January 1.
 - It was suggested employees and their families use Walgreen's mail-in service, which is compatible with our insurance and does 90-day supplies.
- Performance evaluations relating to merit raises and job descriptions
 - Job descriptions are being revised by managers during the next two months and will be reported to the board once complete.
 - The discussion is ongoing relating to merit raises, which should be tied to the employee evaluation percentages.
 - It was suggested we do another market analysis with Redwood Memorial Hospital in Fortuna and St. Joseph Hospital in Eureka to stay competitive with our wages.

2. Strategic Plan Update

- Matt Rees spoke to Growth Management and we will meet after the CT is up and running.

3. Tramutola progress report on parcel tax proposal for June 2018 election

- Matt Rees met with LAFCO and LACO to discuss where the ambulances come from and where they take patients depending on specific geographic locations. We need to identify every parcel in relation to the voters. He will be meeting with Eureka Ambulance soon to determine these boundaries.
- Tramutola reported that according to the phone calls being made by our Outreach department, 30% of the voters voted yes on our last parcel tax initiative and 30% voted no. The rest wouldn't answer. After talking to the Outreach representative, about 69% said they will vote yes for the renewal of the existing tax.

K. Old Business

1. Corporate Compliance Plan – Diane Meredith-Gordon – Presentation and training scheduled for November board meeting.

- Diane Meredith-Gordon will be here during our in-service in November and will be making presentations.
- She will also be doing an approximately 30-minute presentation to the board at the next scheduled meeting on Thursday, November 30.
- Board member Jack Foster inquired about the Vsee (HumboldtMD.com) program.
 - Diane Meredith-Gordon attended a conference presentation regarding mobile MDs. She will provide a list of risk concerns.
 - Matt Rees reported that ads and public service announcements have been prepared and agreed to send them to the board to review.
 - He also said that UCSF is using Vsee and a family member will have an appointment soon and he will let the board know how it goes.
 - We are a few weeks away from going public with the program.

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L. New Business

1. Approval of **Resolution 17:20** Policy and Procedures
 - a. See Addendum Packets A, B and C

Motion: David Ordoñez moved to approve Resolution 17:20 Policy and Procedures Packets A, B and C.

Second: Alison Rivas

Ayes: David Ordoñez, Corinne Stromstad, Jack Foster and Alison Rivas

Motion carried by roll call

2. Rapid Growth, Inc. – Patient Satisfaction Survey
 - A written report was submitted by Rapid Growth, Inc.
 - Matt Rees reported that they do not do HCAHPS scores, which is important to the district. HCAHPS (the *Hospital Consumer Assessment of Healthcare Providers and Systems*) is a patient satisfaction survey required by CMS (the Centers for Medicare and Medicaid Services) for all hospitals in the United States. The Survey is for adult inpatients, excluding psychiatric patients. MGH administers the survey to our patients by phone shortly after discharge.
 - The board agreed to cancel the contract with Rapid Growth, Inc. and search for a new company.

M. Next Meeting November 30, 2017

N. Meeting Evaluation

O. Parking Lot Items – none

P. Adjourned Open Session at 2:30 p.m.

Q. Closed Session

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting Thursday, September 21, 2017.
2. Quality/Risk Management Report [H&S Code § 32155 – Judy Gallagher
3. Mylene Rucker, MD - Contract
4. Medical Staff Reappointments/Appointments [Gov. Code § 54957]

Approval of **Resolution 17:21**

- a. Rucker, Mylene, MD – Provisional Associate – Family Medicine – 11/18/17 – 11/17/20
- b. Nigam, Vinod, MD – Associate – Diagnostic Teleradiology – 12/01/17 – 11/30/19

Approval of **Resolution 17:22**

- a. Rucker, Mylene, MD – Provisional Associate – Family Medicine – Appointment as Southern Humboldt Community Clinic Medical Director 11/18/17 – 11/17/20

5. Confidential Correspondence to the Board – Letter received to be discussed
6. CR Property Acquisition
7. Personnel matter – CEO evaluation – pursuant to Government Code § 54957

R. Adjourn to Closed Session

S. Resume Open Session

T. Adjourn

Submitted by Susan Gardner