



SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT

GOVERNING BOARD MEETING

Thursday, August 27, 2015

1:00 p.m. – 733 Cedar Street, Garberville, CA
Dimmick Conference Room

MINUTES

Governing Board Present: Gary Wellborn, Barbara Truitt, Corinne Stromstad, Alison Rivas, David Ordoñez
Also Present: Chrystal Hooven, Constance Paul, Harry S. Jasper, Sandy Feretto, Kent Scown

- A. Call to Order – Gary Wellborn called the meeting to order at 1:03 p.m.
- B. Public Comment – none.
- C. Board Member Comments – none.
- D. Announcements – none.
- E. Consent Agenda
 - 1. Approval of Agenda
 - 2. Approval of Previous Meeting Minutes
 - Governing Board Meeting, August 3, 2015
 - 3. Community Reports
 - 4. New Facility Advisory Committee Report- None.
 - 5. Foundation Report – None.
 - 6. Earthquake Retrofit/HAZUS/Disaster Report- None.
 - 7. Quality Improvement Team (QIT) Report – See District Vitals
 - 8. JPA Board Meeting Report – None.
 - Fiscal Year 2015 Management Discussion & Analysis Documents
 - 9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – will be presented next at October 29, 2015 Board Meeting.
 - 10. Annual Hospital Evaluation Report – Debbie Scaife, RN, MSN, CIC

Motion: Barbara Truitt moved to approve the Consent Agenda.

Second: David Ordoñez seconded.

Ayes: Unanimous

Motion carried.

- F. Correspondence, Suggestions or Written Comments to the Board
 - KCOE Isom Letter, dated July 27, 2015 – was reviewed by the Board. It was discussed that in the next year the audit be put out to bid as this is best practices. It was also decided to remain with KCOE Isom for the Fiscal Year ending June 30, 2015 audit process due to the fact of the recent EHR implementation and KCOE's familiarity with our previous and current accounting systems.

Motion: Barbara Truitt moved to approve the engagement of KCOE Isom for the Fiscal Year ending June 30, 2015 Audit.

Second: David Ordoñez

Ayes: Unanimous

Motion carried.

G. Board Development – Tabled.

1. Future Topics

- Hospital Quality Institute: Board role in quality measures - Bonnie Zell
- “Financials 101”
- The Challenges of Department Budgeting
- The Billing Process-How It Works- Seminar by Diane Meredith-Gordon

H. Finance Report – Corinne Stromstad, Gary Wellborn, Harry Jasper

1. Discussion of merit based compensation- Harry Jasper – This item was moved to the Administrator’s report.
2. July 2015 Financial Statements – none presented. Harry introduced Matt Rees who has been contracted to review, cleanup, and assess the financials and to work on audit and cost report. Matt gave the Board a brief introduction to his background and his work plan going forward.
3. CBO Report – Diane Gordon joined the meeting and reported that she was out most of July and that she had recently attended a conference with several other Centriq users. Due to the EMR transition it will realistically take several more months for the A/R to be resolved. Diane also commented that since the implementation of EMR there has been a great improvement in good interaction between all areas of the District. She also advised that although some of the past reports are no longer available that there are many more reports that have now been made available in Centriq.
4. CAH Dashboard- Tabled

I. Administrator’s Report – Harry Jasper

1. Strategic Plan Update – Harry reported it is now important to set a timeline for the Build & Occupy of new facility by 2025 and that understanding current and projected finances will help in that process. Next step will be a full community meeting and partnership with College of the Redwoods. The other item coming up is the Health Challenge. Harry requested the Board separately agendaize the Share Your Health/Health Challenge project in future discussions in order to avoid any potential conflict of interest. Harry also requested that the Board consider engaging Rochelle Spinarski to help collaborate the project. David Ordoñez asked if Harry could provide our debt capacity after receiving the financial consultant reports from Matt Rees and DZA. Harry responded that a ballpark figure should be available by the end of the year.
2. Community Outreach Update – Rochelle’s report showed that there has been an increase in traffic on the SHCHD website.
3. Discussion of Safety & Security at the District – There has been a County wide search for security services to hire and there were none found that would come to Southern Humboldt. Harry suggested a meeting with the community and staff to discuss the challenges of local security.
4. Discussion of Merit Based Compensation – pulled from the Finance Report. No report given, no discussion.

The meeting took a ten minute break at 3:05 p.m.

J. Old Business

1. ACHD Board Certification Program – David Ordoñez – Tabled – Note: this item is to be removed from future agenda.
2. Discussion of “Administrative Personnel Hiring Policy” – This revision was approved with the last half of the final sentence removed, “but must present the reasons for his/her decision to the Governing Board”.

Motion: Barbara Truitt moved to approve the revision with the last half of the final sentence removed, “but must present the reasons for his/her decision to the Governing Board”.

Second: David Ordoñez

Ayes: Unanimous

Motion carried.

Note: Harry asked how the new “Acting Onsite Administrator” notification policy was working out. It was decided that unless Harry is offsite the daily notice is not necessary.

3. Podiatrist visits – after discussion it was discerned that Harry needs to discuss this further with Dr. Matuszkiewicz to determine if this will work in the Clinic's workflow and hope to have an update by the next Board Meeting. The topic of "what valued services do we or can we provide" should be a topic in the next Strategic Planning Meeting.
 4. Hiring a full time Clinic Manager – Harry recommends gathering more information including a full discussion with the Medical Staff and Clinic personnel to determine reason for lower volumes in the Clinic.
 5. Forming association(s) with other hospital(s) – This item was tabled.
- K. New Business- Approval of **Resolution 15:12**

Clinic

~~Cancelled and No Show Appointments- Revised~~

Dietary

Nutrition Orders Managed by the Registered Dietitian- New

Emergency Services

ER Crash Cart Checklist- Revised

Governing Board

Acting Onsite Administrator- Revised

Consent Agenda- Revised

Human Resources

Employee Dress & Personal Appearance- Revised

~~Employee Retirement Plan- Revised~~

~~Paid Sick Leave- New~~

Mammography

Qualified Responsible Personnel- Revised

Quality Assessment Equipment- Revised

Nursing

Admission of Patient- Revised

Critical Lab Values- New

Hourly Rounds- New

Transport of Acute Care Patients- New

Pharmacy

Home Medications brought into the Hospital by the Patient- Revised

Safety

Code Silver- Active Shooter- New

Fire Watch- Revised

~~Security Plan- Workplace Violence- New~~

Motion: Alison Rivas moved to approve **Resolution 15:12** with the following polices pulled; Clinic/Cancelled and No Show Appointments, Human Resources/Employee Retirement Plan and Paid Sick Leave, Safety/Security Plan- Workplace Violence.

Second: Barbara Truitt

Ayes: David Ordoñez, Gary Wellborn, Barbara Truitt, Corinne Stromstad, Alison Rivas

Abstain/Absent/Noes: None

Motion carried.

L. Next Meeting

1. September 24, 2015 at 1:00PM

M. Meeting Evaluation- Barbara Truitt appreciated that the Board accomplished some good brainstorming during this meeting.

N. Parking Lot Items

- Strategic Board Planning Meeting – tentatively set for September 15th from 9:00am to 3:00pm to be held at 745 Locust Street in Garberville.
- Share your Health and Health Challenge relationship
- Podiatrist visits
- Full time Clinic Manager
- Forming associations with other hospital(s)

O. Closed Session – The Board went into Closed Session at 4:10 p.m.

1. Approval of Previous Closed Session Minutes

- a. Closed Session Governing Board Meeting August 3, 2015

2. Quality/Risk Management Report [H&S Code § 32155]

3. Conference with Legal Counsel-Existing Litigation [(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9)]

- a. Case No. DR140274, Superior Court of the State of California, County of Humboldt

4. Medical Staff Reappointment [Gov. Code § 54957] – **Resolution 15:13**

- a. Jain, Sanjay K. – Teleradiologist – Associate – 08/01/2015-07/31/2017

5. Conference with Property Negotiator [Gov. Code § 54956.8]

- a. APN 032-011-015
- b. Property Owner: Galen and Thaisa Wilson

6. Confidential Correspondence to the Board

7. Public Employee Performance Evaluation [Gov. Code § 54957]
Title: CEO/Administrator

8. Discussion of Safety & Security at the District- Harry Jasper

P. Resume Open Session – The Board resumed Open Session at 6:01 p.m. and reported that the previous meeting minutes were approved, that **Resolution 15:13** was approved unanimously by Alison Rivas, David Ordoñez, Gary Wellborn, Barbara Truitt, Corinne Stromstad and that no reportable action was taken on items 2, 3, 5, 6, 7, or 8.

Q. Adjourn – the meeting was adjourned by Gary Wellborn at 6:02 p.m.