



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

GOVERNING BOARD MEETING
Thursday, August 25, 2016
1:00 p.m. – 733 Cedar Street, Garberville, CA
Dimmick Conference Room

MINUTES

Governing Board Present: Barbara Truitt, Gary Wellborn, David Ordoñez, Alison Rivas, and Corinne Stromstad

Also Present: Matt Rees, Susan Gardner, Paul Eves, Kent Scown, Hunter Tucker, Judy Gallagher, Amy Terrones, Chris Hammond, Lora Simone, Patrick O'Rourke and Keith Easthouse

Item

- A. Call to Order – Board President Barbara Truitt called the meeting to order at 1:05 p.m.
- B. Public Comment – none
See below for Public Comment Guidelines
- C. Board Member Comments – none
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.
- D. Announcements – none
- E. Consent Agenda
 - 1. Approval of Agenda
 - 2. Approval of Previous Meeting Minutes
 - a. Governing Board Meeting, July 28, 2016
Motion: Alison Rivas moved to approve the complete Consent Agenda and the previous minutes as presented.
Second: David Ordoñez
Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad, Gary Wellborn, and David Ordoñez
Motion carried.
 - 3. Community Reports – no report
 - 4. New Facility Advisory Committee Report – no report
 - 5. Foundation Report – Introduction of Foundation/Public Relations Director, Patrick O'Rourke

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6. Approval of Agenda
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Second: David Ordoñez

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

Motion carried.

8. Community Reports – no report
9. New Facility Advisory Committee Report – no report
10. Foundation Report – Introduction of Foundation/Public Relations Director, Patrick O'Rourke
11. Earthquake Retrofit/HAZUS/Disaster Report – no report
12. Quality Improvement Team (QIT) Report - See District Vitals
13. JPA Board Meeting Report – no report
14. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Hunter Tucker
15. Annual Hospital Evaluation Report – Chris Hammond – (August 2017)
Presented after Board Development due to Chris Hammond not being in attendance at the beginning of the meeting.
 - Infection Preventionist Chris Hammond provided a handout and gave a very thorough and detailed annual report.

F. Correspondence, Suggestions or Written Comments to the Board

- Letter from Humboldt County Elections regarding re-election of Corinne Stromstad and David Ordoñez
- Notice of new location for Humboldt County Office of Elections and Voter Registration
- Letter from Tamaris Moncrief regarding excellent treatment of her son.

G. Board Development –

1. Barb Truitt introduced new Chief Nursing Officer Judy Gallagher and new Foundation Director Patrick O'Rourke
2. Amy Terrones – Family Resource Center
 - Amy reported that this is her second year as an employee with the Southern Humboldt Community Healthcare District and the Family Resource Center located at Redway School in Redway.
 - Her budget of \$85,900 has been approved by the Department of Health and Human Services.
 - There are 10 requirements they are contracted to do through the DHHS.

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- FRC also works with families regarding alleged child abuse or child endangerment. When an incident is reported, but no case is formally opened, FRC reaches out to the families involved and works with them if there are problems and needs.
- FRC also offers classes on parenting and counseling.
- Amy is working on drug and alcohol services that are unavailable here.
- FRC does a lot of community based activities with children and their parents.
- Amy will be conducting suicide prevention workshops at the schools and plans on a candlelight vigil during September, which is Suicide Prevention Month.
- FRC also works with the Garberville Rotary Club in providing approximately 25 children with bags of food each weekend.
- She is trying to integrate mental health services at the schools and involve families with various activities.
- Currently the after-school program does not have a coordinator and Amy is asking parents to step up and help out so these kids are not left with nothing to do after school lets out.
- FRC is also involved with First-Five and Challenge Day and collaborates with them.
- Amy offers cooking classes one day a week to help kids learn how to prepare healthy meals and she is working on a cross-fit class to keep kids in shape.
- Mental health counselors from DHHS come down to Southern Humboldt when referred by FRC to assist kids and their families who are in crises.
- She will be advertising the various events as they come up and hopes to draw those people out who would benefit from their services. One big event will be the Day of the Dead Celebration at the Mateel Community Center.

3. Future Topics - Tabled due to ongoing Strategic Planning

- Hospital Quality Institute: Board role in quality measures – Bonnie Zell
- "Financials 101"
- The Challenges of Department Budgeting

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

1. July Financials – Paul Eves, CFO

- Paul Eves presented the July financials.
- Because Dr. Newdow submitted his July invoice late, the July professional fees increased from the previous report presented at the Financial Committee Tuesday, August 23.

Motion: No action was taken due to errors on the Financial statement.

2. FYE 2015 Audit Update – Paul Eves, CFO

- Paul talked to the auditing company once again.
- He has requested third-party information needed to complete the audit and is waiting for that.
- Paul also reported that there has been a change in personnel at the auditing company which he hopes will not result in delays.

3. CBO Update – Matt Rees, CEO

- Diane Meredith-Gordon presented a report.
- Dr. Vigil finished his dictation and has now been paid for his last week of service ending July 8, 2016.
- Staff has been informed of the Voucher Program and one person took advantage of it in July.
- HCFS, the company who is trying to make sure patients are signed up with state programs has had two patients referred to them.
- Registration is still short one fulltime person.

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4. 340B Pharmacy Program Update – Paul Eves and Matt Rees
 - Paul and Matt are still working with Keith of Keith's Pharmacy to come up with a contract agreeable to all parties.
 - SunRx is currently working with other pharmacies to get them on board.

I. Administrator's Report – Matt Rees, CEO

1. Department Updates

- CEO Matt Rees reported on our new staff members, Judy Gallagher who has taken over as CNO for Sarah Beach (interim Skilled Nursing Facility manager) and Patrick O'Rourke who is our new Foundation and Public Relations Director.
- Lab equipment is being evaluated to see what upgrades are needed.
- We are still looking for a care coordinator.
- We are working with RRHC to coordinate the Breast Cancer Awareness publicity and Population Health. We will be doing a mailer and posters will be purchased splitting the costs with RRHC.
- Our new visiting nurse has started and we are in the process of hiring an IT employee.
- Matt asked staff to update the board on their Rivers and make presentations as shown below.

Kent Scown – Building and CT

1. The roofing and courtyard projects are nearing completion.
2. He combined the CT project into one river adding new paperwork from the architect.
3. The civil engineering project is scheduled to begin September 29.
4. Completion with the first patient being served is estimated for May 23, 2017.

Lora Simone – Radiology/CT

1. She met with Diane Meredith-Gordon and will be hiring someone to do authorizations and scheduling for the CT closer to the opening date.
2. She is looking into the necessary Policy and Procedures required for the CT manual.
3. We have a per diem CT tech who would like to relocate here full time and one other who is interested in part time.
4. She is researching the applicable training for staff.

Hunter Tucker – Employee Recruitment and Retention

1. Things are going well with the pay increases, especially in the nursing department.
2. Employee benefit packages have improved with the employee discount program, kudos, and department lunches.
3. A new program is in the works to acknowledge those staff members who perform exceptionally well with yearly awards.
4. Three new apartments on Melville should be ready by October 1.
5. She is working on the employee emergency fund, community outreach, CPR training and increasing lab wages.
6. CR students are being encouraged to come here to do their clinical training.
7. The employee photo presentation is proceeding slowly. There have been some issues with the graphics program, but the frame has been received.

J. Old Business - none

K. New Business

1. Professional Services Proposal from Moore Uebel Architecture for CT – Kent Scown
 - Kent Scown presented the proposal from Moore Uebel Architecture to begin the site

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preparation for the CT. No ~~motions~~ motion was necessary as the amount had already been approved in an earlier board meeting.

2. Removal of individual names under Reviewed By: from future Policy and Procedures
 - The subject of removing names on the Policy and Procedures was discussed in the Med Staff meeting on August 17. New CNO Judy Gallagher said she didn't think it was necessary to have the individual's name, only their title.
 - The board agreed to this on all future Policy and Procedures and that a motion was not necessary.
3. Approval of **Resolution 16:18** Policy and Procedures
 - a. Addendum Packet

Addendum Packet

Skilled Nursing Facility

Abuse and Neglect Investigations
Activity Program
Gradual Dose Reduction for Residents on Psychoactive Medications
Oral Hygiene Policy for Skilled Nursing Facility Residents and Swing Bed Patients
Resident Assessment (MDS 3.0)
Resident Fall Prevention

Nursing

Medication Administration

Medical Records

Clinic Chart Completion

Health Information Management

Medical Record Guidelines for Physicians

Motion: Gary Wellborn moved to approve the Policy and Procedures as presented.

Second: Corinne Stromstad

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

Motion carried with a roll call vote.

- L. Next Meeting – September 29, 2016
- M. Meeting Evaluation
 - Corinne Stromstad commented that it was a good meeting and on time.
 - Barb Truitt enjoyed the employee reports regarding the rivers and progress being made.
 - Matt Rees said he would like to have more employees attend the board meetings.
- N. Parking Lot Items – none
- O. Adjourned at 2:55 p.m. for Closed Session
- P. Closed Session
 1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting July 28, 2016

Item

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

3. Medical Staff Appointments/Appointments [Gov. Code § 54957] –
Resolution 16:19
 - a. Salen, Samuel, MD – Associate – Diagnostic Teleradiology – 04/01/16 – 03/31/18
 - b. Bowker, Debra D., MD – Temporary Locum Tenens – Emergency Department, Inpatient Medicine 08/24/16 – 08/23/18
 - c. Irvine, David N., MD – Temporary Locum Tenens – Emergency Department, Inpatient Medicine 08/24/16 – 08/24/18
 - d. Kurapati, Surrender, MD – Associate – Diagnostic Teleradiology – 09/01/16 – 08/31/18
 - e. Reed, Peilin, MD - Associate – Diagnostic Teleradiology – 09/01/16 – 08/31/16

4. Confidential Correspondence to the Board

5. College of the Redwoods [Gov. Code § 54957]
APN 032-091-014-000
Purchase proposal for property located at 286 Sprowel Creek Road, Garberville, CA 95542.

6. Personnel matter – CEO evaluation - pursuant to Government Code § 54957

7. Adjourn Closed Session at 4:30 p.m.

8. Resume Open Session at 4:31 p.m.
 - a. Closed Session Governing Board Meeting July 28, 2016
Motion: David Ordoñez moved to approve the minutes from June 30, 2016.
Second: Corinne Stromstad
Ayes: Barbara Truitt, David Ordoñez, Alison Rivas, Corinne Stromstad, and Gary Wellborn
Motion carried.

 - b. Medical Staff Appointments/Reappointments [Gov. Code § 54957] –
Resolution 16:19
Motion: Corinne Stromstad moved to pass Resolution 16:19, the reappointments of Samuel Salen, M.D.; Surrender Kurapati, M.D., and Peilin Reed, M.D. and the appointment of Debra D. Bowker, M.D. and David Irvine, M.D.
Second: Alison Rivas
Ayes: Barbara Truitt, Corinne Stromstad, Gary Wellborn, Alison Rivas, and David Ordoñez
Motion carried by roll call vote

9. Adjourn at 4:32 p.m.