



SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT

GOVERNING BOARD MEETING

Thursday, December 10, 2015

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

MINUTES

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

Governing Board Absent: Corinne Stromstad

Also Present: Kent Scown, Hunter Tucker, Diane Meredith-Gordon, Sandy Feretto, Keith Easthouse, Constance Paul and Harry Jasper via teleconference.

- | Time* | Item |
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| 1:00 p.m. | A. Call to Order – Barbara Truitt called the meeting to order at 1:07 p.m. |
| | B. Public Comment – A member of the public presented the Board with a two page “Proposal for Declaration of Shelter Crisis in Humboldt County”. The Board will consider the information for addition to a future agenda as they cannot consider to take any action until then. A member of the public questioned the necessity of replacement of the scales in the Clinic with new digital scales. |
| 1:15 p.m. | C. Board Member Comments – Barbara Truitt attended the Hospital Quality Institute with Angela Landry, RN/ER/Acute Nurse Manager and Holly Hurdal, RN/SNF Nurse Manager. Alison Rivas will be attending the ACHD Leadership Academy in January, 2016. |
| 1:20 p.m. | D. Announcements – no report |
| 1:25 p.m. | E. Consent Agenda <ol style="list-style-type: none">1. Approval of Agenda2. Approval of Previous Meeting Minutes<ul style="list-style-type: none">• Governing Board Meeting, November 5, 20153. Community Reports – Barbara Truitt4. New Facility Advisory Committee Report – no report5. Foundation Report – Barbara Truitt, Corinne Stromstad6. Earthquake Retrofit/HAZUS/Disaster Report – no report7. Quality Improvement Team (QIT) Report – See District Vitals8. JPA Board Meeting Report – Corinne Stromstad, David Ordoñez9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – no report10. Annual Hospital Evaluation Report – (two weeks before Strategic Plan Meeting, most recently presented at the August 27, 2015 Board Meeting.) <p>Motion: Gary Wellborn moved to approve the Consent Agenda
Second: David Ordoñez
Ayes: Unanimous
Absent: Corinne Stromstad
Motion carried.</p> |
| | F. Correspondence, Suggestions or Written Comments to the Board – none. |

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| 1:35 p.m. | <p>G. Board Development – “The Billing Process” was presented by Diane Meredith-Gordon who provided a hand out.</p> <ol style="list-style-type: none">1. Future Topics<ul style="list-style-type: none">• Hospital Quality Institute: Board role in quality measures - Bonnie Zell• “Financials 101”• The Challenges of Department Budgeting |
| 2:00 p.m. | <p>H. Finance Report – Corinne Stromstad (absent), Gary Wellborn, Matt Rees – Note: at 1:26 p.m. this section was moved ahead of the Board Development presentation so that Hunter could present her report as she had an appointment at 2:15 p.m. that could not be rescheduled.</p> <ol style="list-style-type: none">1. October Financials – Matt Rees, Interim CFO presented the financials. No approval was made.2. FYE 2015 Cost Report Update – has been submitted.3. FYE 2015 Audit Update – Matt predicts a draft will be presented by the next Board Meeting or WC may have a final completed audit.4. CBO Update – Presented by Diane Meredith Gordon, Interim Business Office Manager5. Resolution 15:19 – Employer Health Premium Contribution – Hunter Tucker<p>Motion: Gary Wellborn moved to approve Resolution 15:19
Second: David Ordoñez
Ayes: Barbara Truitt, Gary Wellborn, Alison Rivas, David Ordoñez
Absent: Corinne Stromstad
Abstain/Noes: None
Motion carried.</p>6. Professional Services Proposal: Moore-Uebel Architecture Spring 2016 Re-roof Bidding/Contracting and RFP Assistance – Presented by Matt Rees for Kent Scown<p>Motion: Gary Wellborn moved to approve the Moore-Uebel Architecture Spring 2016 Re-roof Bidding/Contracting and RFP Assistance.
Second: Alison Rivas
Ayes: Unanimous
Absent: Corinne Stromstad
Motion carried.</p>7. Discussion of District employee pay raises – Presented by Matt Rees, CFO and Hunter Tucker, HR Manager. It was discussed to raise the basic minimum wage at the District to \$15.00 and that everyone else to receive a \$.50/hour increase effective the first pay period in January 2016. This is fully endorsed by Harry Jasper.<p>Motion: Gary Wellborn moved to approve the minimum wage increase to \$15.00 and the across the board \$.50/hour increase effective the first pay period in January, 2016.
Second: David Ordoñez
Ayes: Unanimous
Absent: Corinne Stromstad
Motion carried.</p>8. Discussion of Sick Leave Policy and PTO Policy alignment – was presented by Matt Rees, CFO and Hunter Tucker, HR Manager. |

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| 2:45 p.m. | I. Administrator's Report – Harry Jasper via telecom <ol style="list-style-type: none">1. Strategic Plan Update Using Focus & Execute – The Focus and Execute was pulled up on the video screen and Harry went over the current status.2. Visiting Nurse Program Update – Julie Moore, RN, BSN – the only qualified patient we had has declined the service. We are looking for other patients. We are also short an LVN and are actively recruiting.3. Community Outreach Update – Rochelle Spinarski's report was reviewed by the Board. |
| 3:05 p.m. | J. Old Business <ol style="list-style-type: none">1. CEO Recruitment and Transition Update – Barbara Truitt reported that the Board is working with Don Whiteside from HMS Consultants. |
| 3:10 p.m. | K. New Business <ol style="list-style-type: none">1. Approval of Resolution 15:20 policy and procedure and Department Manual<ol style="list-style-type: none">a. <u>Human Resources</u>
Travel Expense Reimbursement-Revisedb. Infection Prevention & Employee Health Manual-Annual Review<p>Motion: David Ordoñez moved to approve Resolution 15:20
Second: Gary Wellborn
Ayes: Barbara Truitt, Gary Wellborn, Alison Rivas, David Ordoñez
Absent: Corinne Stromstad
Abstain/Noes: None
Motion carried.</p>2. Board of Director's Ethics Training – Must be completed every two years. Alison Rivas completed Ethics training 1/18/15 and does not require re-training until 2017. All other directors require Ethics Re-training before the end of the year 2015. Here is a free online ethics training course link:
http://www.localethics.fppc.ca.gov3. Discussion of new "Outside Counsel Policy and Procedure" for the Governing Board. - Corinne Stromstad and David Ordoñez – no reportable action taken.4. Setting the January 2016 Organizational Meeting – Tabled. |
| | L. Next Meeting <ol style="list-style-type: none">1. January 28, 2016 |
| 3:39 p.m. | M. Meeting Evaluation – no comments. |
| | N. Parking Lot Items <ul style="list-style-type: none">• Physical Therapy Services at the District• Seismic Performance Ratings – Non-Structural Performance Categories; NPC 1 through NPC 5 |
| 4:00 p.m. | O. Closed Session – The Board went into Closed Session at 3:50 p.m. <ol style="list-style-type: none">1. Approval of Previous Closed Session Minutes<ol style="list-style-type: none">a. Closed Session Governing Board Meeting November 5, 2015.b. Special Closed Session Governing Board Meeting December 1, 2015. |

Time*	Item
	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 Appointments/Reappointments [Gov. Code § 54957] – Resolution 15:21 a. Medical Staff Reappointment [Gov. Code § 54957] i. Vinod Nigam, MD – Associate – Diagnostic Teleradiology – 12/1/15 to 11/30/17
	5. Conference with Property Negotiator [Gov. Code § 54956.8] a. APN 032-011-015 Property Owner: Galen and Thaisa Wilson
	6. Confidential Correspondence to the Board
	7. Public Employee Performance Evaluation [Gov. Code § 54957] Title: CEO/Administrator
4:49 p.m.	8. Resume Open Session – The Closed Session adjourned and the Open Session resumed at 5:00 p.m. Barbara Truitt reported the previous Closed Session Meeting minutes were approved, Resolution 15:21 was approved unanimously by the following roll call vote; Barbara Truitt, Gary Wellborn, Alison Rivas, David Ordoñez. Corinne Stromstad absent. No reportable action was taken on items 2,3,5,6, and 7.
5:00 p.m.	9. Adjourn – Barbara Truitt adjourned the meeting at 5:00 p.m.

**Times are estimated*

*Submitted by Constance Paul and Susan Gardner,
Board Clerks*