



SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT

GOVERNING BOARD MEETING

Thursday, February 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: Sandy Feretto, Matt Rees, Kent Scown, Hunter Tucker, Keith Easthouse, Constance Paul and Susan Gardner

Time*	Item
1:05 p.m.	A. Call to Order – 1:05 p.m.
	B. Public Comment See below for Public Comment Guidelines
1:15 p.m.	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.
1:20 p.m.	D. Announcements
1:25 p.m.	E. Consent Agenda
	1. Approval of Agenda Motion: Alison Rivas moved to approve the agenda Second: Gary Wellborn Ayes: Barbara Truitt, Corinne Stromstad, David Ordoñez Motion carried.
	2. Approval of Previous Meeting Minutes <ul style="list-style-type: none">Governing Board Meeting, January 28, 2016
	3. Community Reports - David Ordoñez, Gary Wellborn and Barbara Truitt reported on a CHA Federal Outlook & Advocacy conference call.
	4. New Facility Advisory Committee Report – It was noted that we need to remove Harry Jasper's name and add Matt Rees.
	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 – David Ordoñez and Corinne Stromstad said there was nothing new to report.
	9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Hunter Tucker reported that a Valic meeting has been scheduled for next week to close accounts and move them to Ameritrade. Right now the viewing of accounts has some issues to be worked out.
	10. Annual Hospital Evaluation Report – (two weeks before Strategic Plan Meeting, most recently presented at the August 27, 2015 Board Meeting) - none

Time*

Item

F. Correspondence, Suggestions or Written Comments to the Board

- a. County of Mendocino – “Notice of Elective Offices to be Filed” form.
Filing deadline July 6, 2016 –David Ordoñez, Corinne Stromstad, and Alison Rivas are all up for re-election. They will check with the Humboldt County Elections Board to find out about the filing details.

G. Board Development - tabled

1. Future Topics

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

1:35 p.m.

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

1. January Financials – Matt Rees, Interim CFO reported that Medicare has received our packet. The MediCal deadline is March 31st and he is currently working on that.

Motion: Corinne Stromstad moved to approve the January Financials

Second: David Ordoñez

Ayes: Barbara Truitt, Gary Wellborn, Alison Rivas

Motion carried.

2. FYE 2015 Audit Update - David Ordoñez had a question regarding whether or not we receive payment for an empty bed during the holding period in the Skilled Nursing Facility. Kent Scown said yes, there is a set rate charged until the resident either returns or moves to another location.
3. CBO Update – Diane Meredith-Gordon, Interim Business Office Manager submitted a written report. She said AR is not moving as quickly as it could, but the coding is catching up. Matt Rees said there are four CFO candidates being interviewed by phone on Monday.
4. Contract Proposals – COO Kent Scown was called away on a fire department emergency. In his absence Matt Rees gave an overview of the contract proposals.
 - a. Cornerstone Structural Engineers, Inc. Proposal for Structural Engineering Services for OSHPD NPC3, NPC4, NCP5 Upgrades. – Kent Scown, COO.
 - b. JLM Energy proposal for Advanced Energy Storage System – Kent Scown, COO.
Matt Rees gave an overview of the grid system proposal.

Motion: Gary Wellborn moved to approve the continuance and research of JLM Energy’s proposal.

Second: Corinne Stromstad

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

Motion carried.

- c. MDA Engineering, Inc. Mechanical Engineering Proposal, NPC 3, 4, 5 upgrades and MP equipment replacement/anchorage – Kent Scown, COO
- d. Sonoma Electrical Engineering, Inc. Proposal #15-087 Generator Replacement.
Matt Rees gave a quick explanation of the electrical system review repairs necessary. He said we need to meet with OSHPD to see if we can qualify for certain allowances.

Motion: Alison Rivas moved to approve the proposals for Cornerstone Structural Engineers, Inc.; MDA Engineering, Inc.; and Sonoma Electrical Engineering, Inc.

Second: Gary Wellborn

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

Motion carried.

- | Time* | Item |
|--------------|---|
| 2:00 p.m. | <p>I. Administrator's Report – Kent Scown, Director of Operations, Interim CEO</p> <ol style="list-style-type: none">1. Department Updates<ul style="list-style-type: none">• SNF received a top nursing home rating from CMS once again• Neil Coplea is back as the lab manager• The PACS System is still being set up• Dietary received a good inspection report2. Roofing and window replacement update - The big phase is nearing completion. Dan Lowrie, who is filling in for Guy Vitello, and an experienced window installer, may be able to do them in March.3. Community Outreach Update – Rochelle Spinarski – A late handout was given out separately. |
| 2:30 p.m. | <p>J. Old Business</p> <ol style="list-style-type: none">a. CEO Confirmation and Contract. (This item was moved up in the agenda by Board President Barbara Truitt to follow G. Board Development). Barbara Truitt and Corinne Stromstad recommended the confirmation and contract be approved.

Motion: Gary Wellborn moved to approve the confirmation and contract for CEO Matt Rees.
Second: Alison Rivas
Ayes: Barbara Truitt, David Ordoñez, Gary Wellborn, Corinne Stromstad, Alison Rivas
Motion carried.b. Discussion of new "Outside Counsel Policy and Procedure" for the Governing Board – Corinne Stromstad and David Ordoñez. David Ordoñez recommended giving the board chair permission to seek an attorney's advice.

Motion: Gary Wellborn moved to approve the "Outside Counsel Policy and Procedure."
Second: Corinne Stromstad
Ayes: Barbara Truitt, David Ordoñez, Alison Rivas
Motion carried.c. Consideration of support for Declaration of Shelter Crisis in Humboldt County Proposal. David Ordoñez gave an update on the housing crisis in Humboldt County. He said the supervisors have not decided on a policy quite yet. He then presented a letter to be submitted to the Humboldt County Board of Supervisors with some minor corrections.

Motion: David Ordoñez moved to make the appropriate corrections and send it on to the Board of Supervisors.
Second: Gary Wellborn
Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad
Motion carried. |
| 2:40 p.m. | <p>K. New Business</p> <ol style="list-style-type: none">a. Approval of Resolution 16:03 policies and procedures<ol style="list-style-type: none">1. <u>Packet A</u>
Motion: Gary Wellborn moved to approve Resolution 16:03
Second: Corinne Stromstad
Ayes: Barbara Truitt, Alison Rivas, David Ordoñez
Motion carried. |

Time* Item

2. Strategic Planning Facilitation Proposal Consideration

3. Focus and Execute – David Sandberg gave a teleconference presentation demonstrating a two-day planning event to establish goals and move ahead with our Strategic Plan by revising it and helping us to decide the direction we want to take.

The meeting broke at 2:40 p.m. and resumed again at 2:53 p.m. with the second presentation.

4. Growth Management Center – Rob Eskridge and Ryan Stock attended the meeting. Rob asked what we want to see in a Strategic Plan.

The responses included:

- Barbara Truitt – Update and review of our mission and values
- Corinne Stromstad – We need to put things in order of sequence
- Alison Rivas – New leadership and organization and reassess what we do next
- David Ordoñez – A clear plan of action that we can quantify and know when we've reached each goal
- Gary Wellborn – Wants to go back to the beginning and have more structure
- Matt Rees – Identify, prioritize what the Board wants and meet the goals that can be accomplished
- Kent Scown – We need to get people on the same page and build a new hospital

The cost as presented will be \$5,500 per month for GMC's services for a total of six months at \$33,000.

Rob Eskridge said if we are going to renew the parcel tax we need to give the community evidence ahead of time and that plans are moving forward. We need to do a community needs assessment.

Motion: David Ordoñez moved to approve the proposal given by Growth Management Center.

Second: Gary Wellborn

Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad

Motion carried.

- b. Voucher proposal – Matt Rees, CEO presented an idea for a voucher program. All community members, who can show a place of residence within the SHCHD, would be given a designated yearly amount to be used to defray costs such as co-pays and deductibles not paid by insurance including Medicare, MediCal and private insurance. More research is needed including consultation with an attorney on the legalities of the program. The hope is to make it more affordable and encourage more people to use the Healthcare District for their medical needs.

L. Next Meeting

- a. March 24, 2016

M. Meeting Evaluation – David Ordoñez remarked that it was a great meeting, as did other members of the board.

N. Parking Lot Items - none

3:15 p.m.

O. Closed Session – The board went into Closed Session at 4:35 p.m.

1. Approval of Previous Closed Session Minutes

- a. Closed Session Governing Board Meeting January 28, 2016
- b. Special Closed Session Governing Board Meeting – January 25, 2016
- c. Special Closed Session Governing Board Meeting – January 26, 2016
- d. Special Closed Session Governing Board Meeting – January 27, 2016

- | Time* | Item |
|--------------|--|
| | 2. Quality/Risk Management Report [H&S Code § 32155] – Sarah Beach |
| | 3. Conference with Legal Counsel-Existing Litigation [(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9)] <ul style="list-style-type: none">a. Case No. DR140274, Superior Court of the State of California, County of Humboldt |
| | 4. Medical Staff Appointments/Reappointments [Gov. Code § 54957] – Resolution 16:04 <ul style="list-style-type: none">a. Medical Staff Reappointment [Gov. Code § 54957]<ul style="list-style-type: none">a. Albrektson, Joshuab. Kurapati, Surrender |
| | 5. Conference with Property Negotiator [Gov. Code § 54956.8] <ul style="list-style-type: none">a. APN 032-011-015
Property Owner: Galen and Thaisa Wilson |
| | 6. Confidential Correspondence to the Board |
| | 7. Personnel matter – CEO evaluation |
| 4:00 p.m. | 8. Resume Open Session – The Closed Session adjourned 5:35 p.m. and the Open Session resumed at 5:36 p.m. Barbara Truitt reported all previous Closed Session Meeting Minutes were approved. Resolution 16:04 was approved unanimously by the following roll call vote: Barbara Truitt, Alison Rivas, Gary Wellborn, David Ordoñez, and Corinne Stromstad. A motion was made and approved to authorize Matt Rees and Kent Scown to enter into a purchase agreement on APN 032-011-015. No reportable action taken on items 2, 3, 6 or 7. |
| 4:00 p.m. | 9. Barbara Truitt adjourned – 5:40 p.m. |

*Submitted by Susan Gardner,
Board Clerk*