



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

**GOVERNING BOARD MEETING**  
**Thursday, July 28, 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, and Keith Easthouse

**Item**

- A. Call to Order – Board President Barbara Truitt called the meeting to order at 1:06 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
    - Governing Board Meeting, June 30, 2016

**Motion:** David Ordoñez moved to approve the agenda and the previous minutes from June 30, 2016.  
Second: Gary Wellborn  
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 – Barbara Truitt
    - The Foundation Committee met and they are working on long-term planning in assisting with the new facility efforts.
  6. Earthquake Retrofit/HAZUS/Disaster Report – no report
  7. Quality Improvement Team (QIT) Report
    - CEO Matt Rees reported on the recent QIT meeting held on Wednesday, July 27.
    - A candidate was interviewed to step into Sarah Beach's position as she transitions into her new position as a FNP and steps in as the interim Skilled Nursing Manager.
    - Chris Valk is looking for a materials technician

**Item**

- The new physical therapy area is almost ready.
  - Financials are holding steady.
  - CT scanner has been ordered and site preparation has begun
  - Barbara Hayes and Linda Candiotti are both back part time
8. JPA Board Meeting Report – No meeting currently scheduled. They are looking to expand and include more hospitals.
9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Hunter Tucker
- There were 10 new hires this past quarter and six separations from employment
  - Open positions as of June 30 included ED tech, LVN, CAN, Materials Tech, Foundation Director, IT Manager, and Case Manager
  - Quite a few employees have been participating in webinars and various training
10. Annual Hospital Evaluation Report – Chris Hammond - (Presented Aug. 27, 2015) – Next report due August 2016)
- F. Correspondence, Suggestions or Written Comments to the Board – none
- G. Board Development – Tabled due to ongoing Strategic Planning
1. Future Topics
- 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. June Financials – Paul Eves, CFO
- Paul Eves presented a preliminary report for June
  - June was especially good due to the Petersen settlement of \$200,000
  - We are currently at 89 AR days, not 72 as reported by CBO
  - CBO needs to be on top of things and find out why money is not being collected in a more timely manner
  - Paul will set up weekly calls with CBO
  - He and CEO Matt Rees are exploring other options
2. FYE 2015 Audit Update – Paul Eves, CFO
- Paul talked to the auditor and resolved a few things so it is moving forward now
  - The audit is eight months late, which is unacceptable, considering we should be working on the next year by now
  - Paul and Matt are looking for a new company to take over
3. CBO Update – Matt Rees, CEO
- Diane Meredith-Gordon presented a report.
  - Registration is still short one fulltime person
4. 340B Pharmacy Program Update – Paul Eves and Matt Rees
- Paul talked to Keith, from Keith’s Pharmacy in Garberville, who attended a pharmacists’ convention where he took a class on 340B
  - Both Keith and Paul are more confident in the program working for both the District and for the pharmacy
  - SunRx will work with Keith on the reimbursement schedule
  - The program should be in effect October/November
5. Approval of **Resolution 16:16** to add CEO Matt Rees to all Southern Humboldt Community Healthcare District bank accounts and safety deposit boxes
- Motion:** David Ordoñez, moved to approve Resolution 16:16 to add CEO Matt Rees to all bank accounts including those at Umpqua Bank, Southern Humboldt Community Credit Union and all safety deposit boxes.  
Second: Gary Wellborn

**Item**

Ayes: Barbara Truitt, David Ordoñez, Gary Wellborn, Alison Rivas, and Corinne Stromstad  
**Motion carried with a roll call vote.**

6. Approval of **Resolution 16:17** to remove former CEO Harry Jasper from remaining Southern Humboldt Community Healthcare District bank accounts and safe deposit boxes

**Motion:** David Ordoñez, moved to approve Resolution 16: 17 to remove former CEO Harry Jasper from remaining bank accounts including those at Umpqua Bank, Southern Humboldt Community Credit Union and all safety deposit boxes.

Second: Gary Wellborn

Ayes: Barbara Truitt, David Ordoñez, Gary Wellborn, Alison Rivas, and Corinne Stromstad  
**Motion carried with a roll call vote.**

I. Administrator's Report – Matt Rees, CEO

1. Department Updates – none
2. Mobile Medical Unit proposal – postponed

J. Old Business

1. Amy Terrones, Family Resource Center – Tabled until August 25, 2016

K. New Business

1. Approval of **Resolution 16:14** Policy and Procedures

**Addendum Packet**

**Emergency Services**

Emergency Department Technician Roles and Duties  
Community Call Plan

**Human Resources**

Employee Assistance Fund  
PTO Hours Employee-to-Employee for Hardship

- David Ordoñez suggested we have an attorney look at the Employee Assistance Fund Policy and Procedure
- It was suggested that the managers should monitor their employees' PTO
- Both of the Human Resources P&Ps were tabled until next month.

**Motion:** David Ordoñez moved to approve the Policy and Procedures for Emergency Department Technician Roles and Duties and the Community Call Plan

Second: Alison Rivas

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

**Motion carried.**

2. Approval of **Resolution 16:18** Health Resolution to move away from the current CalPers program and go with CCHAN and JPA program for a reduced cost to the employees – Hunter Tucker. The deadline is August 15th.

The board made a motion to hold a special board meeting on August 10, 2016 at 4 p.m. to obtain more information about the possible change.

3. Mission, Vision and Values Statement

- Alison Rivas reported on the work the committee has been doing on perfecting the Values Statement.

**Item**

**Motion:** Gary Wellborn moved to approve the Values Statement with the change of hospital to facilities.

Corinne Stromstad

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

**Motion carried.**

- B. Next Meeting – August 25, 2016
- C. Meeting Evaluation – Barbara Truitt encouraged everyone to devote all their attention to the meeting at hand. Although, she appreciates the informal discussions, it is important to stay on subject.
- D. Parking Lot Items – none
- E. Adjourned at 3 p.m. for Closed Session
- F. Closed Session
  - 1. Approval of Previous Closed Session Minutes
    - a. Closed Session Governing Board Meeting June 30, 2016
  - 2. Quality/Risk Management Report [H&S Code § 32155] – Sarah Beach
  - 3. Medical Staff Appointments/Appointments [Gov. Code § 54957] –  
**Resolution 16:15**
    - a. Muscarella, Louis., MD – Provisional Associate – Diagnostic Teleradiology  
7/30/16 – 6/30/18
  - 4. Confidential Correspondence to the Board
  - 5. Contract with Dr. Gadallah – Matt Rees, CEO
  - 6. Contract with Dr. Shabana – Matt Rees, CEO
  - 7. 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.
  - 8. Personnel matter – CEO evaluation - pursuant to Government Code § 54957
  - 9. Adjourned Regular Session at 3:00 p.m.
  - 10. Open Session resumed at 5:30 p.m. Barbara Truitt reported the previous Closed Session Meeting minutes were approved, Resolution 16:15 was approved unanimously by the following roll call vote; Barbara Truitt, Gary Wellborn, Alison Rivas, David Ordoñez, and Corinne Stromstad, and the contracts for Dr. Tawfik Shabana and Dr. Yousri Gadallah were approved.
  - 11. Meeting adjourned at 5:31 p.m.