



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

**GOVERNING BOARD MEETING**  
**Thursday, June 30, 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, Kristen Rees, and Keith Easthouse

**Item**

- A. Call to Order – Board President Barbara Truitt called the meeting to order at 1:02 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 – Susan Gardner announced that Sandy Feretto, who is a local reporter, is moving out of the area and will no longer be covering the District.
- E. Consent Agenda
  1. Approval of Agenda
  2. Approval of Previous Meeting Minutes
    - Governing Board Meeting, May 26, 2016
    - Special Governing Board Meeting with RRHC, June 8, 2016
    - Special Governing Board Meeting June 10, 2016

**Motion:** Alison Rivas moved to approve the agenda and the previous minutes from May 26, June 8, and June 10, 2016 with corrections.  
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 – no report
  6. Earthquake Retrofit/HAZUS/Disaster Report – no report
  7. Quality Improvement Team (QIT) Report – See District Vitals
  8. JPA Board Meeting Report – Alison Rivas – The JPA met on Wednesday, June 22. The JPA board unanimously approved \$7,500 to hire out and create a business plan.

## Item

9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Hunter Tucker – no report
- F. Annual Hospital Evaluation Report – Chris Hammond - (Presented Aug. 27, 2015) – Next report due August 2016)
- G. Correspondence, Suggestions or Written Comments to the Board - none
- H. Annual Hospital Evaluation Report – Chris Hammond - (Presented Aug. 27, 2015) – Next report due August 2016)
- I. Correspondence, Suggestions or Written Comments to the Board - none
- J. Board Development – Tabled due to ongoing Strategic Planning
  - a. Future Topics
    - Hospital Quality Institute: Board role in quality measures - Bonnie Zell Barbara Truitt recommended board members attend conferenced in San Diego Nov. 2-4, 2016 if they have never gone.
    - "Financials 101" – Tabled due to ongoing Strategic Planning
    - The Challenges of Department Budgeting - Tabled due to ongoing Strategic Planning
- K. Finance Report – Corinne Stromstad, Gary Wellborn, Paul Eves, and Matt Rees
  1. May Financials – Paul Eves, CFO presented the financials for May.
    - Cash is strong and May was a good month with \$1,132,148 in revenue.
    - Collections are good with CBO catching up.
    - We received a letter from PRIME, a Quality Improvement Grant, and we should have payment in about eight weeks.
    - We have a new IGT with around \$63,000 coming soon.
    - The District is strong and the future looks good.
    - David Ordoñez asked if our clinic visits were down, how is it our revenue is up? Paul stated it's because of the coding getting caught up and he agreed that this is also a trend with IGTs and it might not continue this strong.
    - Partnership Health Plan is working to come closer to cost, which means the IGTs will be less. PHP sets their fee schedules but we as a contractor have the choice to raise our rates once a year, which we should and will do.
    - CHA is working to get our Medicaid payments increased.
  2. FYE 2015 Audit Update – Matt Rees, CEO – no report.
  3. CBO Update – Matt Rees, CEO
    - Diane Meredith-Gordon presented a report.
    - Two new employees have been hired for registration.

**Motion:** Corinne Stromstad moved to approve the May financials as presented.  
Second: David Ordoñez  
Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad, Gary Wellborn, and David Ordoñez  
**Motion carried.**
  4. 340B Pharmacy Program Update – Paul Eves and Matt Rees
    - We will be signing up at the beginning of July and hope to be in operation by the end of the year. This could be another \$20,000 per month in revenue for the District, and will also result in significant savings on prescriptions for our non-MediCal and non-Medicare patients.
    - Matt and Paul met with the owner of Keith's Pharmacy to discuss the contract.
  5. 2016-2017 Budget Report – Matt Rees, CEO
    - Revenue projection is conservative considering the information Matt has received regarding impacts on net revenue of the addition of the CT.
    - Nurses' wages are being increased and all staff will be receiving a COLA.
    - We expect to exceed our financial projections.

**Item**

**Motion:** Gary Wellborn moved to approve the projected 2016-2017 budget.

Second: Corinne Stromstad

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

**Motion carried.**

6. CT Scanner – Matt Rees, CEO
  - After comparing our facility to a few others approximately the same size, net income from the CT should be at least \$300,000 per year at the very least and more likely much higher. And, this does not include ancillary or inpatient revenues.
  - We will be saving community members from making the trip south or north and from being transported to the nearest facility with a CT.
  - Treatment time will be decreased along with other expenses and will save our Skilled Nursing Patients from being transported out of the area.
  - The architect is working on approval of the projected building.

L. Administrator's Report – Matt Rees, CEO

1. Department Updates –
  - We have new employees including a visiting nurse and a CLS arriving soon.
  - Staff has been addressing the Skilled Nursing Facility Survey issues. Interim ED Manager Angel La Rue and the entire staff did an amazing job with the state considering three of the managers were out of town. Sarah Beach and Angel are working on the Plan of Corrections, for that as well as the ongoing EMTALA POC.
2. Strategic Plan Update –
  - Two-way communication is proceeding
  - Sarah Beach has been working on looking into our lab's capabilities to do drug testing for employers and government agencies, although her main focus is getting the CT up and running and the new policy and procedures needed for that completed.
3. New Facility Advisory Committee Report -
  - The architect says the College of the Redwoods [Gov. Code § 54957] APN 032-091-014-000 property on Sprowel Creek Road in Garberville is large enough for our new facility.
  - It is hoped that we can leave the Skilled Nursing Facility here and hopefully expand on that.
  - Matt talked to CR President Keith Snow-Flamer, and will talk to CR board members about our proposal to purchase the property. We are also open to other property ideas.
  - We have reserved four of the new apartments at the south end of town on Melville for use as residences by SHCHD employees.  
They are still under construction but will be available soon.
4. USDA Feasibility Proposals
  - Matt and Paul are working with WIPFLI, conducting weekly teleconferences. They are currently gathering information to qualify for the USDA Rural Development Loan.

**Motion:** David Ordoñez moved to approve WIPFLI to submit our proposals for funding for the USDA rural development project.

Second: Gary Wellborn

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

**Motion carried.**

5. Capital Campaign Proposal Management – Moved on to the Foundation Committee.

M. Old Business

1. Amy Terrones, Family Resource Center – Tabled until July 28, 2016

**Item**

N. New Business

1. Approval of **Resolution 16:11** Policy and Procedures

a. Addendum Packet "A"

**Emergency Services**

Compliance with Emergency Medical Treatment and Active Labor Act (EMTALA)  
Duties of the Emergency Room Physician  
Emergency Department Registration  
Emergency Department Signage  
Emergency Medical Screening and Treatment  
General Guidelines  
Roster of Specialty Physicians Available for Consult  
Severe Sepsis/Septic Shock Screening

**Human Resources**

Advanced Practitioner – Additional Steps to Hiring Process  
Employee Hours  
Employee Injuries  
Employee Wages

b. Addendum Packet "B"

**Nursing**

The California End of Life Option Act

**Infection Prevention**

Employee Health Procedures  
Infection Prevention Education

**Radiology**

Infection in Radiology

**Motion:** Gary Wellborn moved to approve Resolution 16:11.

Second: David Ordoñez

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

**Motion carried with a roll call vote.**

2. Parcel Tax Proposal – Matt Rees, CEO

We have decided to hold off on the Parcel Tax for this November's ballot. Once we have a more accurate cost for the new facility, we can decide how to proceed.

3. Mission, Vision and Values Statement – Alison Rivas

- Barbara Truitt relayed messages from committee members with one person saying that it is too long.
- The core values used came out of the Strategic Planning Meeting held in May 2016.
- David Ordoñez said he prefers this statement but we should stay true to what the members of the committee want.
- Alison Rivas said this is a work in progress and these core values are how people are feeling today. We need to go back to the drawing board.

**Motion:** David Ordoñez made a motion to accept the Mission and Vision as amended and to send the Core Values back to committee.

Second: Gary Wellborn

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

**Motion carried.**

4. Needs Assessment Survey Results – Kristen Rees

- Kristen presented a very well organized and complete printout of results from our Needs Assessment Survey.
- David Ordoñez commented that we need improved signage along the freeway in both directions and at both ends of town indicating the way to the facility.

**Item**

- O. Next Meeting  
1. July 28, 2016
- P. Meeting Evaluation - David Ordoñez said he was pleased by how quickly we were able to get through everything on this very full agenda. He appreciated Matt's quick and concise answers and explanations.
- Q. Parking Lot Items –
  - Amy Terrones, from the Family Resource Center in Redway.
  - Revisiting the Values Statement
- R. Meeting adjourned to closed session at 3:27 p.m.
- Q. Closed Session
1. Approval of Previous Closed Session Minutes
    - a. Closed Session Governing Board Meeting May 26, 2016
    - b. Closed Session Special Governing Board Meeting June 10, 2016
  2. Quality/Risk Management Report [H&S Code § 32155] – Sarah Beach
  3. Medical Staff Appointments/Appointments [Gov. Code § 54957] –

**Resolution 16:12**

    - a. Fong, Jon W., MD – Temporary Locum Tenens – Emergency Department  
6/26/16 – 6/29/16
  4. Confidential Correspondence to the Board -
  5. Contract with Dr. Gadallah – Matt Rees, CEO
  6. 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.
  7. Personnel matter – CEO evaluation - pursuant to Government Code § 54957
- R. Resume Open Session at 4:30 p.m.
  - The Closed Session Meeting Minutes for May 26 and June 10, 2016 were approved with corrections.  
Motion, second, vote (unanimous)
  - Resolution 16:12 was moved by Alison Rivas, 2nded by David Ordoñez and approved unanimously by the following roll call vote: Barbara Truitt, Corinne Stromstad, Gary Wellborn, Alison Rivas, and David Ordoñez.
- S. Adjourned at 4:35 p.m.