



SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT

GOVERNING BOARD MEETING

Thursday, March 24, 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, Kent Scown, Constance Paul, and Keith Easthouse

Time*	Item
1:05 p.m.	A. Call to Order – Board President Barbara Truitt called the meeting to order at 1:04 p.m. B. Public Comment - none See below for Public Comment Guidelines
1:15 p.m.	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.
1:20 p.m.	D. Announcements
1:25 p.m.	E. Consent Agenda 1. Approval of Agenda Motion: Gary Wellborn moved to approve the agenda Second: Alison Rivas Ayes: Barbara Truitt, Corinne Stromstad, David Ordoñez Motion carried. 2. Approval of Previous Meeting Minutes • Governing Board Meeting, February 25, 2016 - Approved 3. Community Reports a. Report on the Monday Morning Magazine show on KMUD – Alison Rivas and Matt Rees said it went well and they hope to do more of them b. Report on Legislative Days – Alison Rivas and Barbara – Barbara attended the Governance Forum meeting, which meets every quarter. She was very impressed with the diversity of the board and their knowledge of the issues. 4. New Facility Advisory Committee Report – none 5. Foundation Report – See under new business 6. Earthquake Retrofit/HAZUS/Disaster Report – none 7. Quality Improvement Team (QIT) Report – (See Administrator's Report) 8. JPA Board Meeting Report – David Ordoñez and Corinne Stromstad – Upcoming meeting April 21 at 6 p.m. Alison, Corinne and Matt will attend via teleconference 9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) - Follow up on employee retirement plan. Hunter Tucker will submit report. Hunter reported we are proceeding with the conversion away from Valic. Between May 3-10 no new transactions will be accepted. She will be sending more information to employees.

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| | <p>F. Annual Hospital Evaluation Report – (two weeks before Strategic Plan Meeting, most recently presented at the August 27, 2015 Board Meeting.)</p> <p>G. Correspondence, Suggestions or Written Comments to the Board</p> <ol style="list-style-type: none">1. County of Mendocino – “Notice of Elective Offices to be Filed” form. Filing deadline July 6, 2016.2. LAFCO Special District Election Ballot – A letter asking for support was received from J. Bruce Rupp. The board will vote on this at the next regular board meeting on Thursday, April 28, 2016. <p>H. Board Development – Tabled due to ongoing Strategic Planning</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 |
| 1:35 p.m. | <p>I. Finance Report – Corinne Stromstad, Gary Wellborn, Matt Rees</p> <ol style="list-style-type: none">1. February Financials– Matt Rees, CFO/CEO<ul style="list-style-type: none">• Matt reported that we need to get the clinic visits up. Cristina Prokop will shorten her appointment times.• The ER physicians will receive \$125 per billable inpatient hospital visit. This will increase the need for more nurses and staff.• The billing coding is getting caught up. Collections are up from last month but Diane Meredith-Gordon is hoping to get the Accounts Receivables down to 55 days. They are currently at 90 days.• Matt interviewed a CFO candidate who will be here on Monday, March 28 to tour the facility.1. FYE 2015 Audit Update – still in progress2. CBO Update – Matt Rees/CEO3. Contract Proposal Update – Kent Scown, Chief of Operations<ul style="list-style-type: none">• We received a surprise inspection visit from Air Quality Control. Kent said it went well.<ol style="list-style-type: none">a. Cornerstone Structural Engineers, Inc.b. JLM Energy proposal for Advanced Energy Storage Systemc. MDA Engineering, Inc. Mechanical Engineeringd. Sonoma Electrical Engineering, Inc. Proposal• Not much has changed with the construction updates. JLM will be moving the PG&E meter and coordinating with others. Sonoma Electrical Engineering, Inc. will be doing load testing on breakers Friday. |
| 2:00 p.m. | <p>J. Administrator’s Report – Matt Rees, CEO</p> <ol style="list-style-type: none">1. Department Updates -
Matt talked about the Foundation and the Employee Capital Campaign where employees donate to the Foundation creating a feeling of security and support for the Healthcare District.2. Roofing and window replacement update –
There are new windows in the clinic and they look really nice and let in more light.3. Strategic Plan Update and Survey Questions –<ul style="list-style-type: none">• The board reviewed the survey questions and made some minor changes.• The Strategic Priority Objectives supplied by Growth Management Center were included.• A 7-page handout with the highlights of the recent Strategic Planning Meeting held March 17-18 was given out. |

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| | <ol style="list-style-type: none">4. Matt included a CEO/Administrator's report handout outlining what he has been working on in the community for the last month.5. Community Outreach –<ul style="list-style-type: none">• Rochelle Spinarski submitted a report listing projects completed, team discussion items, website statistics, and upcoming activities.• Kent Scown said we are getting new outdoor signs for the clinic and emergency department.• In a report from Amy Terrones she said there were 42 adults and 14 babies at the Community Baby Shower at the Family Resource Center in Redway. She was hoping for 7-9 adults and was completely overwhelmed by the turnout. The shower featured educational segments and baby gifts for new parents.• In her submitted report, Amy also discussed the need for increased mental health counseling for children. RRHC currently has one counselor who is usually booked five weeks out.• Alison reported on the meeting between SHCHD and RRHC. She said the discussion went well and both facilities want to work to better our relationship. There is a specialty software available where both facilities would be on the same page, especially when it comes to lab work. More meetings are planned in the future. Matt would like to have an event where all employees get together to help build a better relationship.• The Healing Arts Association is working on events to promote health here locally. |
| 2:30 p.m. | K. Old Business <ol style="list-style-type: none">1. Voucher proposal – Matt Rees, CEO |
| 2:40 p.m. | L. New Business <ol style="list-style-type: none">1. Approval of Resolution 16:05 policies and procedures<ol style="list-style-type: none">a. <u>Packet A</u><p>Motion: Gary Wellborn moved to approve the policies and procedures
Second: Corinne Stromstad
Ayes: Barbara Truitt, Alison Rivas, David Ordoñez
Motion carried.</p>2. Discussion regarding employee co-pays and deductibles – Matt Rees, CEO will look into following up with a policy and procedure.3. Foundation Report – Barbara Truitt and Matt Rees, CEO4. Approval of contract for Dr. Marcin Matuszkiewicz – Matt Rees reported we will be paying less than before now that the third party has been eliminated and we have a 60-day notice of termination.<p>Motion: David Ordoñez moved to approve the agenda
Second: Gary Wellborn
Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad
Motion carried.</p> |
| | M. Next Meeting – <ol style="list-style-type: none">1. April 28, 2016. |
| | N. Meeting Evaluation – <ol style="list-style-type: none">1. Dave said he appreciates the method of delivery of the information provided to the board. |
| | O. Parking Lot Items – none |

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| 3:15 p.m. | P. Closed Session |
| | 1. Approval of Previous Closed Session Minutes |
| | a. Closed Session Governing Board Meeting February 25, 2016 |
| | 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] |
| | a. Case No. DR140274, Superior Court of the State of California, County of Humboldt |
| | 4. Medical Staff Appointments/Reappointments [Gov. Code § 54957] –
Resolution 16:06 |
| | a. Medical Staff Reappointment [Gov. Code § 54957] |
| | i. Loehr, Richard E., MD – Locum Tenens – ER/Inpatient – 4/1/16 – 9/30/16 |
| | Motion: Gary Wellborn moved to approve the agenda
Second: Corinne Stromstad
Ayes: Barbara Truitt, Alison Rivas, David Ordoñez
Motion carried. |
| | 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 - none |
| | 7. Personnel matter – CEO evaluation - pursuant to Government Code § 54957 |
| 4:00 p.m. | 8. Resume Open Session at 3:15 p.m. |
| 4:01 p.m. | 9. Adjourned at 3:16 p.m. |