



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

GOVERNING BOARD MEETING
Thursday, October 27, 2016
1:00 p.m. – 733 Cedar Street, Garberville, CA
Dimmick Conference Room

MINUTES

Governing Board Present: Barbara Truitt, Alison Rivas, and Corinne Stromstad (absent: Gary Wellborn and David Ordoñez)

Also Present: Susan Gardner, Matt Rees, Paul Eves, Judy Gallagher, Hunter Tucker, and Keith Easthouse. CEO Matt Rees was in attendance via telephone.

Item

- A. Call to Order – Board President Barbara Truitt called the meeting to order at 1:00 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
 - a. Governing Board Meeting, September 27, 2016
 - b. Governing Board Special Meeting October 5, 2016

Motion: Alison Rivas moved to approve the complete Consent Agenda and the previous minutes as amended.
Second: Corinne Stromstad
Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad, Gary Wellborn, and David Ordoñez
Motion carried.
 3. Community Reports – no report
 4. Earthquake Retrofit/HAZUS/Disaster Report – no report

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5. Quality Improvement Team (QIT) Report – Judy Gallagher and Kristen Rees – no report
 6. JPA Board Meeting Report – Matt Rees -no report
 7. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Hunter Tucker
 - HR manager Hunter Tucker reported we had 18 new hires in the first quarter of Fiscal Year 2016 with 11 separations from employment.
 - She has a new lab manager candidate.
 - Melanie Lancaster, our case manager/employee health nurse has been hired.
 - Unfortunately the SNF candidate decided not to take the position so that position is still unfilled.
 - Margo Acuna has filled the cook position.
 - The new hires will begin on November 15 with orientation.
 - Quite a few employees took educational webinars and attended conferences
 8. Annual Hospital Evaluation Report – Chris Hammond – (August 2017) – no report
- F. Correspondence, Suggestions or Written Comments to the Board - none
1. Feasibility Study with WIPFLi – Matt Rees
 - Kelly from WIPFLi participated via teleconference and presented a preliminary budget for the new facility.
 - The study establishes the maximum amount of debt supported by operation at any given time.
 - She said the conservative assumptions are for planning purposes only.
 - The USDA rate is currently 2.35% for a 40-year loan. This could change with the new administration after the election.
 - Our debt is low and with the new CT coming and two new physicians this project is doable.
- G. Finance Report – Corinne Stromstad, Gary Wellborn, Paul Eves, and Matt Rees
1. September Financials – Paul Eves, CFO
 - Paul Eves presented the September Financials.

Motion: Corinne Stromstad moved to approve the September financials as presented.
Second: Alison Rivas
Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad, Gary Wellborn, and David Ordoñez
Motion carried.
 2. FYE 2015 Audit Update – Paul Eves, CFO
 - Paul said the final entries have been submitted.
 - He is already submitting information and working on the cost report to WIPFLi, which is due November 30, 2016.
 3. CBO Update – Paul Eves, CFO
 - Diane Meredith-Gordon presented a written report.
 4. 340B Pharmacy Program Update – Paul Eves and Matt Rees
 - Paul said there probably won't be any kind of update until January 2017.

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H. Administrator's Report – Matt Rees, CEO

1. Department Updates
 - CEO Matt Rees reported we may have a new lab manager.
 - Kristen Rees is reviewing the policy and procedures as they come in.
2. New Facility Committee Report
 - Now that things are moving forward with the purchase of the CR property, the committee will be meeting more regularly.
 - Foundation Director Patrick O'Rourke will be pursuing grant funding.
3. Foundation Report – Patrick O'Rourke
 - Patrick and Matt met with representatives from Heartwood Institute, Grace US Foundation, Humboldt Area Foundation, and McClean Foundation.
 - Patrick reported that the HAF can set up a separate fund for people to donate to the new facility and where to go for capital donations.
 - Patrick has been working hard at making as many contacts as possibly.
4. Strategic Plan Update – Kristen Rees
 - Kristen Rees will be keeping the Strategic Plan up to date.
 - Matt Rees has been working with Rob and Ryan of GMC, who will come up with their final proposal next month.
 - Rob is very happy with the progress of the various rivers.
 - HR's Hunter Tucker who has Recruitment and Retention is still working to get CR to refer nursing students to us.
 - She is also finalizing the Employee Assistance policy and procedure.

I. Old Business - none

J. New Business

1. Approval of **Resolution 16:22** Policy and Procedures
 - a. Packet A
 - b. Packet B
 - c. Packet C
 - d. Packet D

Motion: Corinne Stromstad moved to approve Resolution 16:22, Policy and Procedures.

Second: Corinne Stromstad

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

2. Approval of **Resolution 16:23** to remove former CNO Sarah Beach from all Southern Humboldt Community Healthcare District bank accounts and safety deposit boxes.

Motion: Alison Rivas moved to approve Resolution 16:23, to remove former CNO Sarah Beach from all Southern Humboldt Community Healthcare District bank accounts and safety deposit boxes.

Second: Corinne Stromstad

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

3. Approval of **Resolution 16:24** to add CNO Judy Gallagher to all Southern Humboldt Community Healthcare District bank accounts and safety deposit boxes.

Motion: Alison Rivas moved to approve Resolution 16:24, add CNO Judy

Item

Gallagher to all Southern Humboldt Community Healthcare District bank accounts and safety deposit boxes.

Second: Corinne Stromstad

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

K. Next Meeting –

- December 8, 2016 (No meeting in November due to holiday)

L. Meeting Evaluation – no comments

M. Parking Lot Items –

- Parcel tax consideration and preparation.

N. Adjourned at 3:40 p.m. for Closed Session

O. Closed Session

1. Approval of Previous Closed Session Minutes

Closed Session Governing Board Meeting September 27, 2016

2. Quality/Risk Management Report [H&S Code § 32155]

3. Medical Staff Appointments/Appointments [Gov. Code § 54957]

Approval of **Resolution 16:25**

- a. Carter, Courtney Cecile, MD – Provisional Associate – Diagnostic Teleradiology – 10/27/16 – 10/26/17
- b. Adhoot, Haleh, MD – Provisional Associate – Diagnostic Teleradiology – 10/27/16 – 10/26/17

4. Confidential Correspondence to the Board

5. 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

6. Personnel matter – CEO evaluation – pursuant to Government Code § 54957

7. Adjourn Closed Session – 4:00 p.m.

8. Resume Open Session – 4:01 p.m.

9. Adjourn – 4:02 p.m.