



SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT

GOVERNING BOARD MEETING

Thursday, September 24, 2015

1:00 p.m. – 733 Cedar Street, Garberville, CA  
Dimmick Conference Room

MINUTES

**Governing Board Present:** Barbara Truitt, Corinne Stromstad, Gary Wellborn, David Ordoñez

**Governing Board Absent:** Alison Rivas

**Also Present:** Constance Paul, Don Whiteside, Harry S. Jasper, Hunter Tucker, Sarah Beach, Sandy Feretto, Shar Sheaffer, Matt Rees, Kent Scown.

Time*	Page	Item
1:00 p.m.		A. Call to Order – Meeting was called to order by Gary Wellborn at 1:05 p.m.
		B. Public Comment - none
1:15 p.m.		C. Board Member Comments – Gary Wellborn thanked Don Whiteside from HFS Consultants, Inc. for flying up from the Bay Area to attend our meeting today.
1:20 p.m.		D. Announcements – none
		E. Consideration of Board Officer Change – Discussion of Gary Wellborn currently President of the Governing Board and Barbara Truitt currently Vice President/Secretary of the Board switching roles back to Barbara Truitt as President and Gary Wellborn as Vice President/Secretary of the Board.
		<b>Motion:</b> David Ordoñez moved to approve Barbara Truitt as President of the Board and Gary Wellborn as Vice President/Secretary of the Board. Second: Corinne Stromstad Ayes: Corinne Stromstad, David Ordoñez, Gary Wellborn, Barbara Truitt Absent: Alison Rivas Abstain/Noes: None <b>Motion carried.</b>
1:25 p.m.		F. Consent Agenda
		1. Approval of Agenda
		2. Approval of Previous Meeting Minutes
	1	• Governing Board Meeting, August 27, 2015
	5	• Special Governing Board Meeting, September 1, 2015
		3. Community Reports - none
		4. New Facility Advisory Committee Report – Harry Jasper, David Ordoñez, Gary Wellborn, Kent Scown – no report was presented.
		5. Foundation Report – Corinne Stromstad – no report presented.
		6. Earthquake Retrofit/HAZUS/Disaster Report - none
		7. Quality Improvement Team (QIT) Report – See District Vitals
		8. JPA Board Meeting Report - none
		9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – will be presented next at October 29, 2015 Board Meeting.
		10. Annual Hospital Evaluation Report – (two weeks before Strategic Plan Meeting, most recently presented at the August 27, 2015 Board Meeting.)

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		<p><b>Motion:</b> Gary Wellborn moved to approve the Consent Agenda as presented.                      Second: Corinne Stromstad                      Ayes: Corinne Stromstad, David Ordoñez, Gary Wellborn, Barbara Truitt                      Absent: Alison Rivas                      Abstain/Noes: None  <b>Motion carried.</b></p>
		G. Correspondence, Suggestions or Written Comments to the Board - none
1:35 p.m.		<p>H. Discussion of CEO Transition – Barbara Truitt thanked Harry Jasper for his years of service to the District. The Board will be looking at the CEO recruitment contract. Also the Board will be holding a Special Strategic Planning Meeting tomorrow, September 25<sup>th</sup>, 2015 and part of the discussion will be include CEO transition planning. Harry Jasper thanked the Board and expressed that it has been an honor to serve the District for the past six years. In that time he has learned a great deal about being a CEO and about building relationships.</p>
		I. Board Development - Tabled
		<p>1. Future Topics</p> <ul style="list-style-type: none"> <li>• Hospital Quality Institute: Board role in quality measures - Bonnie Zell</li> <li>• "Financials 101"</li> <li>• The Challenges of Department Budgeting</li> <li>• The Billing Process-How It Works- Seminar by Diane Meredith-Gordon</li> </ul>
1:50 p.m.		J. Finance Report – Corinne Stromstad, Gary Wellborn, Harry Jasper
	6	<p>1. Interim CFO Update to the Finance Committee and Board – Matt Rees went over the update with the Board.</p> <p>2. CBO Update – Diane Gordon was unable to provide an update however she was onsite to attend a Health Information Management (HIM) meeting with our HIM Consultant Manager Susan Roehl from EideBailly who was also onsite for HIM audit, review and meetings. David Ordoñez requested an update on how the presumptive eligibility was doing. Diane said she should have some figures for him at the next meeting.</p> <p>3. Cost Report Review Discussion – Harry introduced Shar Sheaffer from Dingus Zarecor and Associates (DZA). DZA has also reviewed the 2013 and 2014 cost reports. Shar gave a brief biography of her background and of DZA.</p>
	7, 22	<p>4. FY 2014/2015 Cost Report Engagement Proposal(s) – were reviewed by Harry Jasper and the board members present.</p> <p><b>Motion:</b> Gary Wellborn moved to approve the DZA Cost Report Proposal.                      Second: David Ordoñez                      Ayes: Corinne Stromstad, David Ordoñez, Gary Wellborn, Barbara Truitt                      Absent: Alison Rivas                      Abstain/Noes: None  <b>Motion carried.</b></p> <p>5. Proposal for the implementation of the Merit Based Compensation Program – Harry reported that he and Hunter are still working on it and that current financials are needed in order to complete it. The goal is still to: bring lowest wages up-especially in the areas of housekeeping, entry level dietary, CNAs, PFRs, HIM, and PCC/Mas. Consideration is still ongoing for tiered increase from lower up and desire to honor our commitment to staff to implement MBCP effective October 1 but with an amount not to exceed \$50,000. This will be spread out to highest performance workers and will be based on three components:</p> <ul style="list-style-type: none"> <li>• Market Adjustments (are we competitive)</li> <li>• Across the board increase separate from MBCP</li> <li>• Merit Based – based on performance.</li> </ul>

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		<p><b>Motion:</b> Gary Wellborn moved to approve the Merit Based Compensation Program as presented above.            Second: David Ordoñez            Ayes: Corinne Stromstad, David Ordoñez, Gary Wellborn, Barbara Truitt            Absent: Alison Rivas            Abstain/Noes: None  <b>Motion carried.</b></p>
2:15 p.m.		<p>K. Administrator's Report – Harry Jasper</p> <ol style="list-style-type: none"> <li>1. Strategic Plan Update Using Focus &amp; Execute – Harry presented his updated goals:           <ul style="list-style-type: none"> <li>• Focus on adequate personnel and staffing               <ul style="list-style-type: none"> <li>❖ PFS, LVN, Clinic staff (medical leave)</li> </ul> </li> <li>• Security and safety               <ul style="list-style-type: none"> <li>❖ Posting new position</li> </ul> </li> <li>• Getting our financials current in preparation for Cost Report and Audit</li> <li>• New EMR implementation – thanked Kent for all his efforts and support               <ul style="list-style-type: none"> <li>❖ Maintain improvement</li> </ul> </li> </ul> </li> </ol>
	26	<ol style="list-style-type: none"> <li>2. Community Outreach Update – update was reviewed</li> </ol>
2:35 p.m.		<p>L. Old Business</p> <ol style="list-style-type: none"> <li>1. Podiatrist visits – Harry Jasper – Tabled (will be addressed at Strategic Plan meeting tomorrow)</li> <li>2. Hiring a fulltime Clinic Manager – Harry Jasper - Tabled (will be addressed at Strategic Plan meeting tomorrow)</li> <li>3. Forming association(s) with other hospital(s) – Harry Jasper - Tabled (will be addressed at Strategic Plan meeting tomorrow)</li> <li>4. Discussion of Safety &amp; Security at the SHCHD – Harry proposed we hire a Security Guard. Also other options are to:           <ul style="list-style-type: none"> <li>• Reach out to the Sheriff and local businesses and to work collaboratively with all entities regarding this issue. Also may choose to engage our County Supervisor and Board of Supervisors.</li> <li>• Internal memo to the staff regarding a Security Guard.</li> <li>• Barb commented this could also be part of the discussion at tomorrow's Strategic Plan meeting.</li> </ul> </li> </ol>
3:00 p.m.		<p>M. New Business</p>
	<u>        </u> Addendum Packet	<ol style="list-style-type: none"> <li>1. Approval of <b>Resolution 15:14</b></li> </ol>
	1 7	<p><b><u>Clinic</u></b>            Clinical and Operational Scheduling Guidelines Medical Appointments-Revised            Late Arrival, Cancelled and No Show Appointments-Revised</p>
	16	<p><b><u>Dietary</u></b>            Dietary Disaster Plan-Revised</p>
	58	<p><b><u>Governing Board</u></b>            Hiring of Second Level Administrative Positions-Revised</p>
	60 64	<p><b><u>Human Resources</u></b>            Employee Retirement Plan-Revised            Paid Sick Leave-Revised</p>

Time*	Page	Item
		<p><b>Motion:</b> Gary Wellborn moved to approve <b>Resolution 15:14</b>            Second: Corinne Stromstad            Ayes: Corinne Stromstad, David Ordoñez, Gary Wellborn, Barbara Truitt            Absent: Alison Rivas            Abstain/Noes: None  <b>Motion carried.</b></p>
		<p><b>At 3:05 p.m. the meeting took a recess and was resumed at 3:15 p.m.</b></p>
	27	2. Share Your Health and Health Challenge relationship – Hunter brought up some concerns with the SHHC design. Barbara asked her and the other Community Outreach committee members to bring their concerns to the Strategic Planning meeting tomorrow. This will be considered at tomorrow’s Strategic Plan meeting.
	30	3. Transitional and/or Strategic Planning Meeting(s) - This will be continued at tomorrow’s Strategic Plan meeting.
	31	4. Review of Travel Expense Policy – David Ordoñez, Corinne Stromstad – Tabled until next month.
	36	5. Consideration of CEO Recruitment Agreement with Don Whiteside of HFS Consultants – was reviewed by the Board. The Board asked Don several questions regarding warranty (one year with exclusions), expenses, CAH experience desired for any candidates, being sure that the candidate will be able to be aware of and address the needs of the community. Don advised the Board that he will set up a separate Email address [SHCHDCEOSEARCH@gmail.com] that the public can access and will be used to gather public, staff, and other professional input that will be filtered to send the best and most necessary information to the Board.
		<p><b>Motion:</b> David Ordoñez moved to approve the CEO Recruitment Agreement with HFS Consultants, Inc.            Second: Gary Wellborn            Ayes: Corinne Stromstad, David Ordoñez, Gary Wellborn, Barbara Truitt            Absent: Alison Rivas            Abstain/Noes: None  <b>Motion carried.</b></p>
		6. Consideration of payment for USCIS Immigration State Filing Fee(s) – Tabled, will be considered at the next meeting.
		N. Next Meeting
		1. October 29, 2015 at 1:00PM
3:39 p.m.		O. Meeting Evaluation – no comment.
		P. Parking Lot Items
		<ul style="list-style-type: none"> <li>• Foundation Bylaws Revision</li> <li>• Physical Therapy Services at the District</li> </ul>
4:00 p.m.		Q. Closed Session
		1. Approval of Previous Closed Session Minutes
		<ul style="list-style-type: none"> <li>a. Closed Session Governing Board Meeting August 27, 2015</li> <li>b. Special Closed Session Governing Board Meeting September 9, 2015</li> </ul>

Time*	Page	Item
		2. Quality/Risk Management Report [H&S Code § 32155]
		3. Conference with Legal Counsel-Existing Litigation [(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9)] <ul style="list-style-type: none"><li>a. Case No. DR140274, Superior Court of the State of California, County of Humboldt</li></ul>
		4. Medical Staff Reappointments [Gov. Code § 54957] – <b>Resolution 15:15</b> <ul style="list-style-type: none"><li>a. Fil A. Barrozo, MD – Associate – ER/Inpatient – 8/1/15 to 7/31/17</li><li>b. Carl K. Hsu, MD – Associate – ER/Inpatient – 7/1/15 to 6/30/17</li><li>c. Paul Marchand, MD – Associate – ER/Inpatient – 4/1/15 to 3/31/17</li></ul>
		5. Conference with Property Negotiator [Gov. Code § 54956.8] <ul style="list-style-type: none"><li>a. APN 032-011-015</li><li>b. Property Owner: Galen and Thaisa Wilson</li></ul>
		6. Confidential Correspondence to the Board
		7. Public Employee Performance Evaluation [Gov. Code § 54957] Title: CEO/Administrator
4:49 p.m.		R. Resume Open Session – Closed Session Report – The Closed Session was called to order at 4:17 p.m. The previous Closed Session minutes were approved with corrections. No reportable action was taken on items 2, 3, 5, 6, or 7. <b>Resolution 15:15</b> was approved unanimously by the following roll call vote: Gary Wellborn, David Ordoñez, Corinne Stromstad, Barbara Truitt. Alison Rivas was absent. The Closed Session was adjourned at 5:57 p.m.
5:00 p.m.		S. Adjourned at 5:58 p.m.

*Submitted by Constance G. Paul, Board Clerk*