



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

GOVERNING BOARD MEETING
Tuesday, September 27, 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: Susan Gardner, Paul Eves, Kent Scown, Judy Gallagher, Patrick O'Rourke, Kristen Rees, 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 1:03 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, August 25, 2016
Motion: Gary Wellborn moved to approve the complete Consent Agenda and the previous minutes as amended.
Second: Alison Rivas
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

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5. Foundation Report – Patrick O'Rourke – Foundation Director
 - Patrick O'Rourke presented a written report
 6. Earthquake Retrofit/HAZUS/Disaster Report – no report
 7. Quality Improvement Team (QIT) Report – Judy Gallagher and Kristen Rees
 - Judy Gallagher commented on the nice bulletin boards put together by Kristen Rees for our Quality Improvement Project. Highlights include assessment survey data. Kristen will be updating them every quarter.
 - The boards will be placed in the hallway for both employees and residents to see how we are doing.
 - David Ordoñez suggested notifying the media about the project.
 - Judy commented that it is very beneficial to let the public and employees know what is going on the facility.
 8. JPA Board Meeting Report – no report
 9. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Hunter Tucker – no report
 10. Annual Hospital Evaluation Report – Chris Hammond – (August 2017) – no report
- F. Correspondence, Suggestions or Written Comments to the Board - none
- G. Board Development –
1. Amy Terrones – Family Resource Center – no report
- H. Finance Report – Corinne Stromstad, Gary Wellborn, Paul Eves, and Matt Rees
1. July Financials – Paul Eves, CFO
 - Paul Eves presented the July and August Financials.
 - The numbers should increase with the CT arrival and the added providers.
 - Board member Gary Wellborn commented on the high number under Construction in Progress. Paul explained that includes the new roof, which is almost completed along with the new battery backup system, courtyard improvements and the CT modular construction.

Motion: Corinne Stromstad moved to approve the July and August financials as presented.
Second: Gary Wellborn
Ayes: Barbara Truitt, Alison Rivas, Corinne Stromstad, Gary Wellborn, and David Ordoñez
Motion carried.
 2. FYE 2015 Audit Update – Paul Eves, CFO
 - Paul said they are still working on one item from Xerox.
 - We need to be looking at the 2016 audit immediately.
 - The cost for the 2015 audit will be around \$37,000, which is very high.
 - He is in the process of obtaining various proposals from other firms to prepare the 2016 audit.
 - David Ordoñez asked if we could go ahead and move forward with the 2016 audit. Paul said yes and we should, however there will be some adjustments at the beginning of the year.
 - Matt Rees suggested we start the 2016 audit and make adjustments when we have them.
 - A special governing board meeting was set for Wednesday, October 5 at 10 a.m. to

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discuss the decision to change auditors.

3. CBO Update – Paul Eves, CFO
 - Diane Meredith-Gordon presented a written report.
 - Paul said cash collections were horrible in July.
 - Barb Truitt asked if we are achieving the 10% indicated in the Single-Payer AR, or if CBO is just writing them off.
 - Paul said CBO had written off too much and that they are reluctant to hold weekly phone calls as requested by Matt and Paul.
 - Matt Rees said a lot of those write-offs came from CMS and one disadvantage is that CBO does not enter information into our system making it difficult to reconcile.
 - Barb Truitt asked if we had looked into other companies and Paul said that he has received a few quotes and is working on more to possibly make a change.
4. 340B Pharmacy Program Update – Paul Eves and Matt Rees
 - Paul and Matt are still working with Keith of Keith's Pharmacy and that SunRx is working with Keith to come up with an acceptable formula. Unfortunately, if Keith misses the deadline he will have to wait until January to start the program.

I. Administrator's Report – Matt Rees, CEO

1. Department Updates

- CEO Matt Rees reported that he and Paul attended a cost-report conference in Reno where they received more information regarding the 340B program.
- We are working with RRHC and Open Door to promote Breast Cancer Awareness during the month of October.
- We have been invited to speak about our mammogram machine at the upcoming RRHC staff meeting.
- Both RRHC and Open Door were happy to hear about our mammogram program and that we can schedule Saturday appointments as well.
- Judy Gallagher reported that we have offered the Skilled Nursing Facility manager's job to someone and they are waiting back to hear from her.
- We also have a new CLS and Lisa Martell continues to be the interim lab manager.

J. Old Business - none

K. New Business

1. Approval of **Resolution 16:20** Policy and Procedures

Addendum Packet

- David Ordoñez questioned some of the wording in the Employee Emergency Assistance Fund Policy and Procedure. He felt like the district was not protected enough and that the wording was not specific enough.
- HR manager Hunter Tucker said she had prepared the policy per our attorney's suggestions and that we were protected.

Motion: Gary Wellborn moved to approve the Resolution 16:20, Policy and Procedures, except for the Employee Emergency Assistance Fund, which was tabled.

Second: David Ordoñez

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

Motion carried with a roll call vote.

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2. Services to Shelter Cove and outlying communities – Matt Rees, CEO
 - Matt said we are looking at providing medical assistance to outlying areas starting with Shelter Cove.
 - Once we have Dr. Gadallah and Sarah Beach in the clinic, we will have enough providers to possibly go out to Shelter Cove once a week for a few hours.
 - This program did not work very well in the past, but Matt said this time people would be seen by appointment and if there was time after that they could take walk-ins.
 - We would need to set a minimum number of patients to see in order to make it worthwhile.
 - The board agreed we should look into providing this service.
3. Consideration of proposal for EMRL to handle advertising and website for SHCHD – Patrick O'Rourke, Foundation Director
 - Patrick gave a report on EMRL along with a handout.
 - Barb Truitt said it would be good to learn how to effectively communicate with people and it would also be good for the Healthcare District and the community as well.
 - Barb said that EMRL is very experienced with rural healthcare.
 - David Ordoñez requested a formal proposal and Barb suggested we schedule a special board meeting with a proposal from EMRL.

L. Next Meeting –

- Special Board Meeting to discuss Board Assessments – Friday, September 30, 2016 at 2:30 p.m. in the Dimmick Room.
- Special Board Meeting to discuss EMRL and auditing proposals – Wednesday, October 5, 2016 at 10 a.m. in the Dimmick Room.
- Regular Board Meeting – Thursday, October 27, 2016.

M. Meeting Evaluation

- The general consensus was that it was a good meeting with a lot of ground covered.

N. Parking Lot Items – none

O. Adjourned at 2:55 p.m. for Closed Session

P. Closed Session

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting August 25, 2016
2. Quality/Risk Management Report [H&S Code § 32155] – Judy Gallagher
3. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Resolution 16:21

Shabana, Tawfik, MD – Provisional Active – Southern Humboldt Community Clinic/Jerold Phelps Community Hospital – 09/21/16 – 09/21/18

4. Confidential Correspondence to the Board - none
5. College of the Redwoods [Gov. Code § 54957]
APN 032-091-014-000
Purchase proposal for property located at 286 Sprowel Creek Road,

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Garberville, CA 95542.

6. Personnel matter – CEO evaluation - pursuant to Government Code § 54957
7. Adjourn for Closed Session at 2:40 p.m.
8. Resume Open Session at 3:57 p.m.

- a. Closed Session Governing Board Meeting August 25, 2016

Motion: Corinne Stromstad moved to approve the minutes from August 25, 2016.

Second: Gary Wellborn

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

Motion carried.

- b. Medical Staff Appointments/Reappointments [Gov. Code § 54957] –

Resolution 16:21

Motion: Gary Wellborn moved to pass Resolution 16:21, the appointment of Tawfik Shabana, MD.

Second: Corinne Stromstad

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

Motion carried by roll call vote

9. Adjourn – 4:00 p.m.