



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

**GOVERNING BOARD MEETING**  
**Thursday, July 26, 2018**  
**1:30 p.m. – 733 Cedar Street, Garberville, CA**  
**Dimmick Conference Room**

**MINUTES**

**Governing Board Present:** Corinne Stromstad, David Ordoñez, Alison Rivas and Jessica Willis (Jack Foster-absent)

**Also Present:** Judy Gallagher, Susan Gardner, Matt Rees, Paul Eves, and Hunter Lehnert

**Item**

A. Call to Order – Board President Corinne Stromstad called the meeting to order at 1:30 p.m.

B. Public Comment

- SHCHD employee Barb Truitt said she enjoyed reading the department reports showing the accomplishments made in the last year.

C. Board Member Comments - none

D. Announcements

- The next board meeting will be held on August 30, 2018, which is the fifth Thursday of the month, instead of the fourth Thursday, because of the way the calendar falls. The Finance Committee will meet on Tuesday, August 28, 2018.

E. Consent Agenda

1. Approval of Agenda

a. The resignation of Jack Foster was moved up to the beginning of the meeting.

**Motion:** David Ordoñez moved to accept the resignation of Jack Foster, effective July 26, 2018, with confirmation of his submitted letter.

Second: Jessica Willis

Ayes: David Ordoñez, Corinne Stromstad, Alison Rivas and Jessica Willis

**Motion carried.**

2. Approval of Previous Meeting Minutes and Consent Agenda

a. Governing Board Meeting Thursday, May 24, 2018. The June 28, 2018 meeting was cancelled due to a lack of quorum with summer vacations and commitments.

**Motion:** Jessica Willis moved to approve the Consent Agenda and the Previous Minutes.

Second: Alison Rivas

Ayes: David Ordoñez, Corinne Stromstad, Alison Rivas and Jessica Willis

**Motion carried.**

F. Family Resource Center – (August) - Amy Terrones

G. Correspondence, Suggestions or Written Comments to the Board – none

## Item

- H. Board Report on Travel, Education and Legislation
- David Ordoñez said he spoke with someone at CDPH regarding the CT to encourage them to expedite the licensing process.
  - Judy Gallagher said she talked to Dana Forney at DHCS in Santa Rosa. Dana said they were waiting for more information and a letter of intent. Radiology manager Lora Simone confirmed they now have everything they need. David agreed to follow up with CDPH.
- I. Foundation Report – Julia Minton
- Julia provided a written report included in the packet.
- J. Finance Report – Corinne Stromstad, Paul Eves, and Matt Rees
1. May and June 2018 Financials were presented due to the cancellation of the June Finance Committee meeting.
  2. Diane Meredith-Gordon reports for May and June 2018
    - CEO Matt Rees discussed Diane's written reports.
  3. HRG reports for May and June 2018 – (provided in separate packets)
    - Matt Rees went over the HRG reports with the board. He said these reports show a much more detailed picture of billing, collections, etc. than CBO did in the past.
    - Matt and Paul have been working with Partnership HealthPlan (PHP) to increase our rates.
    - Board President Corinne Stromstad stated her concern with the current rates.

**Motion:** Alison Rivas moved to accept the May and June financials as submitted.  
Second: Jessica Willis  
Ayes: David Ordoñez, Corinne Stromstad, Alison Rivas and Jessica Willis  
**Motion carried.**
- K. Chief Nursing Officer's Report – CNO Judy Gallagher
- CNO Judy Gallagher said PHP will be here for a clinic survey on Monday, August 20. She said the clinic exam rooms look great and she is very pleased with the way the clinic looks in general.
  - Things are going well in the ER and the new nurses are doing great.
  - She is hopeful that by the end of September we will no longer need traveling nurses to cover open shifts.
  - Skill Nursing Facility manager, Cheryl Wik, is doing a fantastic job. Cheryl and Activities Director Joe Rial arranged to have a hair stylist and dental hygienist come in for the residents. This went very well and will hopefully be a recurring thing.
  - Judy said the recent SNF survey was the best she had ever seen with only two minor issues reported.
  - Judy said referrals have been slow coming in but she is working on trying to make sure our local residents have priority to come her to recover from illness or surgery.
- L. Administrator's Report – Matt Rees, CEO
1. Department Updates – Department managers were asked to submit reports highlighting the accomplishments in their departments over the 2017-2018 Fiscal Year. Only three managers submitted written reports. The remaining managers will be asked to submit reports for the August board meeting.
    - a. Information Technology
    - b. Laboratory Department
    - c. Infection Prevention Program
  2. Human Resources Quarterly Report (Jan., April, July, Oct.) – Hunter Lehnert
    - Hunter went over her quarterly report and accomplishments.
    - She said the Employee Retention and Recruiting objective is almost completed and we have met our primary goals and will remain an ongoing priority.
    - Staff are continuing to take part in required and appropriate webinars and trainings.

**Item**

3. Medical Insurance Rate Proposal for 2019 – Hunter Lehnert
  - Hunter presented three options for medical insurance for 2019.
  - Because we will be able to reduce our rates for 2019, board members Jessica Willis and David Ordoñez suggested we reduce each employee's contribution by \$50.00 per month.

(President Corinne asked that we take a short break at 3:00 p.m.  
The meeting resumed at 3:15 p.m.)

M. Old Business - none

N. New Business

1. Approval of **Resolution 18:12** Policy and Procedures Packets "A" and "B" postponed from June 28, 2018.
2. Approval of **Resolution 18:13** Policy and Procedures Packets "A" and "B"
  - Motion:** Alison Rivas moved to approve Resolutions 18:12 and 18:13 Policy and Procedures
  - Second:** Jessica Willis
  - Ayes:** David Ordoñez, Corinne Stromstad, Alison Rivas and Jessica Willis
  - Motion carried by roll call.**
3. Resignation of Jack Foster (Letter included in packet) – moved to beginning of agenda.
4. Preparation of future plans for hospital and CR property. CEO Matt Rees presented a preliminary plan (Phase 1) for the CR property and seismic updates for existing facility.
  - Purchase CR property for agreed \$1.1 mil.
  - Replace generator, purchase nursing call system, cardiac monitors and pharmacy carts in existing facility.
  - Matt asked the board to approve the estimated cost of \$5 mil.
  - Motion:** David Ordoñez moved to accept the CEO's recommendation for Phase 1 with an estimated cost of \$5 mil.
  - Second:** Alison Rivas
  - Ayes:** David Ordoñez, Corinne Stromstad, Alison Rivas and Jessica Willis
  - Motion carried by roll call.**

O. Next Meeting Thursday, August 30, 2018 at 1:30 p.m.

P. Meeting Evaluation

- The board agreed it was a productive meeting.

Q. Parking Lot Items – none

R. Adjourned to Closed Session at 3:50 p.m.

S. Closed Session opened at 3:53 p.m.

1. Approval of Previous Closed Session Minutes
  - Closed Session Governing Board Meeting May 24, 2018, 2018
2. Quality/Risk Management Report [H&S Code § 32155 –Judy Gallagher, CNO
3. Quality Assurance Performance Improvement Committee (QAPI) – Kristen Rees
4. Medical Staff Appointments/Appointments [Gov. Code § 54957] - none
5. Confidential Correspondence to the Board – Letter from community member

**Item**

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

T. Adjourned Closed Session at 4:13 p.m.

U. Resumed Open Session at 4:14 p.m.

1. There were no reportable actions to report from Closed Session.

2. A discussion was held regarding the return of Growth Management Center to assist with our Strategic Planning and various dates were presented. No final decision was made.

V. Adjourned at 4:37 p.m. – Next meeting August 30, 2018

*Submitted by Governing Board Clerk, Susan Gardner*

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