



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

**GOVERNING BOARD MEETING**  
**Thursday, November 29, 2018**  
**1:30 p.m. – 733 Cedar Street, Garberville, CA**  
**Dimmick Conference Room**

**MINUTES**

**Governing Board Present:** Corinne Stromstad, Alison Rivas, Katie McGuire, David Ordoñez and Jessica Willis  
**Also Present:** Susan Gardner, Matt Rees, Paul Eves, Judy Gallagher, Kent Scown, John Rice, Judith Whitlow, Doug Heaton, Carol Ordoñez, Amy Terrones, Todd Phelps, and Keith Easthouse

**Item**

- A. Call to Order – Board President Corinne Stromstad called the meeting to order at 1:26 p.m.
- CEO Matt Rees presented Corinne Stromstad with her 15 and 20-year pins and David Ordoñez with his 5-year pin. Corinne and David were thanked for the dedicated service and cake was served. A number of staff were also in attendance for the presentation.
  - Corinne and David thanked everyone for the pins and for the cake.
- B. Public Comment
- Mike Thompson raised the issue of the three-minute comment restriction, of which he said he was the one who suggested it when he was a board member.
  - He also questioned when the revised board agenda was posted and whether it was within the Brown Act requirements. The board clerk assured him it was.
  - Senior apartment resident Doug Heaton read a written letter he had prepared. He and fellow resident Judith Whitlow are concerned with the added noise from the CT parking lot and the cigarette smoke coming into their windows from employees smoking outside the hospital. Doug also said the light in the CT parking lot is still shining into his windows and the loud noises from slamming doors when the ambulance brings in patients at night or early in the morning are a problem.
  - Rancher John Rice wanted to make sure the TPZ issues was being taken care by the district and the county. CEO Matt Rees assured him it is being taken care of.
- C. Board Member Comments - none
- D. Announcements - none
- E. Consent Agenda
1. Approval of Agenda
  2. Approval of Previous Meeting Minutes and Consent Agenda
    - a. Governing Board Meeting Thursday, October 25, 2018.
    - b. Special Governing Board Meeting Monday, November 26, 2018

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

Second: David Ordoñez

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

**Motion carried.**

- F. Family Resource Center – (August, **November**, February, May) - Amy Terrones
- Amy had a large amount of information to report on.

**Item**

- The FRC financial allocations for next year will be \$90,000 with a 5% increase over 2018.
- The FRC provides various food programs including the Friday food bags. Four years ago they were handing out 11 each Friday. Now they are doing 50 with a cost of over \$16,000 per year. Amy is writing grants to hopefully cover this expense.
- They have received quite a bit of financial and material support from various organizations and businesses this year for their holiday food baskets. Community Cornerstone and Redwoods Rural Health Center both gave \$1,000 each and Shop Smart and Chautauqua donated large amounts of food. SHCHD also had a food box where they collected non-perishable items.
- The Humboldt Area Foundation will be providing funds for a mental health program.
- SHWT (Southern Humboldt Working Together) continues to help. The organization is currently being revamped with plans to include county representatives.
- Amy is also working with CalWORKS to help people prepare for job interviews including computer training.
- They have received some dental health grants and for the 0-5 program to assist kids and their parents.
- Amy currently has two interns working for the FRC.
- There are more severe health issues with much younger children than ever before.
- Child Welfare Services is being much more proactive in their responses to reports made by FRC. Just recently there were 9 children removed from their homes. Amy is pleading for people to become foster parents here locally so the kids can stay in their communities where they have friends and other family members.
- Amy and Julia Minton will be doing a radio show on KMUD on December 20 to discuss child welfare and fostering.
- Board member David Ordoñez asked if kids have to be brought back here to school if they are being fostered out of the area. Amy responded by saying recently passed legislation in favor of the kids makes it mandatory for them to stay in their same schools unless there are extenuating circumstances. That means if you live in Fortuna, but the child goes to school in Miranda or Redway, the foster family must get the child to and from school every day.
- Amy also wanted to invite everyone to come help put together the food baskets on Thursday, December 20 from 2:00-4:00 p.m. at the Redway Baptist Church.

G. Correspondence, Suggestions or Written Comments to the Board

- Letters to the board from Michael Kiessel and Barbara Froelich regarding the parcel tax. COO Kent Scown responded to both entities.

H. Foundation Report – CEO Matt Rees

- Matt reported the capital campaign has begun and employee meetings have been held, with more to come.
- A new pledge form has been prepared for employees to fill out.
- Last year we had approximately \$150,000 in annual pledges by employees.
- Matt said he and Carolyn Bourassa and Rob Eldridge from Growth Management are holding weekly conference phone calls.

I. Finance Report – Corinne Stromstad, Paul Eves, and Matt Rees

1. There were no October financials available.
  - CEO Matt Rees reported the \$1.8 million IGT has been delayed until 2019.
  - We submitted \$560,000 to PRIME and received \$1.120 million in return.
  - Jennifer Melvoen provided written reports from HRG for October, which Matt Rees went over with the board.

J. Chief Nursing Officer's Report – CNO Judy Gallagher

- CNO Judy Gallagher presented her written report and discussed it with the board.

K. Administrator's Report – Matt Rees, CEO

- Matt announced T. Abraham from the Hospital Council will be stopping by the facility on Monday.

## Item

### 1. Department Updates

- Matt read excerpts from the November 28, 2018 managers' meeting.

### L. Old Business – none

### M. New Business

#### 1. Approval to update IT backup system with approximate cost of \$70,000

**Motion:** David Ordoñez moved to approve up to \$70,000 for the purchase of an IT backup system

Second: Jessica Willis

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

**Motion carried by roll call.**

#### 2. Senior Care Program

**Motion:** Katie McGuire moved to go forward with the Senior Solutions Program.

Second: Jessica Willis

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

**Motion carried by roll call.**

##### a. Approval of up to \$75,000 for van with wheelchair lift

- Visitor Mike Thompson inquired as to whether this van would be used to transport our SNF residents to dental and doctor appointments.
- Matt Rees responded by saying yes if it is available. We do use our company car if available and PHP will also transport patients with 5-days' notice.

**Motion:** Alison Rivas moved to approve up to \$75,000 for the purchase of a van.

Second: David Ordoñez

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

**Motion carried by roll call.**

#### 3. Lab Analyzers and Testing Program – Pepe Olano

- HBG will supply us with three analyzers to perform more testing in house.
- This will allow us to have better diagnoses and faster turnaround times.
- Increased licensing will be required.
- Pepe will provide more information in upcoming weeks.

#### 4. Replacement of carpet in Clinic hallway with approximate cost of \$60,000

**Motion:** David Ordoñez moved to approve \$60,000 for the replacement of the carpet.

Second: Jessica Willis

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

**Motion carried by roll call.**

#### 5. Holiday luncheon for December

- The annual Governing Board employee luncheon will be held on Wednesday, December 21 from noon to 1:30 p.m.
- Board Clerk Susan Gardner will arrange for the catering and the board agreed to pay for the desserts.

**Item**

6. Approval of **Resolution 18:20** Policy and Procedures – Packets “A,” “B,” and “C”

**Motion:** Jessica Willis moved to approve the Policy and Procedures in Packets “A,” “B,” and “C”

Second: Katie McGuire

Ayes: Corinne Stromstad, Alison Rivas, and Katie McGuire

Absent: David Ordoñez and Jessica Willis

**Motion carried by roll call.**

N. Next Meeting Thursday, January 31, 2019 at 1:30 p.m. (No meeting in December)

1. QAPI Meeting Tuesday, January 8, 2019 at 10 a.m. – Katie McGuire agreed to attend.
2. Med Staff Meeting Wednesday, December 19 at 12:00 p.m. – Corinne Stromstad agreed to attend.

O. Meeting Evaluation

- David Ordoñez said there was a lot of information and we got a lot done.

P. Parking Lot Items – none

Q. Adjourned to Closed Session at 3:45 p.m.

R. Closed Session

1. Approval of Previous Closed Session Minutes  
Closed Session Governing Board Meeting October 25, 2018
2. Quality/Risk Management Report [H&S Code § 32155 –Judy Gallagher, CNO
3. Medication Error Reduction Plan Committee Report – Judy Gallagher, CNO
4. Quality Assurance Performance Improvement Committee Report –  
Kristen Rees, Data Coordinator – (October, January, April, July)
5. Medical Staff Appointments/Reappointments [Gov. Code § 54957

Approval of **Resolution 18:21**

- a. Daniel N. Lucas, MD – Provisional Associate – Diagnostic Teleradiology –  
11/29/18 – 11/28/20
- b. Jason Lue, MD – Associate – Diagnostic Teleradiology – 12/01/18 - 11/30/20
- c. Jose Alejandro Ospina, MD – Associate – Diagnostic Teleradiology – 12/01/18 -  
11/30/20
6. Confidential Correspondence to the Board – none
7. Next Meeting January 31, 2019 (No meeting in December)
8. Personnel matter – CEO evaluation – pursuant to Government Code § 54957

S. Adjourn Closed Session at 4:00 p.m.

T. Resumed Open Session at 4:05 p.m.

1. Approval of Resolution 18:21, the appointment of Daniel N. Lucas, MD; and the reappointments of Jason Lue, MD and Jose Alejandro Ospina, MD.

U. Adjourned at 4:45 p.m.

DRAFT