



Governing Board

Date: Thursday, March 28, 2019
Time: 1:30 p.m.
Location: Dimmick Room, Jerold Phelps Community Hospital

Minutes

Governing Board Present: Corinne Stromstad, Katie McGuire, David Ordoñez and Jessica Willis (absent Alison Rivas)

Also Present: Matt Rees, Keith Easthouse, Kent Scown, Hunter Lehnert, and Susan Gardner. (Community member Mike Thompson was also present, but chose not to sign in.)

- A. Call to Order – Board President Corinne Stromstad called the meeting to order at 1:35 p.m.
- B. Public Comment
 - Community member Mike Thompson asked Board President Corinne Stromstad if he could comment on something listed on the Closed Session Agenda. Although the public is not permitted to attend Closed Session, President Stromstad allowed him to comment. Mr. Thompson asked for clarity on the board agenda. He asked why certain reports were not presented in open session. He presented the board with a printout of sections of the Brown Act, although the pages were cut off and it was not possible to read the entire submission. He asked the board to respond to his questions and exceeded his three-minute limit for public comment saying the board would be hearing from him further at a later date.
- C. Board Member Comments
 - Board member David Ordoñez commented we cannot allow people to delay the board meetings by not adhering to the policy of keeping comments to three minutes each. Unless it is on the agenda, the board cannot discuss public comment items.
- D. Announcements
 - Board President Stromstad announced she will not be here for the next board meeting on April 25 and asked David Ordoñez to preside over the meeting. David agreed to run the meeting in her absence.
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, January 31, 2019
 - b. Special Governing Board Meeting Thursday, February 21, 2019

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

Second: Katie McGuire

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

Noes: None

Absent: Alison Rivas

Motion carried.

- F. Family Resource Center – (August, November, February, May) - Amy Terrones
- Amy submitted a written report showing the many projects FRC is working on.
- G. Correspondence, Suggestions or Written Comments to the Board
- Board Clerk Susan Gardner read out loud a card received from NorCan thanking participants for attending a recent workshop.
- H. Foundation Report – CEO Matt Rees
- Foundation Secretary Connie Paul submitted written minutes from October and November 2018 and February 2019
 - CEO Matt Rees said they are moving forward on the Capital campaign.
 - President Stromstad reported the last meeting was very well received and with good comments and feedback by community members. She said it is important the donors feel like they are being listened to.
 - Matt said we are hoping to close on the Sprowel Creek property by the end of June, but will probably start renting it in April.
- I. Finance Report – Corinne Stromstad, Paul Eves, and Matt Rees
1. January and February 2019 – Paul Eves
 2. PFS/HRG reports – January and February 2019 – Jennifer Melvoen
 - Paul went over the financials
 - He remarked that registration errors are way down from previous months. He attributed this to PFS Manager Jennifer Melvoen's continued staff meetings to discuss correct processes to avoid errors.
- Motion:** David Ordoñez moved to approve the January and February Financials are reported.
Second: Jessica Willis
Ayes: Corinne Stromstad, David Ordoñez, Jessica Willis and Katie McGuire
Noes: None
Absent: Alison Rivas
Motion carried.
- J. Chief Nursing Officer's Report – CNO Judy Gallagher
- CNO Judy Gallagher was absent but submitted her written report to the board.
- K. Administrator's Report – Matt Rees, CEO
1. Department Updates
 - The District will probably be hiring the social worker/therapist for Senior Solutions due to the outpatient services rule of being within of 250-yards of the main facility.
 - Matt also reported on the new photos up on the walls of the Skilled Nursing Facility making it feel more like a home to our residents. He also said Activities Director Joe Rial and SNF Manager Cheryl Wik are encouraging the swing bed patients to join in on the activities. There is now a monthly lunch being held in the Dimmick Room and everyone is invited to come and say hello to our wonderful residents.
 - We have a new clinic manager, RN Paul Keltner, who is also a certified CPR instructor and will be offering classes and certifications for both staff and possibly the public.
 - Visiting nurse Courtney Embry will be moving back to the floor, which means we will be recruiting for a new visiting nurse. In the interim, current clinic manager, Julie Moore, RN, and incoming clinic manager Paul Keltner will be picking up those duties to assure our patients a continuity of care.
 - Lab Manager Pepe Olano is currently gathering quotes for new analyzers to have backup systems in the lab.
 - The mammo unit has been down for two weeks and is awaiting a part.
 - We have done over 200 CTs since we began on December 10, 2018.
 - The PRIME report has been submitted by Quality Data Coordinator Kristen Rees.
 - Staff and administration are currently working on the installation of a Pyxis system.
 - Matt continues to work on legislative issues pertaining to our current and future facilities. He has been meeting with representatives from AHA, ACHD, NRHA, and

- Huffman, Wood and Maguire's representatives.
 - Howard Memorial Hospital representatives visited the facility on Monday, March 25. We will be working with them to do our outsourced labs, which will shorten the turnaround times for results.
 - Adventist Health is putting together a legislative bill for a stand-alone ER in the fire-ravaged Paradise area where the hospital was completely destroyed in last year's fires. This will open the door for other CAHs like ours.
2. Strategic Plan – Facilities Master Plan – Kent Scown
- We are looking to close escrow on the Sprowel Creek Property in June.
 - Sr. Solutions is moving forward slowly.
 - The Redwood Playhouse will continue to be available to the public after we complete the purchase.
 - A study was done regarding the property perhaps being in the flight path of the Garberville Airport. It was determined the property is not within those boundaries with a final county plan update due this fall.
 - The current Strategic Plan says we will be moving towards building a small hospital and ER depending on pending legislation.
 - David Ordoñez asked if the architectural plans can be modified. Kent said we are not that far along yet and we may end up building the clinic first on the bottom part of the property and the hospital above that.
 - The new carpet is almost completely installed with just the baseboards to be done.
 - Some offices are being moved, rearranged or updated as well.
3. Community Needs Assessment
- A survey is being prepared with suggestions from Growth Management Center and the Outreach Committee.
- L. Old Business – none
- M. New Business
1. Tina Tvedt, RRHC, Presentation – (Postponed)
2. Jury duty policy
- Currently, the District requires employees to use PTO if they are called to serve on a jury.
 - The board has recommended we pay employees 3-5 days at the discretion of the administration.
 - Human Resources Manager Hunter Lehnert will do more research and put together a new Policy & Procedure to present to Med Staff and the Board.
3. JPA appointment to replace board member Alison Rivas
- Katie McGuire volunteered to join Board President Corinne Stromstad on the JPA conference calls.
4. Report to the board from Finance Committee regarding approval of the purchase and financing of radiology equipment up to \$200,000.
- Motion:** Katie McGuire made a motion to approve up to \$200,000 for new radiology equipment.
Second: David Ordoñez
Ayes: Corinne Stromstad, David Ordoñez, Jessica Willis and Katie McGuire
Noes: None
Absent: Alison Rivas
Motion carried by roll call.
5. Approval of travel policies and procedures changes previously brought to the board on January 31, 2019.

Motion: Katie McGuire made a motion to approve the changes to travel policies and procedures previously approved in **Resolution 19:01** on January 31, 2019.

Second: Jessica Willis

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

Noes: None

Absent: Alison Rivas

Motion carried by roll call.

6. **Resolution 19:03** Policy and Procedures – Packets “A,” “B,” “C,” “D,” and “E” from February Med Staff Meeting and Packet “A” from March Med Staff Meeting.

Motion: Katie McGuire agreed to approve **Resolution 19:03** Policies and Procedures as submitted.

Second: David Ordoñez

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

Noes: None

Absent: Alison Rivas

Motion carried by roll call.

- N. Next Meeting Thursday, April 25, 2019

1. QAPI Meeting Tuesday, April 9, 2019 at 10:00 a.m.
 - Board President Corinne Stromstad will attend.
2. Med Staff Meeting Thursday, April 18, at 12:00 p.m.

- O. Meeting Evaluation – no comment

- P. Parking Lot Items

1. Training needs for board members
 - The board would like to set up a day in May for hospital finance training.

- Q. Adjourn to Closed Session at 3:10 p.m.

- R. Closed Session

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting January 31, 2019
(No meeting in February due to Strategic Planning workshop)
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 19:04**

- a. Bavuso, Frank, MD – Associate – Anatomical and Clinical Pathology (Lab Director) – 3/28/19 – 3/27/21
 - b. Lu, Nghi MD – Associate – Diagnostic Teleradiology – 03/30/19 – 03/29/21
6. Confidential Correspondence to the Board – none
7. Next meeting Thursday, April 25, 2019.

8. Personnel matter – CEO evaluation – pursuant to Government Code § 54957
 - a. Approval of CEO contract extension
- S. Adjourned Closed Session at 3:38 p.m.
- T. Resumed Open Session at 3:39 p.m.
- U. Actions Taken
 - Approval of **Resolution 19:04** reappointments of Frank Bavuso, MD – Associate – Anatomical and Clinical Pathology (Lab Director) – 3/28/19 – 3/27/21 and Nghi Lu, MD – Associate – Diagnostic Teleradiology – 03/30/19 – 03/29/21
- V. Adjourned 4:42 p.m.

Submitted by Governing Board Clerk, Susan Gardner