



Governing Board

Date: Thursday, June 27, 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: Kristen Rees, Matt Rees, Paul Eves, Judy Gallagher, Kelley Metcalf, Kent Scown, Keith Easthouse, Connie Paul and Susan Gardner

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:35 p.m.
- B. Public Comment - none
- C. Board Member Comments
 - There was discussion regarding a better way to provide the board members with digital copies of the Policy & Procedure packets. Board clerk, Susan Gardner, will work on a better method for the July meeting, in order for the board to have time to read over all the policies being submitted.
- D. Announcements - none
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, May 30, 2019

Motion: Katie McGuire moved to approve the Consent Agenda and the Previous Minutes as submitted.
Second: Jessica Willis
Ayes: David Ordoñez, Jessica Willis, Corinne Stromstad and Katie McGuire
Noes: None
Absent: Alison Rivas
Motion carried.
- F. Family Resource Center – (August, November, February, May) - Amy Terrones
- G. Foundation Report – CEO Matt Rees
 - CEO Matt Rees said they are moving forward on the major donation requests.
 - We have received 100% in pledges from both the governing board and the foundation board.
- H. Finance Report – Corinne Stromstad, Katie McGuire, Paul Eves, and Matt Rees
 1. May 2019 – Paul Eves
 - Paul went over the May financials, which had been amended from the Finance

Committee meeting held on Tuesday, June 25.

2. PFS/HRG reports – May 2019 – Jennifer Melvoen
 - Matt Rees went over the submitted reports.

Motion: David Ordoñez moved to approve the Financials including revisions made to the May financials from last month.

Second: Katie McGuire

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

Noes: None

Absent: Alison Rivas

Motion carried.

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

- Judy went over her written report with the board stating things are going well with new hires including a new Infection Preventionist, due to Chris Hammond's retirement.
- Staff continues to prepare for the Skilled Nursing survey, which is due at any time.
- Paula Schneider is rearranging the emergency department to make it easier to access needed equipment and supplies during a trauma case.
- The new mattresses have arrived for our facility's beds and the patients and residents have been giving them rave reviews.
- Judy thanked members of EVS, Jennifer Guterrez, and Jason Dockins for helping dismantle the beds and installing the new mattresses.

1. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155] – Kristen Rees, Data Coordinator – (October, January, April, July)

J. Administrator's Report – Matt Rees, CEO

- The arrangement with the lab at Howard Memorial in Willits is going well with a few bugs to work out.
- The courier comes six days a week, which has shortened the turnaround for results greatly.
- We current do 80% +/- of our labs in house, with new equipment and training by staff.
- COO Kent Scown and engineering's Guy Vitello, along with Its Jason Dockins and Carruth Topham and others have been working steadily in preparation of the new Sprowel Creek Campus and Senior Life Solutions.
- We have given notice to DHHS and the HART program to vacate their office as the need for more space for Senior Life Solutions has increased.
- Matt said we had a great turnout at the booth during the Garberville Rodeo and he appreciated everyone's help.
- Clinic and facility staff, along with Dr. Seth Einterz, met with Rob and Ryan from Growth Management Center to work on a marketing strategy to get the word out about what we have to offer. Dr. Seth will be coming on board in September.
- Matt introduced RN Kelley Metcalf, who is the new Senior Life Solutions program director.
- Kelley said she has had 10 referrals for the program. However three didn't not have the proper insurance for the program.
- She said they will start the program with four seniors.
- She has been doing a lot of community education and introductions at various local organizations trying to meet members of the community.
- The training for the program has been extensive.
- Transportation to the outlying areas can be a struggle. If they live too far out, it will not be possible to provide transportation due to time constraints.
- Participants will need to attend sessions on a regular basis in order for us to bill for those services.
- Matt reported CEO's from other district hospitals have asked him to speak to

Partnership Health Plan (PHP) about reducing their 10% IGT handling fee. It is currently 3%. (It was reported earlier the state would be charging 20%, which was incorrect). PHP is the managed provider for the federal Medicaid (Medi-Cal in California) program.

1. Department Updates

- a. Strategic Plan Update – Employee Retention and Recruiting – Hunter Lehnert
 - A written report was submitted.
- b. Family Resource Center – Amy Terrones
 - A written report was submitted.

K. Old Business – none

L. New Business

1. Approval of **Resolution 19:08** Policy and Procedures – Packets “A,” and “B”

Motion: David Ordoñez made a motion to approve **Resolution 19:08** Policy and Procedures.

Second: Katie McGuire

Ayes: David Ordoñez, Jessica Willis, Corinne Stromstad and Katie McGuire who abstained from Packet “B,” as she had not had the time to read it.

Noes: None

Absent: Alison Rivas

Motion carried by roll call.

2. Update from Senior Life Solutions Program located at the Sprowel Creek Campus in Garberville. (See earlier comments under administrator’s report)
3. Purchase of additional vehicle(s) as discussed in the Finance Committee meeting Tuesday, June 15, 2019.

Motion: Katie McGuire made a motion to approve up to \$35,000 for the purchase of additional vehicles.

Second: Jessica Willis

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

Noes: None

Absent: Alison Rivas

4. Discussion regarding sign and name for future hospital/medical center to be located at the Sprowel Creek Campus in Garberville.

Motion: Katie McGuire made a motion to use the same wording on future signs and documents currently on the new sign in front of the Sprowel Creek Campus.

Second: Jessica Willis

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

Noes: None

Absent: Alison Rivas

5. Consideration and approval of updated pension plan documents.

Motion: David Ordoñez made a motion to approve the revised pension plan with only minor revisions and updates as explained by CFO Paul Eves.

Second: Katie McGuire

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

Noes: None

Absent: Alison Rivas

M. Meeting Evaluation

- Board President Corinne Stromstad said it was a good meeting with a lot accomplished in a short period of time.

N. Next Meeting Thursday, July 25, 2019 – (Change in location)

- A special board quality training with Kristen Rees will be held at 11:00 a.m. at the Sprowel Creek Campus, followed by the regular board meeting at 1:30 at the same location.

1. QAPI Meeting Tuesday, July 9, 2019 at 10:00 a.m. – **Note: the meeting was changed to Thursday, July 11 at 10 a.m.**

- Jessica Willis agreed to attend.

2. Med Staff Meeting Wednesday, July 24, 2019, at 1:00 p.m.

- Corinne Stromstad agreed to attend.

O. Adjourn to Closed Session at 3:35 p.m.

P. Closed Session

1. Approval of Previous Closed Session Minutes

a. Closed Session Governing Board Meeting May 30, 2019

2. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of **Resolution 19:09**

a. Kamiar Massrouf, MD – Provisional Associate – Diagnostic Teleradiology
06/27/19 – 06/26/21

3. Next Meeting July 25, 2019 at the Sprowel Creek Campus.

Q. Adjourned Closed Session at 3:51 p.m.

R. Resumed Open Session at 3:52 p.m.

Reportable actions included:

Motion: David Ordoñez moved to approve **Resolution 19:09**, the appointment of Kamiar Massrouf, MD

Second: Katie McGuire

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

Noes: None

Absent: Alison Rivas

Motion carried by roll call.

S. Adjourned at 3:53 p.m.