



Governing Board

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

Minutes

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

Also Present: Kristen Rees, Matt Rees, Mike Thompson, Paul Eves, Judy Gallagher, Keith Easthouse, and Susan Gardner

- A. Call to Order – Acting board president David Ordoñez called the meeting to order at 1:45 p.m.
- B. Public Comment
 - Acting Board President David Ordoñez recognized community member Mike Thompson and allowed him to speak for five minutes, which is longer than the normal allotted three minutes.
 - Thompson commented on the need to make sure items are agendaized according to the Brown Act.
 - He made reference to the next meeting date not being noticed at the end of the open session. This was researched by the board clerk and the date of the next meeting is mentioned at the end of the open session as well as at the end of closed session.
 - He also said that any open criticism of the board should be in open session. Ordoñez agreed and said this has been the case in the past and will continue in the future.
 - Another point he brought up was regarding discussion of potential board candidates saying this must be held in open session. However, board clerk will email him a copy of a section of the Brown Act stating if there are no appointments made or no action taken regarding this, it may be discussed in closed session and does not need to be noticed in open session.
 - Thompson also asked about letters sent to the board. Ordoñez said these are presented to the board when received and are archived.
- C. Board Member Comments
 - Acting president David Ordoñez commented on the great job Kristen Rees is doing on her quality reporting to the board. He said it is refreshing and very important for the board to see where we are concerning the training and accomplishments from staff.
 - David also stated working with this board and the current staff is very refreshing. He said, "We have come a long way. I have been on the board for six years and it has gone everywhere from the tail end of the bad old days to now. And what I see now in staff morale, staff performance and the ability of the board to take items and work effectively together is miles from where we were six years ago. Now, we had a good board six years ago, don't get me wrong. But, we had the burden of this baggage and we are finally free. My compliments to my fellow board members and staff."
- D. Announcements - none
- E. Consent Agenda

1. Approval of Previous Meeting Minutes and Consent Agenda

- a. Special Governing Board Meeting Tuesday, April 23, 2019
- b. Governing Board Meeting Thursday, April 25, 2019

Motion: Alison Rivas moved to approve the Consent Agenda and the Previous Minutes as submitted.

Second: Katie McGuire

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

Noes: None

Absent: Corinne Stromstad

Motion carried.

F. Family Resource Center – (August, November, February, May) - Amy Terrones

1. Written report included in packet

- David Ordoñez inquired about where the Family Resource Center obtains their funding.
- CFO Paul Eves responded by saying they received numerous grants from the federal, state and county governments. He also said SHCHD provides a small amount each year to help supplement costs for the two part-time employees.
- Amy Terrones reported they have received a grant for another AmeriCorps person this year, which is always a big help.
- Eves commented that FRC staff is very dedicated to the youth in our area and provide an invaluable service to the families here.
- CEO Matt Rees also commented about Amy recently receiving an award from the Child Abuse Prevention Coordinating Council of Humboldt County for her work in preventing child abuse. She was nominated by staff at SoHum Health.

G. Correspondence, Suggestions or Written Comments to the Board

1. Thank you card to Drs. Merges and Rogers

- Board Clerk Susan Gardner read a thank you card from an ER patient stating how helpful Dr. Merges and Dr. Rogers were.

H. Foundation Report – CEO Matt Rees

- CEO Matt Rees said the planning for the capital campaign is moving forward with first employee meetings scheduled for June 4 at 9:30 and 1:30.
- The preliminary estimate for the hospital is \$34 million and the clinic \$3 million.
- There is no chance for a stand-alone ER, which had been one of the possibilities.
- The existing building will be used to expand the Skilled Nursing and for our new program Senior Life Solutions.
- Board member Jessica Willis asked about the current CR classrooms.
- Rees said CR and others can request the use of classroom space if it is available.
- The Humboldt Alcohol Recovery Treatment (HART) program will be moved into the location of the current Foundation office.
- The Redwood Playhouse will remain as it is to be used by the community for events.

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

1. April 2019 – Paul Eves

- Paul went over the April financials.
- We had one of the best revenue months the district has ever had.
- Because of the Affordable Care Act (Obama Care) our expansion patient numbers have increased. This meant the IGT we recently received was much larger than expected totaling over \$5 million, when we were expecting just over \$3 million.
- He also noted compared to other facilities, we have the lowest costs for CTs.
- Board member Jessica Willis suggested we do not raise our rates at this time.

- Board member Alison Rivas asked how we came up with the pricing?
- Paul explained we have certain formulas we use according to the Medicare cost sheet.

2. PFS/HRG reports – March 2019 – Jennifer Melvoen

- Matt Rees went over the reports.

Motion: Jessica Willis moved to approve the Financials including corrections made to the March financials from last month.

Second: Alison Rivas

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

Noes: None

Absent: Corinne Stromstad

Motion carried.

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

- Judy went over her written report with the board stating things are improving every day with new hires, more training and improved morale.

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

- Kristen asked the board if they had any questions regarding the Quality report, which had been emailed to the board.
- Board member Katie McGuire asked if a POLST is the same as an Advanced Directive.
- CNO Judy Gallagher explained it is a shorter, more specific form given to each patient. The attending physician goes over it with the patient. When discharged, the patient can take the form with them to keep.
- David Ordoñez asked Kristen what EDTC stood for in the graphs in the report. She explained it was Emergency Department Transfer Communications.

K. Administrator's Report – Matt Rees, CEO

- Matt explained we have another large IGT due soon, of which the state will be withholding 20% as a processing fee. This is a fairly large amount we will not receive. Matt will be discussing it with legislators and other hospital representatives with the hopes of reversing this policy.
- He reiterated the fact we had a great month financially in April and hopes this trend will continue.
- The Skilled Nursing rate increased over \$100 per day, retroactive back to August, which increased our revenue by quite a bit.
- He also wanted to thank everyone who went on the raft trips this month and plans to have more coming soon. Participants noticed there were various pitfalls where solutions were determined as they floated down the river, as it is in the work environment. These trips were great team-building experiences for everyone and helped to share the Strategic Plan with everyone, not only department managers.
- COO Kent Scown and his staff have been working very hard on the new property, preparing for the start of Senior Life Solutions and improving security and the outside landscaping.
- David Ordoñez said he feels very comfortable saying the district is very healthy.
- Matt responded by saying we have very little debt and hope to pay some of those off by the end of June including the loans taken out for the IGT. The law states we can borrow money to pay the IGTs, but we can't use the funds received from the IGTs to pay off the loans.
- Paul stated we are doing quite well.

1. Department Updates

- a. Strategic Plan Update - Community Health and Care Coordination – Judy Gallagher
- We will be advertising our current and new services on Lost Coast Outpost as well as other locations.
 - Judy is suggesting we change our clinic appointments from 30 minutes to 20 minutes to allow more patient to be seen.
 - We will have a table at the Garberville Rodeo on Saturday, June 15 and will also be at certain Garberville Farmers' Markets.

L. Old Business – none

M. New Business

1. Approval of **Resolution 19:07** Policy and Procedures – Packet "A,"

Motion: Katie McGuire made a motion to approve **Resolution 19:07** Policy and Procedures.

Second: Jessica Willis

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

Noes: None

Absent: Corinne Stromstad

Motion carried by roll call.

2. Approval of ultrasound purchase of up to \$50,000.
(Printed information presented to the board)

- The purchase of a portable ultrasound machine will increase our providers' diagnostic abilities along with the use of our new CT.
- It will also provide the community with a local service instead of having to travel north or south.
- We are looking at a per diem technician who can possibly perform this service on a regularly scheduled basis.

Motion: Jessica Willis made a motion to approve the purchase of a portable ultrasound machine of up to \$50,000.

Second: Katie McGuire

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

Noes: None

Absent: Corinne Stromstad

N. Next Meeting Thursday, June 27, 2019

1. QAPI Meeting Tuesday, June 11, 2019 at 10:00 a.m.
 - David Ordoñez agreed to attend.
2. Med Staff Meeting Wednesday, June 12, 2019, at 1:00 p.m.
 - Alison Rivas agreed to attend.

O. Meeting Evaluation – no comment

P. Parking Lot Items

1. Training needs for board members
 - Kristen asked the board if they would be interested in participating in quality training.
 - The board agreed and asked it be postponed until September after summer vacations and when school starts.
 - Kristen will be contacting the board with more information.

Q. Adjourn to Closed Session at 3:34 p.m.

R. Closed Session

1. Approval of Previous Closed Session Minutes

a. Closed Session Governing Board Meeting April 25, 2019

2. Quality/Risk Management Report [H&S Code § 32155] – Judy Gallagher, CNO – see enclosed written report

3. Medical Staff Appointments/Reappointments [Gov. Code § 54957] - none

4. Confidential Correspondence to the Board – none

5. Next Meeting June 27, 2019

S. Adjourned Closed Session at 4:05 p.m.

T. Resumed Open Session at 4:06 p.m.

U. No reportable actions taken

V. Adjourned at 4:07 p.m.