

Governing Board

Date: Thursday, August 22, 2019
Time: 1:30 p.m.
Location: Sprowel Creek Campus, Garberville

Minutes

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

Also Present: Kristen Rees, Amy Terrones, Matt Rees, Paul Eves, Kelley Metcalf, Hunter Lehnert, Jennifer Melvoen, Keith Easthouse, and Susan Gardner

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:37 p.m.
- B. Public Comment - none
- C. Board Member Comments - none
- D. Announcements - none
- E. Consent Agenda

1. Approval of Previous Meeting Minutes and Consent Agenda

- a. Special Governing Board Meeting Thursday, July 25, 2019
- b. Governing Board Meeting Thursday, July 25, 2019

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

Second: Katie McGuire

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

Noes: None

Motion carried.

- F. Family Resource Center – (**August**, November, February, May) - Amy Terrones
 - Amy Terrones went over her submitted report.
 - She wanted to thank those businesses who have donated to the FRC.
 - The FRC has been accepted for a census grant, for around \$7,200. This funding will allow for five community events to include families and seniors.
 - She thanked the Garberville Rotary Club for their \$4,000 donated towards the backpack food program.
 - CalFresh also donated \$10,000 of which two-thirds will go towards the purchase of food for the backpack program.
 - Amy said the numbers of children qualifying for this program continues to grow each school year.

G. Foundation Report – CEO Matt Rees

- CEO Matt Rees said the capital campaign has over \$123,000 in current pledges from staff and the board with over \$1.2 million promised by members of the public.

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

1. July 2019 – Paul Eves

- There was no Finance Committee meeting in August.
- Paul went over the July financials.

Motion: David Ordoñez moved to approve the Financials for July 2019.

Second: Jessica Willis

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

Noes: None

Motion carried.

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

- Jennifer Melvoen went over the reports.
- HRG denials have been inconsistent due to incorrect coding. Corrections are being made, which will reduce the denials.

3. Annual operating and capital budgets – Paul Eves and Matt Rees

- Paul and Matt went over the budgets with the board explaining the various costs such as new air-conditioning in the lab at the current facility.
- An improved HVAC will also be installed at the Sprowel Creek Campus, along with landscaping, roof and wall repairs and a boiler removal.
- Three items on the budget have already been approved including the portable x-ray machine, the new x-ray table and room remodel, the new ultrasound unit and the Pyxis drug system.

Motion: Katie McGuire moved to approve the operating and capital budgets for fiscal year 2019-2020.

Second: David Ordoñez

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

Noes: None

Motion carried.

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

- Quality Data Coordinator Kristen Rees went over the written reports in Judy's absence.
- Kristen also reported the PRIME report is due on September 30, 2019.
 1. Quality/Risk Management Report/ Medication Error Reduction Plan Committee [H&S Code § 32155] – Judy Gallagher, CNO – see enclosed written report
 2. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155] – Kristen Rees, Data Coordinator – (Oct., Jan., April, July)

J. Administrator's Report – Matt Rees, CEO

- The state surveyors were here all week for the Skilled Nursing Department's annual review.
- At the exit interview on Thursday, right before the board meeting, only two minor deficiencies were found, which was an outstanding outcome.
- Matt also said he had talked to Second District Supervisor Estelle Fennell

regarding the tax refunds to those with timber parcels. She assured us the county would be issuing those refunds and not us.

- CFO Paul Eves will be checking the status of this.
- Estelle is also helping us obtain the occupancy certificate for the Sprowel Creek property in order to begin the Senior Life Solutions program.
- Matt will be attending the Healthcare CEO monthly meetings, with the first one on Monday, August 26 in Eureka.
- He attended the DHLF meeting in Sacramento earlier in the month.
- The PRIME Project will be ending with a different Quality Improvement Program being instituted in its place.

1. Human Resources Quarterly Report – (April, July, October) - Hunter Lehnert

- This written report was postponed from July.
- There were four new hires and two separations from employment.
- Various departments listed the staff trainings which took place.

K. Old Business – none

L. New Business

1. Approval of **Resolution 19:12** Policy and Procedures – Packet “B” – Packet “A” was held back by Med Staff for changes and revisions.

Motion: Katie McGuire made a motion to approve **Resolution 19:12** Policy and Procedures.

Second: Jessica Willis

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

Noes: None

Motion carried by roll call.

2. Obtaining loan up to \$2 million for upcoming IGT

Motion: David Ordoñez made a motion to approve borrowing up to \$2 million to pay for upcoming IGTs.

Second: Katie McGuire

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

Noes: None

3. Annual enrollment for CalPERS – Hunter Lehnert, HR

- Hunter went over the changes in our insurance.
- In order to help with employee retention and to bring us more in line with other medical facilities, it was suggested the District pay 90% and the employee 10%.

Motion: David Ordoñez made a motion to approve the new insurance rates and benefits as suggested by the administration.

Second: Katie McGuire

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

Noes: None

4. Board succession planning

- Members of the public encouraged to join finance, quality, and the new facility committees.
- Board president Corinne Stromstad said it is important to get the word out and encourage the community to participate by volunteering for a committee and then possibly run for the board.

- Matt said he would talk to COO Kent Scown about methods to let the public know we are looking for more participation.
- Katie McGuire suggested we add a tagline on to our underwriting message on KMUD.
- It was also suggested we let Kym Kemp know and get something into the Independent either in the ad or as a public service announcement.
- Quality Data Coordinator Kristen Rees suggested we might want to appoint quality members due to the fact this is a very complicated and specific committee. She said she would research how other facilities handle this kind of recruitment.
- David Ordoñez asked her to proceed with the research.
- He also suggested asking local contractor Dennis Bourassa to join the facility's committee and said he would reach out to him.
- Alison Rivas said we need to encourage the public to attend the board meetings to become more familiar with these processes.

M. Meeting Evaluation

- Members of the board expressed how much they prefer to hold the board meetings at the Sprowel Creek Campus.

N. Next Meeting Thursday, September 26, 2019 at the Sprowel Creek Campus

1. QAPI Meeting Tuesday, September 10, 2019 at 10:00 a.m.
 - David Ordoñez agreed to attend.
2. Med Staff Meeting Wednesday, September 11, 2019, at 1:00 p.m.
 - Katie McGuire agreed to attend.

O. Adjourn to Closed Session at 3:38 p.m.

P. Closed Session

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting Thursday, July 25, 2019
2. Medical Staff Appointments/Reappointments [Gov. Code § 54957]
Approval of **Resolution 19:13**
 - a. Truong Van Thinh, MD – Provisional Associate – Emergency Room/Inpatient Medicine – 08/22/19 – 08/21/21
3. Next Meeting September 26, 2019 at the Sprowel Creek Campus.

Q. Adjourned Closed Session at 3:47 p.m.

R. Resumed Open Session at 3:49 p.m.

Reportable actions included:

Motion: Jessica Willis moved to approve **Resolution 19:13**, the appointment of Truong Van Thinh, MD

Second: Alison Rivas

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

Noes: None

Motion carried by roll call.

S. Adjourned at 3:50 p.m.