

Governing Board

Date: Thursday, September 26, 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, Matt Rees, Paul Eves, Judy Gallagher, Chelsea Brown, and Susan Gardner

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:30 p.m.
- B. Public Comment - none
- C. Board Member Comments - none
- D. Announcements
 - CEO Matt Rees thanked everyone for help putting the Sprowel Creek Campus celebration together.
 - Board member David Ordoñez said he talked to CR President Keith Flamer who was pleased with the acquisition.
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, August 22, 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, Alison Rivas and Katie McGuire
Noes: None
Motion carried.
- F. Family Resource Center – (August, November, February, May) - Amy Terrones
- G. Foundation Report – Outreach Coordinator Chelsea Brown
 - Outreach Coordinator Chelsea Brown reported how well the celebration went with a great turnout.
 - She is now turning her efforts in to working on the employee capital campaign.
- H. Finance Report – Corinne Stromstad, Katie McGuire, Paul Eves, and Matt Rees
 1. August 2019 – Paul Eves

- Paul went over the August financials.
- We've made \$549,000 in revenue from the CT since we began in December 2018 through June of this year.

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

Second: Katie McGuire

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

Noes: None

Motion carried.

2. PFS/HRG reports – August 2019 – Jennifer Melvoen - absent
 - Board member David Ordoñez questioned the \$95,000 in write-offs for the month.
 - Paul explained there was a \$20,000 Medi-Cal denial, which has now been resubmitted for payment. He agreed that HRG needs to follow up with these claims. Medi-Cal said they never received the updated information and therefore refused to pay on the claim. HRG was told to talk to a supervisor at Medi-Cal when something like this happens.

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

- Judy Gallagher reported we are continuing to hire travelers while we are actively recruiting.
 - One RN was interviewed and one LVN is working part-time while she attends nursing school.
 - Training on the new ultrasound machine is proceeding.
 - The reimplementation of Healthland is ongoing.
 - The lab is doing very well with their new equipment.
 - Mammos are going well and Radiology Manager Lora Simone is continuing to work on the policies and procedures for the low-dose lung scans.
 - Pyxis installation is moving along and the bedside scanning is being implemented with dedicated training for staff.
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 – (October, January, April, July)

J. Administrator's Report – Matt Rees, CEO

- CEO Matt Rees expressed what an amazing job our support services departments are doing.
- Dr. Seth was a hit at the Garberville Rotary Club meeting.
- Matt and Dr. Seth did a KMUD radio program.
- They both went to the Shelter Cove Resort Improvement District board meeting where they announced our providers will be doing home visits starting on Thursday, October 24. We can currently see PHP patients and Matt is working on Medicare, and with the commercial insurance companies.
- More windows are being replaced in the acute part of the hospital.
- Employees have shown their appreciation for the reduction in their cost for the healthcare insurance.

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

K. Old Business – none

L. New Business

1. Approval of **Resolution 19:14**

- Policies and Procedures Packet "A"

Motion: Katie McGuire made a motion to approve **Resolution 19:14** Policy and Procedures.

Second: David Ordoñez

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

Noes: None

Motion carried by roll call.

2. Board succession planning

- Kristen Rees presented the Person and Family Engagement Committee (PFAC)
- The first thing that needs to be done is the formation of an advisory council to be represented at other meetings and committees.
- We will need to agree on a charter and what the council will focus on.
- Employee representation is very important as are suggestions from providers recommending patients and inviting them to join the council.
- Goals should include finding future board members and to improve the patient experience.
- David Ordoñez proposed an ad hoc committee of Alison Rivas, Kristen Rees, and Jessica Willis.
- Chelsea Brown said the Foundation might also be able to offer suggestions.
- Kristen said we should not promise things we can't deliver and don't ask patients for suggestions if you aren't going to listen to them. Boundaries and limitations need to be set.

3. Planning for SoHum Health Quality Week October 20-26, 2019.

- Kristen will send me more information to present at the board meeting on Thursday, October 24.

4. Provide 8 hours of PTO to every full-time employee and 4 hours to every part-time employee if we have 100% participation in the capital campaign.

- The board raised questions about anonymity and not forcing staff to donate.
- They want to provide some kind of reward, but not the 8 hours of PTO due to the high cost to the District.
- Corinne said we should show staff we have a dedicated fund at the Foundation for building of the new facility and the money raised will go towards that and not anything else. She agreed we should recognize those who donate in some way.
- Matt said next month he will report how many have pledged and go from there.

5. Approval of **Resolution 19:15**

Permanent board meeting location changed to 286 Sprowel Creek, Garberville, CA 95542

Motion: Jessica Willis made a motion to approve **Resolution 19:15** to permanently move the Governing Board Meetings to the meeting room at the Sprowel Creek Campus.

Second: David Ordoñez

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

Noes: None

Motion carried by roll call.

M. Meeting Evaluation - none

N. Next Meeting Thursday, October 24, 2019 at the Sprowel Creek Campus

1. QAPI Meeting Tuesday, October 8, 2019 at 10:00 a.m.
 - Corinne Stromstad agreed to attend.
2. Med Staff Meeting Wednesday, October 9, 2019, at 1:00 p.m.
 - Alison Rivas agreed to attend.

O. Adjourn to Closed Session at 3:30 p.m.

P. Closed Session

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting Thursday, August 22, 2019
2. Medical Staff Appointments/Reappointments [Gov. Code § 54957]
Approval of **Resolution 19:16**
 - a. Christian Joseph Ingui, MD – Provisional Associate – Diagnostic Teleradiology – 09/26/19 – 09/25/21
3. Next Meeting Thursday, October 24, 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: David Ordoñez moved to approve **Resolution 19:16**, the appointment of Christian Joseph Ingui, MD
Second: Katie McGuire
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.