

Governing Board

Date: Thursday, October 24, 2019
Time: 1:30 p.m.
Location: Sprowel Creek Campus, Garberville

Minutes

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

Also Present: Kristen Rees, Paul Eves, Judith Whitlow, Corinne Stromstad, Chelsea Brown, Carolyn Hino-Bourassa, Doug Heaton, Matt Rees, Judy Gallagher, Keith Easthouse, and Susan Gardner

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:35 p.m.
- B. Public Comment
 - Judith Whitlow and Doug Heaton from the senior apartments reported the noise at night in the CT parking lot is much better. Security is keeping a better eye on things outside.
 - The smoking has reduced, also, which is good.
 - Both Whitlow and Heaton expressed their dismay at how loud the generator is when the power goes out. CEO Matt Rees explained there is nothing we can do about that until OSHPD approves the new project, which will include a new generator and soundproofing. This will take a least a year, if not more.
1. Presentation by Bob Froelich regarding town square restrooms – (Moved to beginning of meeting under public comments)
 - Bob Froelich and Suzelle, representing the Garberville-Redway Public Restroom Working Group asked SHCHD to help with the maintenance of the restroom located in the Town Square in Garberville.
 - Froelich and Suzelle provided a handout showing the costs to maintain the restroom for one year, while they work on raising money through the Humboldt Area Foundation to cover future years.
 - The group is asking for \$9,000 to cover the year's supplies and maintenance.
 - The board decided to table their decision until the December 5, 2019 meeting.
- C. Board Member Comments
 - Board President Corinne Stromstad asked if we could get a coffee pot over at the Sprowel Creek Campus.
- D. Announcements
 - The next board meeting will take place on Thursday, December 5, 2019. There will not be a meeting in November to allow the board members the chance to provide a holiday luncheon for staff.
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, September 26, 2019
 - b. Special Governing Board Meeting Friday, September 27, 2019

Motion: David Ordoñez moved to approve the Consent Agenda and the Previous Minutes as submitted.

Second: Jessica Willis

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

Noes: None

Absent: Katie McGuire

Motion carried.

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

G. Foundation Report – Outreach Coordinator Chelsea Brown

- Outreach Coordinator Chelsea Brown reported we have launched our employee giving campaign.
- The Foundation has \$17,000 in donations for the new facility in the account at the Humboldt Area Foundation (HAF). It was suggested once a certain limit it reached funds should be transferred from our local bank account in to the HAF account.
- The Foundation's website will be launching soon.
- Chelsea's maternity leave starts in two weeks.
- Hour-club members will be recognized somehow at the new facility site.
- Carolyn Hino-Bourassa requested changes be made to the Foundation Bylaws. She would like to extend the number of board members from 9 to 12.
- She also doesn't want to have the governing board make the decision to accept or deny Foundation board member candidates. She said other health foundations do not have the governing board approve members.
- Board member Jessica Willis wanted to know why board members don't step down if they can't attend the meetings. Carolyn explained that even if they can't be there for all the board meetings, they still have good financial contacts helpful to raising funds for the new facility.
- The board suggested the Foundation go over their bylaws and submit the changes to the governing board at the December 5, meeting.

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

1. September 2019 – Paul Eves

- Paul went over the September financials.

Motion: Jessica Willis moved to approve the Financials for September 2019.

Second: Alison Rivas

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

Noes: None

Absent: Katie McGuire

Motion carried.

2. PFS/HRG reports – September 2019 – Jennifer Melvoen - absent

- CEO Matt Rees went over the PFS and HRG reports.

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

- We hired two new travelers to cover the extra acute bed we are now opening up.
- Recruitment continues for permanent RNs and LVNs.
- Nursing Skills Day is scheduled for Monday, October 28 and Thursday, October 31.
 1. Quality/Risk Management Report/ Medication Error Reduction Plan Committee [H&S Code § 32155] – Judy Gallagher, CNO – (Moved from Closed Session) see enclosed written report
 2. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155] – Kristen Rees, Data Coordinator – **(October, January, April, July)** Kristen presented a written report for the board to read.

J. Administrator's Report – Matt Rees, CEO

- CEO Matt Rees remarked how we went through the power outages pretty well.
- We need a 220 generator to run the lab equipment and staff is looking for a more permanent solution for backups, considering PG&E has announced these power outages will be continuing for quite a while.
- We are working on advertising and Matt has contacted the Shelter Cove Pioneers to let people know about our services, both here in Garberville and out at the Cove.
- Matt is working with Redwoods Rural Health Center on a mobile clinic out at the Cove.
- He has also contacted Medicare regarding billing for home visits.

1. Human Resources Quarterly Report – **(April, July, October)** - Hunter Lehnert
Hunter was not at the meeting but presented a written report.

K. Old Business – none

L. New Business

1. Presentation by Bob Froelich regarding town square restrooms – (Moved to beginning of meeting under public comments)
2. Approval of **Resolution 19:18** - Policy and Procedures Packets "A" and "B"

Motion: Jessica Willis made a motion to approve **Resolution 19:18** Policy and Procedures.

Second: David Ordoñez

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

Noes: None

Absent: Katie McGuire

Motion carried by roll call.

3. Approval of **Resolution 19:19** Revision of Governing Board Bylaws

Motion: David Ordoñez made a motion to approve **Resolution 19:19** Revision of the Governing Board Bylaws as amended.

Second: Jessica Willis

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

Noes: None

Absent: Katie McGuire

Motion carried by roll call.

4. Patient and Family Advisory Committee Report – Quality Data Coordinator Kristen Rees
 - The meetings are going very well.
 - Kristen will be sending out a draft application to the members soon.

M. Meeting Evaluation

N. Next Meeting Thursday, December 5, 2019- (No meeting in November due to employee luncheon)

1. QAPI Meeting Tuesday, November 12, 2019 at 10:00 a.m. - David Ordoñez will attend
2. Med Staff Meeting Wednesday, November 20, 2019, at 1:00 p.m. - Corinne Stromstad will attend
3. Employee luncheon Thursday, November 21, 2019
 - David Ordoñez asked for a head count by Monday, November 4.

O. Adjourn to Closed Session at 3:40 p.m.

P. Closed Session

1. Approval of Previous Closed Session Minutes

a. Closed Session Governing Board Meeting Thursday, September 26, 2019

Motion: David Ordoñez moved to approve the previous minutes as submitted.

Second: Alison Rivas

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

Noes: None

Absent: Katie McGuire

Motion carried by roll call.

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

Approval of **Resolution 19:20**

- Aaron H. Jun, MD – Provisional Associate – Diagnostic Teleradiology – 10/24/19 – 10/23/21
- Vinod Nigam, MD – Associate – Diagnostic Teleradiology – 12/01/19 – 11/30/2021

Motion: Alison Rivas moved to approve **Resolution 19:20**, the appointments of teleradiologists Aaron H. Jun, MD, and Vinod Nigam, MD.

Second: David Ordoñez

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

Noes: None

Absent: Katie McGuire

Motion carried by roll call.

3. Next Meeting December 5, 2019 at the Sprowel Creek Campus.
(No meeting in November)

Q. Adjourned Closed Session at 3:48 p.m.

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

- The only actions taken were the approvals of **Resolution 19:20**; the appointments of Aaron H. Jun, MD, Diagnostic Teleradiologist and Vinod Nigam, MD, Diagnostic Teleradiologist.

S. Adjourned Open Session at 3:50 p.m.

Submitted by Susan Gardner