

Governing Board

Date: Thursday, December 5, 2019
Time: 1:30 p.m.
Location: Sprowel Creek Campus, Garberville
Facilitator: Board President Corinne Stromstad

Minutes

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

Also Present: Kristen Rees, Matt Rees, Amy Terrones, Keith Easthouse, and Susan Gardner

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:33 p.m.
- B. Public Comment - none
- C. Board Member Comments
 - Board President Corinne Stromstad thanked the SoHum Health staff for the nice thank you card regarding the holiday luncheon prepared and served by the board.
- D. Announcements - none
- E. Consent Agenda

- 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, October 24, 2019
(No meeting in November due to holiday luncheon)

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, Katie McGuire, and Alison Rivas

Noes: None

Motion carried.

- F. Family Resource Center – (August, November, February, May) - Amy Terrones
 - Amy presented a written report and discussed the ongoing and new events at the FRC.
 - They are currently handing out 43 food backpacks each week to students. The FRC adds various items to the backpacks to make them more nutritious and interesting.
 - The holiday kickoff is going well with approximately 140 families who will receive food baskets.
 - She thanked the local markets for donating food for this worthy cause.
 - FRC has asked for an 8% increase in funding through Humboldt County in order to hire another staff member. Currently there is one fulltime and one part-time employee and the workload is growing.

G. Correspondence, Suggestions or Written Comments to the Board

1. Letter from Peter Ryce
2. Letter from Roy and Debra McKenna
 - The board acknowledged the receipt of the two letters.

H. Foundation Report – CEO Matt Rees

- Matt announced Chelsea had a baby girl and everyone is doing well.
- We now have 70% of our employees contributing to the new facility fund.
- The Foundation continues to work on private donations.

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

1. October 2019 – Paul Eves (absent)

- CEO Matt Rees went over the October financials.
(November and December will be provided at the January 30 meeting)
- Matt let the board know we had to pay CMS \$400,000, but we received \$900,000 from PRIME, with more IGTs coming up soon.

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

Second: Katie McGuire

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

Noes: None

Motion carried.

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

- CEO Matt Rees went over the PFS and HRG reports.
- Revenue and collections are steadily going up.
- Board member David Ordoñez asked for a yearly denial percentage to compare.

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

1. Annual Periodic Evaluation and Quality Assurance Review FY 2019 - Judy Gallagher (See separate printout)
2. Quality Risk/MERP Report – Judy Gallagher – absent – (See separate printout)
3. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155] – Kristen Rees, Data Coordinator – (Oct., Jan., April, July)

K. Administrator's Report – Matt Rees, CEO

- CEO Matt Rees announced we are revamping the annual employee survey.
- The suggestion was made to send staff 1-3 questions each month instead of the full survey at the end of each year.
- Board member David Ordoñez suggested we ask staff if they prefer it all at once or monthly.
- Board member Katie McGuire said she was in favor of the monthly survey.
- It was also suggested we might do it quarterly to break it up a bit throughout the year.
- Matt stated he would have Hunter send something out asking staff their preference.
- The admin team suggested rather than giving small percentage 1%-1.5% in raises, we give all fulltime employees, who have positive evaluations, a one-time payment of \$500.
- The Facilities Committee met on December 4. Matt and Kent are working with Caltrans to obtain the property behind the current SCC. The state wants \$10,000 to start the investigative process.
- Plans for replacing the generator are being revised to include the CT.
- The joint board meeting is scheduled for January 16 and David Ordoñez suggested we include FRC. There was some discussion about who should attend

this meeting. It was decided it should only be boards at this time and include different individuals and organizations at a later date.

- Matt said our average income has been \$1 million each month, with \$2.7 million in capital assets.

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

L. Old Business

1. Revision to Foundation bylaws allowing increase in board members up to 12
 - Board President Corinne Stromstad questioned how they would get a majority to attend, when they have problems now with a smaller board.
 - Stromstad said she would like to see more discussion regarding appointments and removal of board members.

Motion: Jessica Willis moved to approve the increase of the Foundation board to a maximum of 12 members

Second: Alison Rivas

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

Noes: None

Motion carried.

M. New Business

1. Approval of **Resolution 19:21** - Policy and Procedures Packet "A"

Motion: Katie McGuire made a motion to approve **Resolution 19:21** Policy and Procedures.

Second: Jessica Willis

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

Noes: None

Motion carried by roll call.

2. Patient and Family Advisory Council Charter – Quality Data Coordinator Kristen Rees
 - David Ordoñez said this could be a great way to garner new board members.
 - When asked how members might be recruited to the PFAC, Kristen said we will be asking our providers to make suggestions and letters will be sent out.
 - All changes and suggestions will be brought back to the board.

Motion: David Ordoñez made a motion to approve the Patient and Family Advisory Council charter as submitted.

Second: Katie McGuire

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

Noes: None

Motion carried by roll call.

3. Institution of a Smoke Free Campus – CEO Matt Rees
 - The question of making both campuses smoke free was suggested.
 - We currently have two Skilled Nursing residents who smoke. Each time they want a cigarette a nurse has to go to a locked cabinet and retrieve the cigarettes and lighters. The resident then has to go outside to smoke and return the items when they come back inside.
 - Employees would have to leave the campus property to smoke during their breaks, or lunch and dinner periods.

- Discussion will continue at the next meeting on Thursday, January 30, 2020.

N. Meeting Evaluation

O. Next Meeting Thursday, January 30, 2020

1. QAPI Meeting Tuesday, December 10, 2019 at 10:00 a.m. – Katie McGuire will attend
2. Med Staff Meeting Wednesday, December 11, 2019, at 1:00 p.m. – Jessica Willis will attend

P. Adjourn to Closed Session at 3:25 p.m.

Q. Closed Session adjourned at 3:40 p.m.

1. Approval of Previous Closed Session Minutes
Closed Session Governing Board Meeting Thursday, October 24, 2019
2. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of **Resolution 19:22**

- a. Philip R. Scheel, MD – Active – Emergency Room/Inpatient/Ambulatory – 01/01/19 – 12/31/21 (To replace Dr. Cirillo)
- b. Supriya Gupta, MD – Provisional Associate – Diagnostic Teleradiology – 12/05/19 – 12/04/21
- c. David N. Irvine, MD – Associate – Emergency Room/Inpatient/Ambulatory – 01/01/19 – 12/31/21
- d. Michael A. Newdow, MD – Active – Emergency Room/Inpatient/Ambulatory – 01/01/19 – 12/31/21

3. Next Meeting January 30, 2020 at the Sprowel Creek Campus.

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

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

- The only action taken was approval of **Resolution 19:22** with the substitution of Dr. Scheel for Dr. Cirillo and the reappointments of Philip Scheel, MD; Supriya Gupta, MD; David Irvine, MD; and Michael Newdow, MD.

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

Submitted by Susan Gardner