Southern Humboldt Community Healthcare District

Governing Board

Date: Thursday, January 30, 2020
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, Paul Eves, Matt Rees, and Keith Easthouse

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
   • The joint board meeting committee will meet again on Monday, February 10 at 3:30 p.m. at the Healy Senior Center.

D. Announcements - none

E. Consent Agenda

   1. Approval of Previous Meeting Minutes and Consent Agenda
      a. Facilities Committee Wednesday, December 4, 2019
      b. Governing Board Meeting Thursday, December 5, 2019
      c. Facilities Committee Wednesday, January 13, 2020
         (See separate printout)
      d. Special Joint Board Meeting Thursday, January 16, 2020

      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. Correspondence, Suggestions or Written Comments to the Board

   1. Letter from Debra Lake requesting board’s support to remain our special district member on the Humboldt County LAFCo Board of Directors.
      • The board acknowledged the receipt of the letter.
      • CEO Matt Rees said we probably can’t support her as a body, but anyone can do so as an individual.
G. Finance Report – Corinne Stromstad, Katie McGuire, Paul Eves, and Matt Rees

1. November and December 2019 Finances – Paul Eves, CFO
   - Paul Eves went over what is currently part of our long-term debt.
   - A discussion was held regarding the upcoming IGTs and our swing bed rate adjustment.

   **Motion:** Katie McGuire moved to approve the Financials for November and December of 2019.
   Second: Alison Rivas
   Ayes: David Ordoñez, Jessica Willis, Corinne Stromstad, Katie McGuire, and Alison Rivas.
   Noes: None
   **Motion carried.**

2. PFS/HRG reports – November and December 2019 – Jennifer Melvoen - absent
   - Paul Eves went over the PFS and HRG reports.

H. Chief Nursing Officer’s Report – CNO Judy Gallagher

1. Quality Risk Report – Judy Gallagher, CNO

2. Medication Error Reduction Plan – Judy Gallagher, CNO
   - Judy went over her CNO Report, the Quality Risk Report and the MERP Report

3. Southern Humboldt Community Clinic Annual Evaluation Report – July 1, 2018 to June 30, 2019 – Paul Keltner, Clinic Nurse Manager
   - A discussion was held regarding the clinic report.

   - Kristen went through her report and the PFAC recommendations from medical staff will be brought to the board next month on Thursday, February 27, 2020.

I. Administrator’s Report – Matt Rees, CEO

1. Acting Administrator during vacation Feb. 12-23, 2020
   - COO Kent Scown will be the acting administrator. Should he not be available the following list will apply:
     CNO Judy Gallagher
     CFO Paul Eves
     HR Director Hunter Lehnert

2. Human Resources Quarterly Report – (April, July, October) - Hunter Lehnert
   Hunter was not at the meeting but presented a written report.
   - Hunter presented her report with a correction of 22.5 in turnovers
   - The board asked that the results from the employee satisfaction survey be shared each month. So far, 41 employees have responded regarding the way the survey is presented with 56% wanting 1-2 questions per month
   - E-consult training has been done with clinic staff.
   - Lab Director Dr. Bavuso is retiring and we need to expedite the hiring of a new director as soon as possible.
   - IPCT licensing in being done.
   - A discussion was held regarding the future hiring of a community healthcare worker through the Family Resource Center.
J. Old Business - none

K. New Business

1. Authorization for up to $100,000 to move forward with conceptual drawings for new facility as recommended by the Facilities Committee.
   
   **Motion**: Katie McGuire made a motion to recommend we ask the Foundation for funds going forward with this project.
   
   Second: Alison Rivas
   
   Ayes: David Ordoñez, Jessica Willis, Corinne Stromstad, Katie McGuire and Alison Rivas.
   
   Noes: None
   
   **Motion carried by roll call.**

2. Authorization to obtain $2.2 million loan for seismic upgrades to existing facility and $45 million for new facility construction as recommended by the Facilities Committee.

   **Motion**: David Ordoñez made a motion to obtain a loan for seismic upgrades for the Cedar Street facility and later for the new facility construction.
   
   Second: Jessica Willis
   
   Ayes: David Ordoñez, Jessica Willis, Corinne Stromstad, Katie McGuire and Alison Rivas.
   
   Noes: None
   
   **Motion carried by roll call.**

3. Salary budget increase to hire in-house acute pharmacist, community healthcare worker, and case worker/RN
   
   - It was suggested that maybe care transitions from St. Joe’s could be a model for community healthcare worker.
   
   **Motion**: Katie McGuire made a motion to approve a salary budget increase to hire an in-house acute pharmacist, community healthcare worker, and case worker/RN.
   
   Second: Jessica Willis
   
   Ayes: David Ordoñez, Jessica Willis, Corinne Stromstad, Katie McGuire and Alison Rivas.
   
   Noes: None
   
   **Motion carried by roll call.**

4. Discussion of CEO evaluation process.
   
   - A special meeting will be held on Thursday, March 5 from 3:00 p.m. to 5:00 p.m. at the Sprowel Creek Campus.

5. Approval of **Resolution 20:01**
   
   - Policies and Procedures Packet "A" December 11, 2019
   
   - Policies and Procedures Packet "A" January 15, 2020
   
   **Motion**: Jessica Willis made a motion to approve **Resolution 20:01** Policy and Procedures.
   
   Second: Katie McGuire
   
   Ayes: David Ordoñez, Jessica Willis, Corinne Stromstad, Katie McGuire and Alison Rivas.
   
   Noes: None
   
   **Motion carried by roll call.**
L. Meeting Evaluation
   • It was agreed this was a pretty good meeting especially with Dr. Seth’s story.

M. Parking Lot
   1. Moving towards a smoke free campus

N. Next Meeting Thursday, February 27, 2020
   1. QAPI Meeting Tuesday, February 11, 2020 at 2:30 p.m. – Jessica Willis
   2. Med Staff Meeting Wednesday, February 12, 2020 at 1:00 p.m. – Jessica Willis

O. Adjourn to Closed Session at 3:37 p.m.

P. Closed Session opened at 3:43 p.m.
   1. Approval of Previous Closed Session Minutes
      a. Closed Session Governing Board Meeting Thursday, December 5, 2019
   2. Medical Staff Appointments/Reappointments [Gov. Code § 54957]
      Approval of Resolution 20:02
      a. Ari D. Plosker, MD – Provisional Associate – Diagnostic Teleradiology –
         01/30/2020 – 01/29/2022
      b. Mahdieh Haji Amou Assar, MD – Provisional Associate – Diagnostic Teleradiology
         – 01/30/2020 – 01/29/2022
   3. Next Meeting Thursday, February 27, 2020

Q. Adjourned Closed Session at 3:50 p.m.

R. Resumed Open Session at 3:51 p.m.

S. Adjourned Closed Session at 3:55 p.m.

T. Resumed Open Session at 3:56 p.m.
   • The only action taken was approval of Resolution 20:02 the appointments of Ari D. Plosker, MD
     and Mahdieh Haji Amou Assar, MD, both Provisional Associates in Diagnostic Teleradiology for the
     period of 01/30/2020 to 01/29/2022

U. Adjourned Open Session at 3:57 p.m.

Submitted by Susan Gardner