



## 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.
4. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Data Coordinator – (Oct., Jan., April, July)
  - 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. Mahdiah 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 Mahdiah 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*

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