



Special Governing Board Meeting

Date: Tuesday, April 14, 2020
Time: 9:00 a.m.
Location: Via teleconference
Facilitator: Board President Corinne Stromstad

Minutes

Special Note: Due to the Shelter in Place requirement, this meeting was held via Zoom teleconference.

The following people called in:

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

Also on the call: CEO Matt Rees, CFO Paul Eves, CNO Judy Gallagher, HR Director Hunter Lehnert, Independent reporter Keith Easthouse and Board Clerk Susan Gardner

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 9:02 a.m.
- B. Public Comment - none
See below for Public Comment Guidelines
- C. Board Member Comments
 - Board member Jessica Willis commented on what a great job the staff is doing with COVID-19 and outreach to the community.
- D. Announcements – none
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Special Governing Board Meeting Thursday, April 2, 2020

Motion: Katie McGuire moved to approve the Consent Agenda and the Previous Minutes as submitted.
Second: David Ordoñez
Ayes: David Ordoñez, Corinne Stromstad, Jessica Willis, Alison Rivas and Katie McGuire
Noes: None
Motion carried.
- F. New Business
 1. Hazard Pay for medical personnel during COVID-19 – Matt Rees
 - CEO Matt Rees commented on the fifth day of no new cases being reported of COVID-19 in Humboldt County.
 - He suggested the district give staff who work on site a \$3.00 an hour hazard wage increase to remain in effect until the Shelter in Place Order is ended.
 - Board member Jessica Willis asked if this would be retroactive to when the order went in to

effect.

- Matt responded by saying, not it will start with the next pay period Sunday, April 19 and will continue until the Shelter in Place Order is rescinded.
- Board member Katie McGuire asked which employees would qualify.
- Matt said it would apply to all employees except for the administrative team.
- Katie asked about the relocation of the Skilled Nursing residents.
- Matt responded we are waiting for the state to okay the move to the Benbow Inn. He contacted the county, who has made the request to remove the residents, to help with this.
- Jessica Willis asked how much he thought it would cost the district to pay the wage increase.

Motion: Katie McGuire moved to approve the \$3.00 an hour addition to all employees who work on site during the Shelter in Place order beginning Sunday, April 19, 2020 and ending when the order is rescinded.

Second: David Ordoñez

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

Noes: None

Motion carried.

2. Small Business Administration disaster loan – Paul Eves

- CFO Paul Eves would like permission to apply for the SBA Payroll Protection Program to cover our payroll during the COVID-19 crisis.
- He explained if we had 100 employees and had to lay off 5 we would only have to pay back 5%.
- Matt said we could apply with FEMA to cover the \$3.00 per hour hazard pay.
- Board member Katie McGuire asked what the interest rate would be.
- Paul said 4%, but this would be forgiven.
- The Department of Health and Human Services (DHHS) already sent us around \$417,000 in stimulus payments to cover our extra costs.
- Our volumes are way down throughout the facility, as they are in most facilities.
- Board president Corinne Stromstad asked how much we applied for?
- Paul said \$600,000 per month, or about \$1.2 to \$1.4 million.

Motion: Katie McGuire moved to approve the application of the SBA loan.

Second: Jessica Willis

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

Noes: None

Motion carried.

3. Permission to write Human Resource policies during COVID-19 crisis without Medical Staff or Governing Board approval – HR Director Hunter Lehnert

- HR Director Hunter Lehnert reported she has been working with Noel M. Caughman at Best, Best & Krieger Attorneys at Law regarding permission to institute policies during disasters without having to get preapproval from Med Staff or the Governing Board.
- Board member Jessica Willis asked if the board would see these policies at the next board meeting?
- Hunter said yes. The policies would still go to Med Staff and the Board for approval, but it might be after they have been put in to affect. They can be revised if necessary at that time.
- She said if the government implements new laws, she needs to be able to get them written and submitted right away.
- Katie asked if this would be just during COVID-19 or with any disaster.
- Hunter responded it would be with all disasters.
- Board member David Ordoñez asked what other district are doing?
- Hunter said she had not checked because she was working to find out about the Family First Act and if it applied to our facility. She said had she needed to institute a policy

regarding the requirements, enrollment, etc. she would have needed to get approval immediately.

Motion: David Ordoñez moved to authorize Human Resources to take independent action and present the policies to the next board meeting.

Second: Katie McGuire

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

Noes: None

Motion carried.

- G. Adjourned to Closed Session at 9:32 a.m.
- H. Closed Session opened with nothing to discuss on the agenda.
- I. Adjourned Closed Session at 9:35 a.m.
- J. Resumed Open Session at 9:36 a.m. with nothing to report.
- K. Closed Open Session at 9:37 a.m.