



Governing Board

Date: Thursday, April 30, 2020
Time: 1:30 p.m.
Location: Sprowel Creek Campus, Garberville via teleconference
Facilitator: Board President Corinne Stromstad

Minutes

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

The following people called in:

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

Also: Paul Eves, Judy Gallagher, Matt Rees, Susan Gardner, Kristen Rees and Keith Easthouse

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:00 p.m.
- B. Public Comment – none
- C. Board Member Comments - none
- D. Announcements - none
- E. Consent Agenda

1. Approval of Previous Meeting Minutes and Consent Agenda

- a. Governing Board Meeting Tuesday, March 24, 2020
- b. Special Governing Board Meeting Tuesday, April 14, 2020

Motion: Alison Rivas moved to approve the Consent Agenda and the Previous Minutes as submitted.

Second: David Ordoñez

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

Noes: None

Absent: Jessica Willis

Motion carried.

- F. Correspondence, Suggestions or Written Comments to the Board - none
- G. Finance Report – Corinne Stromstad, Katie McGuire, Paul Eves, and Matt Rees
 - 1. March 2020 Finances – Paul Eves, CFO
 - Paul Eves went over the finance report, and although revenues are down due to COVID-19, we are still in very good financial shape.

Motion: Alison Rivas moved to approve the Financials as submitted for March 2020.

Second: Katie McGuire

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

Noes: None

Absent: Jessica Willis

Motion carried.

2. PFS/HRG reports – February and March 2020 – Jennifer Melvoen
 - David Ordoñez had a question regarding the HRG report where it was stated we had one patient who owed over \$120,000 and had not paid.
 - CEO Matt Rees explained because of the reimbursements we did not actually lose that amount.
 - David also wanted to know if the telehealth visits would continue after the pandemic is over.
 - Matt said we would continue the telehealth visits at some level. However, we currently are only reimbursed for \$92 per visit. Right now we are losing around \$200 per visit versus face-to-face visits. He is currently working with other rural hospitals and legislators to increase that reimbursement amount.
 - Ten more rural hospitals have closed since the beginning of the year. The fact that we are in such good financial shape says a lot about all the work being done to bring in grant monies, IGTs and other revenue sources.
 - It should also be noted we had the lowest denial rate out of 14 hospitals for Partnership Health Plan the last two months. Jennifer attributed this to her excellent staff.
3. Financial impact of additional acute and swing patients – Matt Rees
 - The swing bed reimbursement rates have increased by 20% during the COVID-19 crisis.
 - CNO Judy Gallagher is on calls regularly to bump up our swing bed patients with attention and preference to local residents.

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

- Judy went over her written included in the packet.
 - She also commented how Sarah Beach, FNP, has stepped up to do more training in the ED and has been helping in other ways during the COVID-19 crisis.
 - Regarding the relocation of our SNF residents, the Benbow Inn has declared bankruptcy and the court will not allow us to move the residents there.
 - A state surveyor stopped by to check on the status of our SNF protocols. We did very well and staff demonstrated the proper use of our PPE equipment. The surveyor returned on Wednesday, April 29 for a recheck and said we are doing great isolating our residents from the rest of the facility.
 - The ED numbers, which have been very low, have improved a little since the Shelter in Place order went in to effect.
 - We currently have two Medicare swing bed patients who are both local residents.
 - Humboldt County now has a COVID testing site in Eureka.
 - A mock survey was held this week to prepare for surveyors who are due in August. However, due to COVID-19 the state has said they may cancel all surveys this year.
 - Environmental rounds will take place on Friday, May 1.
1. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Data Coordinator – (Oct., Jan., April, July)
 - Kristen went over her quarterly report with each department manager submitting their information.
 - David Ordoñez asked what kinds of issues Accounting was having with regards to invoice issues.
 - CFO Paul Eves explained he and accounting assistant Rachel Wells want to make sure we are paying all invoices on time to avoid any finance charges as there is no reason we can't do that and have them recorded correctly in a timely manner.
 - He and Rachel are in the process of hiring a service to issue the pay stubs

electronically to all who have internet capabilities. This will save over an hour each pay period eliminating the stuffing of envelopes and manually passing out the stubs.

- Kristen discussed the grants and incentive programs she is involved with.
- She has almost completed the SHIP grant, worth \$11,000, and should be turning in the work plan this week.
- We should be receiving just under \$13,000 for the Primary Care Provider Quality Improvement Program (PCPQIP).
- The \$50,000 grant from the Behavior Health Pilot Program (BHHP) has been delayed due to COVID-19. She said there may be a special grant for COVID-19, but she doesn't have any information on it at this time.
- This is the last year for PRIME, which is changing to QIP. Things are still pretty much up in the air as they continue to make determinations regarding the new program.
- With PRIME we are paid for doing well and continuing to do so. With QIP we will only be paid for improvements we make. Also, with PRIME we are paid in 3-4 months. With QIP, it make take up to 2 years. We will be choosing our metrics based on many individual projects.
- CNO Judy Gallagher wanted the board to know what a great job Kristen is doing and the amount of work is insurmountable. She said we are extremely fortunate to have her here to bring in all the extra revenue with these grants and projects.

I. Administrator's Report – Matt Rees, CEO

- Matt presented the SoHum Health Foundation report submitted by Chelsea Brown, Outreach Manager and Development Director.
- We have received \$181,983.42 in donations, with \$1,510,268.80 in pledges, which is 50% of our \$3,000,000 capital campaign goal, bringing us two-thirds of the way to the 10% down payment for a \$40M USDA loan.
- Matt said Paul is currently working on the USDA loan. With interest rates at 2.38%. We want to get locked in before they go up again.
- The clinic parking lot has been repaved and the potholes are gone.
- Regarding COVID-19, he said we are doing everything right to protect our staff, patients and residents.
- Our employee turnover rate is down right now, which shows the current staff's dedication to the facility.
- He is currently working multiple organizations and Huffman's office to raise our Medicare reimbursement rate.
- Volunteers and staff have made over 700 calls for our Senior Outreach Project.
- Both David and Corinne said they had received calls asking if they needed any assistance.
- Corinne Stromstad asked Matt about the naming opportunities for the new hospital. He said they are currently working on donation amounts vs what areas or rooms would qualify and be available.

1. Human Resources Quarterly Report – (April, July, October) - Hunter Lehnert – **Postponed until May.**

J. Old Business

1. Negotiating team appointment for Vocality property on Locust Street in Garberville to include employee housing.
2.
 - Matt made the recommendation to appoint him, COO Kent Scown, and a board member to the team to start negotiations. He said this in no way means we are going to purchase the property, but will enable us to contact Vocality and see what kind of offer they are looking for and what the costs will be to build employee housing.
 - David Ordoñez volunteered to be on the team.

Motion: Alison Rivas moved we appoint Matt Rees, Kent Scown, and David Ordoñez to the negotiating team to look in to the purchase of the Locust Street property currently owned by Vocality.

Second: Katie McGuire

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

Noes: None

Absent: Jessica Willis

Motion carried.

K. New Business

1. LAFCO Special District Election Ballot due June 19, 2020

- Corinne Stromstad said we had nominated Debra Lake for the last term and felt we should continue to do so for the upcoming November election.

Motion: David Ordoñez moved we nominate Debra Lake for the November 3, 2020 election.

Second: Alison Rivas

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

Noes: None

Absent: Jessica Willis

Motion carried.

2. CEO contract extension and salary approval – Corinne Stromstad and Alison Rivas

- Alison Rivas presented the 4-year contract extension for CEO Matt Rees.
- Revisions included an annual 3% raise in line with all staff at SHCHD. An increase of paid vacation to 7 weeks from the current 6 weeks. A retention bonus of \$25,000 with reduction guidelines if employee leaves before 4-year contract extension.
- Alison commented that Matt has done a phenomenal job increasing revenue and he has represented the district at various times both locally, regionally and in Washington, D.C. lobbying for beneficial legislative changes.

Motion: David Ordoñez moved to approve the Second Amendment of the Chief Executive Officer Employment Agreement extending CEO Matt Rees's contract to another four years.

Second: Katie McGuire

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

Noes: None

Absent: Jessica Willis

Motion carried.

3. Governing Board Brown Act Training – Matt Rees

- It was agreed by the board they are not specialists in the Brown Act.
- Matt suggested whenever there is a question regarding an item, and whether it should be discussed in open or closed session, the board clerk will contact our attorneys for guidance.
- Matt commented we are doing very well following the rules otherwise.
- David Ordoñez agreed it is money well spent and that none of us want to become Brown Act experts due to the complexity and constant updates and changes that are made.

4. Investment Policy – Paul Eves and Matt Rees

- Matt informed the board we have several months of cash on hand and we need to earn as much interest on those funds as possible. He and CFO Paul Eves both suggested we use the Local Agency Investment Fund (LAIF).
- David Ordoñez asked if these funds will appear on the monthly financial report and Matt said he was sure that could be done.
- David Ordoñez also wanted to know if the board will be notified if statutory changes are made. Matt said he would research this, but didn't think if the funds were put with LAIF, any changes would not be a problem.

Motion: Katie McGuire made a motion to approve the Statement of Investment policy as written.

Second: David Ordoñez

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

Noes: None

Absent: Jessica Willis

Motion carried.

L. Meeting Evaluation

- Corinne Stromstad remarked we are finally getting used to using Zoom for our meetings.

M. Parking Lot

1. Moving towards a smoke free campus
2. Governing board retreat

N. Next Meeting Thursday, May 28, 2020

1. QAPI Meeting Tuesday, May 12, 2020 at 2:30 p.m. – Possible call-in
 - Katie McGuire volunteered to join the QAPI meeting.
2. Med Staff Meeting Wednesday, May 6, 2020 at 1:00 p.m. – Possible call-in
 - Alison Rivas volunteered to join the Med Staff meeting.

O. Adjourned to Closed Session at 3:07 p.m.

P. Closed Session opened at 3:08 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting Tuesday, March 24 2020
2. Quality/Risk Management Report [H&S Code § 32155 – Judy Gallagher, CNO
3. Medication Error Reduction Plan Committee Report – Judy Gallagher, CNO
4. Medical Staff Appointments/Reappointments [Gov. Code § 54957] – none
5. Next Meeting Thursday, May 28, 2020

Q. Adjourn Closed Session at 3:18 p.m.

R. Resumed Open Session at 3:19 p.m. with no reportable actions taken.

S. Adjourned Open Session at 3:20 p.m.

