

Governing Board

Date: Tuesday, March 24, 2020
Time: 1:00 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, Jessica Willis and Alison Rivas.

Also: Kristen Rees, Paul Eves, Mike Thompson, Judy Gallagher, Paul Keltner and Keith Easthouse

In Attendance: CEO Matt Rees and Board Clerk Susan Gardner

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:00 p.m.
- B. Public Comment
 - Mike Thompson, a member of the public, came on the line during the financial report asking to address the board. He asked the board if they had received any formal training with regard to the Brown Act. Board member, Jessica Willis, responded by saying, yes, in Sacramento during the conferences they attend every year, although the training is not extensive due to the large amount of information in the Brown Act.
 - He questioned why a discussion regarding property negotiations is being held in closed session before a negotiator has been chosen in open session. The board agreed to table that discussion until a later time when a negotiator can be appointed.
- C. Board Member Comments - none
- D. Announcements - none
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, February 27, 2020

Motion: Jessica Willis moved to approve the Consent Agenda and the Previous Minutes as submitted.
Second: Katie McGuire
Ayes: David Ordoñez, Corinne Stromstad, Jessica Willis, Alison Rivas and Katie McGuire
Noes: None
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. February 2020 Finances – Paul Eves, CFO

- Paul Eves went over the finance report, showing we are in good financial shape.

Motion: Katie McGuire moved to approve the Financials as submitted for February 2020.

Second: Jessica Willis

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

Noes: None

Motion carried.

2. PFS/HRG reports – February 2020 – Jennifer Melvoen - absent

- Jennifer was not available to submit these reports.
- Board Clerk, Susan Gardner, will send them when received or include them in the Thursday, April 30 board packet.

3. Financial impact of additional acute and swing patients – Matt Rees

- The swing bed rates have been increased by 20% during the COVID-19 crisis.
- CNO Judy Gallagher is on calls regularly to bump up our swing bed patients.

4. Nurse staffing plan and increased wages – CEO Matt Rees

- Matt is requesting a salary revision for nursing staff. He would like to increase the current rate of 1.5% to 3% for step increases for every year they have worked. This will hopefully encouraged more experienced nurses to come her and stay with us longer.
- The final cost would be about \$20,000 per year after the reimbursements.
- He would also like to consider a yearly 3% increase for other staff as well. This will be in the budget for next year.

Motion: Katie McGuire moved to add 3% step increases per year of service for the experienced nurses and the 3% yearly increase for staff.

Second: Alison Rivas

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

Noes: None

Motion carried.

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

- Judy reported we have two new travelers who were oriented this week and we are now staffed through the summer.
- SNF Manager Cheryl Wik is very happy with her staff.
- Referrals have been slow but our new Care Coordinator Anne Haubrich is working on this every day.
- Judy is currently participating in daily calls regarding COVID-19 and the possibility of a surge here at Jerold Phelps.
- We are hoping to transfer some of the rehab patients currently at St. Joe's down here to open up more beds in Eureka for more ill patients.
- Lab, outpatient and ER numbers are down due to the Shelter in Place order, but our staff is holding up very well.
- Medical providers held the first COVID Response Team meeting and will meet regularly until this crisis is over.
- Board member Alison Rivas asked if the board could have information from these meetings. Board Clerk Susan Gardner said she would email the board with the minutes when they are provided.
- Board member Katie McGuire asked if we are keeping in contact with our Senior Life Solutions patients.
- SLS Director Mary Bancud-Bettis is making calls and checking on them.

1. Quality Risk Report – Judy Gallagher, CNO

- Judy went over her written report, which was included in the packet.

2. Medication Error Reduction Plan – Judy Gallagher, CNO
 - Judy went over the errors and mitigations for each one.
3. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Data Coordinator – (Oct., Jan., April, July)

I. Administrator’s Report – Matt Rees, CEO

- We held an emergency disaster drill on Thursday, March 19 in the courtyard at the hospital. (In the case of a real emergency, the tent will be set up in the CT parking area closest to the emergency room.)
- Staff set up the big tent very quickly and triaged three volunteer staff patients.
- The first issue was realizing our individual task packets were not up to date with the most current forms and instructions. That is being remedied.
- The key people held a good tabletop discussion and everyone assembled after the drill to identify our weaknesses and strengths.
- During this crisis, everyone must enter through the ER entrance, where they are screened and temperatures are taken.
- Board member Alison Rivas asked what we are doing to inform the public. Matt said we are posting information on our website, Facebook, radio stations and other media along with also making personal phone calls to our patients.
- Approximately 85% of our recent clinic visits were via phone and telehealth.
- We are kicking off a project to contact our senior patients to help them with setting up virtual or phone appointments and food deliveries if needed.
- The new rate change letter was received and our swing, acute, and clinic rates will be reduced. This means we will only owe around \$85,000 in repayments instead of the much greater amount we were expecting.
- Matt also presented the Foundation Report prepared and submitted by Outreach Coordinator Chelsea Brown.

1. Report of Patient Standards for the Clinic - Paul Keltner, Clinic Nurse Manager
 - Paul Keltner submitted a written report on the progress being made towards clinic standards to better serve our patients.
 - Board member Jessica Willis had one small suggestion for a change of wording regarding clinic visits.

2. Human Resources Quarterly Report – (April, July, October) - Hunter Lehnert

J. Old Business - none

K. New Business

1. Approval of **Resolution 20:04**

- Policies and Procedures Packet “A” March 24, 2020
- Policies and Procedures Packet “B” March 24, 2020
- Policies and Procedures Packet “C” March 24, 2020 – ***Pulled***

Motion: Katie McGuire made a motion to approve **Resolution 20:04** Policy and Procedures, with the exception of Packet “C,” which was pulled.

Second: Jessica Willis

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

Noes: None

Motion carried by roll call.

2. Governing Board retreat – tabled for a later date

3. Community Health Worker as discussed by the Joint Board Meeting Committee, which met on Monday, February 10, 2020 – Katie McGuire
 - Due to COVID-19 this has been put on hold.
 - Katie plans on calling Partnership HealthPlan and contacting one of the Alzheimer's groups to set up a meeting, which may be a call-in.
4. Approval of two fulltime employees, based on grant funding for the Behavioral Health Pilot Program (BHPP) – Kristen Rees, Manager of Quality
 - Kristen asked the board for a motion to approve the hiring of 1-2 employees if we received the grant money to help cover their salaries.

Motion: Jessica Willis made a motion to approve the hiring of 1-2 behavioral health employees if we receive the grant funding.

Second: David Ordoñez

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

Noes: None

Motion carried by roll call.

L. Meeting Evaluation

- David Ordoñez suggested we mute our mics at the next call-in meeting to cut down on background noise.

M. Parking Lot

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

N. Next Meeting Thursday, April 30, 2020

1. QAPI Meeting Tuesday, April 14, 2020 at 2:30 p.m. – Possible call-in
2. Med Staff Meeting Wednesday, April 15, 2020 at 1:00 p.m. – Possible call-in

O. Adjourned to Closed Session at 2:20 p.m.

P. Closed Session opened at 2:35 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting Thursday, February 27, 2020
2. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of **Resolution 20:05**

- a. Atul J. Patel, MD – Associate – Diagnostic Teleradiology – 04/01/2020 – 03/31/2022
- b. Peter P. Piampiano, MD – Associate – Diagnostic Teleradiology – 04/01/2020 – 03/31/2022
- c. Huma S. Qureshi, MD – Associate – Diagnostic Teleradiology – 04/01/2020 – 03/31/2022
- d. Samuel Salen, MD – Associate – Diagnostic Teleradiology – 04/01/2020 – 03/31/2022
- e. Alix Vincent, MD – Associate – Diagnostic Teleradiology – 04/01/2020 – 03/31/2022

Q. Negotiations regarding Vocality property on Locust Street, Garberville to provide employee housing – Matt Rees

R. Adjourned Closed Session at 2:44 p.m.

S. Resumed Open Session at 2:45 p.m.

- Actions taken included:

Motion: Katie McGuire moved to approve **Resolution 20:05**, the reappointments of Atul J. Patel, MD; Peter P. Piampiano, MD; Huma S. Qureshi, MD; Samuel Salen, MD; and Alix Vincent, MD, all Associates in Diagnostic Teleradiology for the period of 04/01/2020 to 03/31/2022

Second: David Ordoñez

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

Noes: None

Motion carried by roll call.

- The board agreed to postpone discussion regarding the Vocality property on Locust Street in Garberville until next month when a negotiator may be chosen.

T. Adjourned at 2:46 p.m.

Submitted by Susan Gardner