

Governing Board

Date: Thursday, May 28, 2020

Time: 1:30 p.m.

Location: Via Zoom Conferencing

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: Paul Eves, Judy Gallagher, Matt Rees, Susan Gardner, Kristen Rees, Hunter Lehnert, Chelsea Brown, Kent Scown and Keith Easthouse

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:31 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 Thursday, April 30, 2020

Motion: Katie McGuire moved to approve the Consent Agenda and the Previous Minutes as submitted.
Second: David Ordoñez
Ayes: David Ordoñez, Corinne Stromstad, Alison Rivas, Jessica Willis and Katie McGuire
Noes: None
Motion carried.
- F. Correspondence, Suggestions or Written Comments to the Board
 - a. Response to Lelia Moskowitz letter to the board. CEO Matt Rees responded to the letter writer showing comparison pricing with other facilities. As was explained to the writer, our rates are discussed and reviewed by the administration and the board periodically and we remain competitive with other facilities similar to ours ours.
 - Governing board member Katie McGuire questioned the policy regarding correspondence from the public and whether or not the board is required to approve the response to letters.

- The policy states letters should be sent to the president of the board and the president should respond.
- Board president Corinne Stromstad said she would follow up with a letter to Moskowitz.

G. Finance Report – Corinne Stromstad, Katie McGuire, Paul Eves and Matt Rees

1. April 2020 Finances - Paul Eves

Motion: David Ordoñez moved to approve the Financials as submitted for April 2020.

Second: Katie McGuire

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

Noes: None

Motion carried.

2. PFS/HRG reports – April 2020 - Jennifer Melvoen – absent (see separate printout)

- Board Member David Ordoñez asked why a lot of the denials are with coding and the facility.
- CEO Matt Rees said HRG [our billing company] is working on this.
- Ordoñez also asked about having HRG notify patients when they are due for various tests.
- CNO Judy Gallagher has discussed this with new clinic manager Anna Haubrich. Former clinic manager, Julie Moore, had a program she was using. Moore, who is still a per diem employee, will be asked to come over and show Anna what she did to track this.
- Rees said this was in the works before COVID hit and we are working to get this completed to notify patients.
- Gallagher said she will keep Ordoñez informed as this process is reinstated.
- Rees drew attention to Page 15 of the board packet with the GMC river showing Proactive Relationship Training. He said this is all part of that process.

H. Chief Nursing Officer's Reports – Judy Gallagher

- Gallagher said it is very important for staff to continue to adhere to the social distancing and wearing of masks when out in public. We should avoid large gatherings as it is important not to interact with groups and people outside of our household if we aren't sure there is not an exposure risk.
- She said she had increased staff in the ED during this period. If someone is brought in to the triage tent, we need to have two nurses available – one for the ED and one for the tent. Hopefully, we will be able to reduce this if the numbers stay the same or a surge does not occur.
- As required by CDPH, she is putting together a mitigation plan for the Skilled Nursing residents in case a patient or staff member tests positive for COVID.
- We are having more outpatient appointments for labs, radiology, etc. and provide masks and gowns if necessary.
- Referrals for swing beds continues to be low. We have one cardiac patient who lives in Redway we are hoping to get soon. Another case, we were looking at ended up being sent to a higher level of care. And, we have had a few wound vac outpatients sent to us.
- We are happy to have Lora Simone back doing mammograms.
- CDPH has done a total of 4 COVID surveys and Gallagher was proud to announce we passed all of them with no deficiencies.
- Pyxis will hopefully be up and operational by the Fall, which will hopefully eliminate the majority of medical errors.

- Ordoñez asked Gallagher to explain what a wound vac involves. She said it is fascinating and is a wonderful way to close wounds. You put a vacuum-sealed dressing on the wound, with a battery-operated system, to help heal wounds and avoid infection. They can go on deep wounds and even abdominal wounds. Our nurses are doing very well with the little training they have had.

1. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–
Kristen Rees, Manager Quality – (Jan., April, July, Oct.)

I. Administrator’s Report – Matt Rees, CEO

- Outreach Coordinator Chelsea Brown went over the Foundation report.
- She thanked the board members who have done the Zoom one-on-one meetings with her.
- She also just sent out the first Foundation newsletter, which she will be doing quarterly.
- She has created a large poster thanking all the employees for their pledges, which will be out soon.
- CEO Matt Rees said we have been very busy dealing with the COVID issues.
- We have reopened the clinic and outpatient services.
- We are also working on other ways to market our facility and services.
- Work continues over at the Sprowel Creek Campus and we hope to restart the SLS program in the Fall.
- We continue to work on the permits and the 2020 seismic issues.

1. Strategic Plan Update – Matt Rees

- Priority Objective #1: Outpatient Services Marketing
Rees said he would add another tickler to the river regarding contacting patients about regular tests that are due.

2. Human Resources Quarterly Report – Hunter Lehnert (Jan., April, July, Oct.) – *Postponed until May due to COVID-19*

- Lehnert went over her report and stated she did not get all the education information from the managers she would have liked.
- She said we only have four open positions, which is good. However, these positions are ones that are hard to fill.
- Ordoñez asked if our small facility is a plus for possible hires.
- Hunter said those who are looking for a faster-paced work environment usually look for the bigger facilities.
- She is trying to attract individuals from St. Joe’s who were per diem employees and have been laid off.
- Ordoñez asked about recruiting people from the bigger cities or out of state.
- Lehnert said usually they do not want to stay for an extended period of time. They come here for the experience, but then leave after a couple of years and go back to the city. Housing is such an issue and many of them move up north to find rentals. Then the commute becomes too much and they don’t stay.
- Ordoñez said he has heard employees from St. Joe’s complain about not having work.
- Lehnert said CNO Judy Gallagher is in the process of interviewing nurses for those positions.
- Chelsea Brown asked why the ED manager position is so hard to fill. Gallagher said a lot of people don’t want to relocate during this pandemic. Also, because we are so small this can be an issue in that it’s a slower-paced job. She said you would think someone from St. Joe’s would apply who wants to move up the ladder and gain more experience or someone who wants to slow down a bit.

J. Old Business - none

K. New Business

1. Approval of **Resolution 20:06**

- Dissolution of JPA – Northern California Health Care Authority – Corinne Stromstad
 - A signed letter was sent to the JPA agreeing to the dissolution.

Motion: Katie McGuire moved to approve **Resolution 20:06** to authorize the dissolution of the Northern California Health Care Authority (JPA).

Second: Alison Rivas

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

Noes: None

Motion carried by roll call.

2. Approval of **Resolution 20:07**

- Policies and Procedures Packet "A" May 28, 2020
- Approval of Dietary Policy and Procedure Manual Revisions
- Approval of Dietary Policy and Procedure Manual (Nutricopia)
- Approval of Quality and Performance Improvement Policy and Procedure Manual Revisions

Motion: Katie McGuire moved to approve **Resolution 20:07** Policies and Procedures Packet "A," and Dietary and Quality Performance Improvement manuals.

Second: Alison Rivas

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

Noes: None

Motion carried by roll call.

3. Approval of **Resolution 20:08**

- Investment of funds approval with the Local Agency Investment Fund (LAIF) – Paul Eves and Matt Rees

Motion: Katie McGuire moved to approve **Resolution 20:08** to apply to establish an investment fund account with the Local Agency Investment Fund (LAIF).

Second: Alison Rivas

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

Noes: None

Motion carried by roll call.

4. Naming Opportunities at the new facility – Matt Rees, CEO

- Chelsea Brown submitted a flyer listing the opportunities for naming various areas at the new location.
- Rees asked for input regarding the naming of the new hospital if a \$5,000,000 donation was received. As stated in the flyer, the governing board has the final say with regard to the names of the new clinic and hospital.
- Ordoñez suggested the worst-case scenario of someone donating \$5,000,000 or more and then the board not agreeing to name the hospital after them.
- Katie McGuire agreed it would open a big can of worms.

- Jessica Willis and Ordoñez agreed with McGuire that the naming of the clinic and/or hospital should not be determined from a single donor or donors.
- Ordoñez asked that it be delayed for more discussion.
- Rees said we do have a couple of months before this will be going public.
- Quality Manager Kristen Rees asked whether the naming opportunities are based completely on the amount donated or if time as an employee could be considered?
- Rees said at this time it is only by donation.
- Ordoñez supports naming rooms, walkways, etc. according to donor levels, but not the hospital or clinic.
- Brown said if we remove the hospital and health center from the \$1,000,000 mark we will only have the road in to the new facility at that level. She asked what else we should add.
- It was suggested we add the ER to the top of the list.
- Willis said we should retain the Jerold Phelps name or we will lose a lot of support.
- It was suggested the existing building retain the Jerold Phelps name.
- Alison Rivas suggested we remove the top two and restructure the list.
- Rees reported the Foundation was asking for approval only regarding the naming opportunities.

Motion: Alison Rivas moved to approve naming opportunities for the new facility baring the hospital and clinic and to reset the donation tiers, with more discussion to be held.

Second: Katie McGuire

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

Noes: None

Motion carried.

5. Recommendation to end hazard pay on July 1 with the option to extend or reinstate depending on risk assessment regarding COVID-19.
- Matt Rees said based on the fact we have not had a positive case here yet, we should end the hazard pay on July 1.
 - Willis agreed we are doing a good job protecting our patients and staff.
 - Ordoñez said we have been very generous with the \$3.00 an hour, when other places are doing \$2.00. We should know by July 1 how things are going.

Motion: David Ordoñez moved to end hazard pay on July 1 with the option to extend or reinstate depending on risk assessment regarding COVID-19.

Second: Katie McGuire

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

Noes: None

Motion carried.

L. Meeting Evaluation

M. Parking Lot

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

N. Next Meeting Thursday, June 25, 2020

1. QAPI Meeting Tuesday, June 9, 2020 at 2:30 p.m. – McGuire agreed to attend the QAPI meeting.

2. Med Staff Meeting Wednesday, June 10, 2020, at 1:00 p.m. – Stromstad agreed to attend the Med Staff meeting.
- O. Adjourn to Closed Session - 3:02 p.m.
- P. Closed Session opened at 3:12 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Special Governing Board Meeting April 30, 2020
2. Quality/Risk Management Report [H&S Code § 32155] – Judy Gallagher, CNO
3. Medication Error Reduction Plan Committee Report [H&S Code § 32155] – Judy Gallagher, CNO
4. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of Resolution 20:09

- a. Joseph E.C. Rogers, MD – Associate – Emergency Room/Inpatient/Ambulatory – 03/01/2020 – 02/28/2022
- b. Daniel F. Merges, MD – Associate – Emergency Room/Inpatient/Ambulatory – 05/24/2020 – 05/23/2022
- c. Jodi L. Speth, D.O. – Provisional Associate – Diagnostic Teleradiology – 05/28/20 – 05/27/22

Motion: David Ordoñez moved to approve **Resolution 20:09**, the reappointments of Joseph E.C. Rogers, MD and Daniel F. Merges, MD, and the appointment of Jodi L. Speth, D.O.

Second: Katie McGuire

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

Noes: None

Motion carried by roll call.

5. Report from Property Negotiations Team [Gov. Code § 54956.8]
 - a. APN 032-051-020
Owner: Vocality Credit Union, Garberville, CA
6. Next Meeting Thursday, June 25, 2020

Q. Adjourned Closed Session at 3:40 p.m.

R. Resumed Open Session at 3:41 p.m.

1. The following items were reported at closed session:
 - Approval of **Resolution 20:09**, the medical appointments of Joseph E.C. Rogers, MD; Daniel F. Merges, MD; and Jodi L. Speth, DO

- The board instructed the negotiating team to offer Vocality credit union \$175,000 but not to exceed \$200,000 for the Locust Street property, APN 032-051-020.

S. Adjourned Open Session at 3:43 p.m.