

## Governing Board

**Date:** Thursday, August 27, 2020

**Time:** 1:30 p.m.

**Location:** Via Zoom Conferencing

**Facilitator:** Board President, Corinne Stromstad

## Minutes

**Special Note: Due to COVID-19, this meeting was held via teleconference.**

**The following people attended via Zoom**

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

**Also:** Matt Rees, Jennifer Melvoen, Rachel Wells, Judy Gallagher, Kristen Rees, Carol Ordoñez, Kent Scown, Adam Summers, Paul Eves, Chelsea Brown, Keith Easthouse and Susan Gardner

- 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 - none
- D. Announcements - none
- E. Consent Agenda
  1. Approval of Previous Meeting Minutes and Consent Agenda
    - a. Governing Board Meeting Thursday, July 30, 2020

**Motion:** Katie McGuire moved to approve the Consent Agenda and the Previous Minutes as submitted.  
Second: Jessica Willis  
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 - none
- G. Finance Report – Corinne Stromstad, Katie McGuire, Paul Eves and Matt Rees
  1. July 2020 Finances – CFO Paul Eves
    - Paul is pleased with how we have rebounded from COVID.
    - Our swing bed numbers are up
    - The ER and clinic are seeing more patients now once again

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

Second: Alison Rivas

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

Noes: None

**Motion carried.**

2. PFS report – July 2020 - Jennifer Melvoen (see separate printout)
  - HRG is training new employees to assist with our accounts.
  - We had 30 patients who did not have insurance that we sent to HCFS, with a total of 13 who did not respond.
  - Our claim denials were up due to issues with the VA and Tri-West.
3. HRG report – July 2020 - Jennifer Melvoen – (see separate printout)

H. Chief Nursing Officer's Reports – Judy Gallagher

- Judy went over her written report with the board.
  - We continue to have traveling nurses on the acute side and we are working to fill those positions with permanent hires.
  - Judy has a few resumes on her desk that are very promising with one nurse who is moving back to our area.
  - We have a few possibilities for CNO and they each have a lot of experience with regulatory agencies.
  - The ED/Acute manager we thought was coming here, had to step back for personal reasons, so we are still looking to fill that position.
  - SNF manager Cheryl Wik will not be returning as scheduled after her surgery. She will continue to work from home and is doing a great job.
  - We have not had any more positive COVID tests.
  - A nurse from CDPH arrived unannounced today (August 27) for the SNF Mitigation Plan Survey.
  - This was a very long and complicated mitigation plan and she went point to point on each area.
  - She was very pleased with the walk through the acute and SNF areas.
  - She asked about our PPE (Personal Protective Equipment) and if we have been having trouble getting our supplies. I told her we were having issues getting our sanitation wipes, but we are good with everything else.
  - It is very challenging when Dr. Seth is up at St. Joe's and we do not have a physician on site in the clinic.
  - Sarah Beach FNP-C is leaving on September 3 and is moving to Ukiah for a new position.
  - The Pyxis project is stalled at the moment due to shipping of equipment.
  - We are probably 4 months out for our new IV pumps who will come preprogrammed.
  - New Lab Manager Adam Summers reported he is strategizing lab improvements daily.
  - Almost all of our critical-testing equipment has a backup should something go down.
  - We have a good lab already, especially with COVID 19. Matt has been a champion to bring COVID testing here to the lab. We are expecting to have that up and going in September.
  - Adam has been brainstorming with his team on how to better serve our community. He said you can be confident your lab is doing a great job servicing the district.
  - He invited the board to take a tour of the lab any time they want.
1. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Manager Quality – (Jan., April, July, Oct.)
    - Kristen wasn't due to report but wanted to let the board know the Behavioral Health grant that had been put on hold has now started up again.
    - The district had applied for \$50,000, but we were notified we would be receiving \$100,000 to hire two behavioral health personnel.

- Board member David Ordoñez asked about the Patient Family Health Council that was put on hold when COVID hit.
- Kristen said due to COVID it has been postponed, but felt it may be time to revisit the program once again in the near future.

I. Administrator's Report – Matt Rees, CEO

- It was announced today, Thursday, August 27, that Keith's Pharmacy has officially closed for good. Luckily, Cloney's Pharmacy delivers down here a few times a week. We are ordering more of the common medications to have on hand if the patient can't wait until Cloney's delivers. He also talked to Lima's Pharmacy who is able to order those medications that Cloney's cannot deliver such as the schedule three drugs.
- We are planning to increase our inventory of medications in the ED.
- The Facilities Committee met yesterday, Wednesday, August 26, to talk about the new hospital plans.
- We are working on a lot right now and we are starting to look for staff to fill the behavioral health positions.
- Board member David Ordoñez asked about the ultrasound system.
- Matt said we are writing some new policy and procedures and we will need to purchase a more involved machine.
- Judy Gallagher explained we only have a bedside machine that does not do the more extensive diagnoses.

1. Human Resources Quarterly Report – (Jan., April, July, Oct.)

2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.)

- Chelsea reported she is working on a Community Health Assessment that will be mailed out soon.
- She went over her report, which was included in the packet.
- Unfortunately, we are unable to have fundraising events in the traditional manner so we have had to come up with other ideas.
- EMRL came up here and filmed some extensive spots we will be posting.
- Corinne mentioned a couple of requests that were made awhile back.
- Judy stated she thought the requests were not specific enough so they were not approved.
- Foundation member Carol Ordoñez asked COO Kent Scown about the process regarding the shade cloth areas in the courtyard.
- Kent said an additional trellis structure will be built in the outside area next to the clinic ramp that would provide shade. There were also some tables and chairs that would be put out there.
- The materials and construction of the trellis are being donated.
- Corinne Stromstad said the Foundation needs a grant request giving more details before it is funded.

J. Old Business

1. Organizational Chart Updates – Matt Rees, Corinne Stromstad, and David Ordoñez

- A new org chart was presented to the board.
- David Ordoñez suggested the Quality and Compliance officer and Risk Management officer report directly to the board instead of the CNO. He said they are still open to suggestions.
- David said as elected representatives Quality goes directly to the communities' wellbeing.
- CEO Matt Rees said Risk Management and Compliance will now be under Quality, lightening the load on the CNO.

**Motion:** Katie McGuire made a motion to accept the Organizational Chart as amended.

Second: Alison Rivas

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

Noes: None

**Motion carried.**

K. New Business

1. **Approval of Resolution 20:13** – Policies and Procedures (See separate packet)

**Motion:** Alison Rivas moved to approve Resolution 20:13 Policies and Procedures.

Second: Katie McGuire

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

Noes: None

**Motion carried by roll call.**

L. Meeting Evaluation - none

M. Parking Lot

1. Moving towards a smoke free campus

1. Moving towards a smoke free campus

Kristen Rees said the biggest issue currently is to provide a place for employees to go to smoke safely and under cover during bad weather.

2. Governing Board retreat

N. Next Meeting Thursday, September 24, 2020

1. QAPI Meeting Tuesday, September 8, 2020 at 2:30 p.m. – Board member David Ordoñez will attend

2. Med Staff Meeting Wednesday, September 9, 2020, at 1:00 p.m. – Board member Katie McGuire will attend

O. Adjourn to Closed Session – 2:50 p.m.

P. Closed Session opened at 3:05 p.m.

1. Approval of Previous Closed Session Minutes

a. Closed Session Special Governing Board Meeting July 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 20:14**

a. Surrender Kurapati, M.D. – Associate – Diagnostic Teleradiology – 09/01/20 – 08/31/22

b. David Wells, M.D. – Associate - Diagnostic Teleradiology – 09/01/20 – 08/31/22

c. Peilin Reed, M.D. – Associate - Diagnostic Teleradiology – 09/01/20 – 08/31/22

5. Next Meeting Thursday, September 24, 2020

Q. Adjourned Closed Session at 3:15 p.m.

R. Resumed Open Session at 3:16 p.m.

1. The following action were taken at closed session:

Approval of **Resolution 20:14**, the medical reappointments of:

Surrender Kurapati, M.D. Associate – Diagnostic Teleradiology – 09/01/20 – 08/31/22

David Wells, M.D. – Associate - Diagnostic Teleradiology – 09/01/20 – 08/31/22

Peilin Reed, M.D. – Associate - Diagnostic Teleradiology – 09/01/20 – 08/31/22

S. Adjourned Open Session at 3:18 p.m.