

Governing Board

Date: Thursday, July 30, 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: Paul Eves, Judy Gallagher, Matt Rees, Susan Gardner, Kristen Rees, Hunter Lehnert, Chelsea Brown, Kent Scown, Jennifer Melvoen, and Keith Easthouse

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:35 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, June 25, 2020

Motion: David Ordoñez moved to approve the Consent Agenda and the Previous Minutes as submitted.
Second: Katie McGuire
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. May 2020 Finances – CFO Paul Eves
 - Our statistics are moving back up where they were before the COVID and Shelter In Place.
 - Our total patient revenue is back up to \$1million

- We will most likely need to pay back some of the Medicare money to the Department of Health and Human Services, which was expected.

Motion: Jessica Willis moved to approve the Financials as submitted for June 2020.

Second: David Ordoñez

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

Noes: None

Motion carried.

2. PFS/HRG reports – June 2020 - Jennifer Melvoen – absent (see separate printout)
 - HRG report – Jennifer Melvoen (see separate printout)
 - We have a large amount of unpaid claims however, we did receive an email that HRG has billed out over \$400,000.
 - We received our quality report from PHP and once again we are in second place for the lowest number of denials, which is great.
 - We have a few denials due to new registration people who are being trained to reduce this issue.
 - June closed at 72 days, a reduction of 6.4 days, which is good.

H. Chief Nursing Officer's Reports – Judy Gallagher

- Because we have not had the number of COVID patients we were prepared for, we need to reduce the number of travelers due to cost.
- We have signed a contract with a company who can have travelers here within 24 hours if we need them if a surge occurs.
- We have two new nurses who will be here permanently.
- We are continuing to recruit for an ED nurse manager. We just interviewed a local person who is interested in possibly applying for the position. She will be here next week for an onsite visit.
- We are filling our last available Skilled Nursing bed hopefully by next week once they have passed the COVID screening.
- Visitations have been continuing with screenings going well.
- Our emergency department numbers seem to be going up and down, but overall increasing.
- We have a new simulation training for CPR and BLS certifications. It is available online and then you do the skills part of the testing here on site.
- Referrals are slowly increasing for our swing beds but it is hard to find those who fit our facility.
- Mary Bancud-Bettis is presenting referrals every day to be reviewed.
- The new lab manager, Adam Summers, is still doing reassessments in the lab. The current staff seem to like him.
- Radiologist Heather Barnhart, who worked here previously, is coming back fulltime.
- Clinic visits are coming back up.
- Everyone seems to be engaged as far as quality and are doing important work.
- Routine surveys are pretty much on hold for the moment but we continue to prepare when they do start up again. We are expecting a third COVID survey soon for the Skilled Nursing Facility based on the mitigation plan we submitted, which was approved. Two nurses have taken the 19-hour class training in preparation.
- Our Pyxis project is proceeding with the remodeling of the materials room. The Pyxis team will be here in October to train our nurses.
- Board member David Ordoñez said he has heard there are a lot of COVID cases out in the community that are not being reported.
- Matt reported we should be getting the reagent to do our own testing and the results

will be much faster. Judy reported the current turnaround time is 48-72 hours. The tests we send to Public Health must come from a doctor's request. The others go to Quest.

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

- There are still a lot of projects going on while some have been postponed due to COVID.
- Kristen said if anyone has questions to let her know and she will try to get right back to you.
- We are hoping to receive funds to purchase a COVID biological testing booth.
- The Behavioral Health program funding has been postponed due to COVID and probably will not be reinstated any time soon.
- Rather than switching to a different program, we are trying to get them to stay with PRIME until we recover from the COVID pandemic.

I. Administrator's Report – Matt Rees, CEO

- We have been working on getting COVID testing in-house.
- We have the equipment and are working on getting the reagent. We will be able to do about 10 tests per day with staff going first especially in the SNF and on the hospital side.
- There will be some tests available to the public.
- The turnaround time will be about 20 minutes. We are working on the training and how to announce it to the public.
- Work has been continuing over at the Sprowel Creek Campus with a new HVAC system, and new bathrooms in the Playhouse.
- The Foundation has been meeting to come up with new fundraising now that we can no longer do the wine tasting at the Benbow Inn. We may hold an online auction in the future.
- Our ED and Clinic numbers are up, which is good.
- The Pyxis project is causing some disruption on the hospital side with demolition and preparation but is moving along.

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

- We had three new hires the first quarter and four separations.
- It was more difficult to hire this quarter due to COVID.
- As of June 30, we have filled more of the open positions.

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

J. Old Business

1. Approval of operating and capital budgets for 2020-2021 – Matt Rees and Paul Eves – held over from June 25 board meeting.

- David Ordonez asked about why the professional fees, are less for 2020 than planned for 2021. CFO Paul Eves explained it is because travelers are more expensive than permanent employees and we hope that goes down next year when we get through COVID.
- Paul says he tends to be rather conservative with respect to the budget figures so we are not caught off guard.
- His hope is that we can reduce the number of travelers.
- Judy did announce that one of the travelers is interested in becoming a permanent employee.
- Board member Katie McGuire asked where the mortgage for the property would be.
- Paul explained we paid cash for the Locust Street property so there is no mortgage.
- Matt said we may have a construction loan to build the employee housing.
- The apartment building is listed on the capital budget, not the operating budget.
- Board member Alison Rivas asked about the contractual allowances.
- Paul explained contractual allowances are contracts we have in place with all the major

billers such as Medicare, Medi-Cal, private insurance, etc. Unfortunately, if we bill an insurance company \$100, we know we will not receive that amount.

- We have to set the rate from acute and swing much lower than Medicare will allow us.
- The contractual allowances are higher for 2021 because we are hoping we have an increase in swing bed patients.
- We also had HRG, our billing company, get our billing days down and they did that.
- Judy Gallagher also said we are marketing for our swing beds up north, which will hopefully get our numbers up.

Motion: Katie McGuire moved to approve both the operating budget and the capital budget.

Second: David Ordoñez

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

Noes: None

Motion carried by roll call.

2. Property Purchase Agreement [Gov. Code § 54956.8]

a. APN 032-051-020

Owner: Vocality Credit Union, Garberville, CA

(See separate printouts including Market Analysis)

Motion: David Ordoñez moved to approve the contract for the purchase of the Locust Street property, APN 032-051-020.

Second: Katie McGuire

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

Noes: None

Motion carried by roll call.

K. New Business

1. Approval of \$1.5 million no-interest loan from CHFFA – Matt Rees and Paul Eves

- This no-interest loan will be for the earthquake retrofit on the existing facility.
- Board member Katie McGuire asked how long is the no-interest loan good for.
- Paul said it is for 20 years. The new total cost for the upgrades is up to \$4.5 million. We will have to apply for another loan to pay for the rest of the retrofit.

Motion: Katie McGuire made the motion to approve the application of the \$1.5 million no-interest loan from CHFFA.

Second: Alison Rivas

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

Noes: None

Motion carried by roll call.

2. Staff Report requesting approval of Resolution 20:12 regarding appointment of Chief Financial Officer as plan administrator of the District's retirement plans – Matt Rees and Paul Eves

3. Approval of Resolution 20:12

- Approval of appointment of the Chief Financial Officer as the plan administrator of the District's retirement plans

Motion: David Ordoñez made the motion to approve Resolution 20:12 appointing the CFO as the District's retirement plan administrator.

Second: Alison Rivas

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

Noes: None

Motion carried by roll call.

L. Meeting Evaluation

- Board member Alison Rivas said it was a good meeting and thanked everyone for the input.

M. Parking Lot

1. Moving towards a smoke free campus

- Manage of Quality Kristen Rees suggested we move toward this as it has been one of our metrics in our Prime project.
- Board member Alison Rivas agreed this makes a lot of sense and it will make the residents safer as they go outside to look for a place to smoke.
- Board member Katie McGuire agreed to keep moving towards it, and because you can't smoke with a mask on, possibly exposing more people to COVID.
- Board member David Ordoñez also agreed, as we now know how smoking can make COVID much worse.
- CEO Matt Rees said we will start working towards that with policies and procedures in the next couple of months.
- Kristen Rees said we recently received resources for the Smoking Cessation project. The state also has resources available once we move forward with this.

2. Governing Board retreat

N. Next Meeting Thursday, August 27, 2020

1. QAPI Meeting Wednesday, August 12, 2020 at 2:30 p.m. – Board member Jessica Willis agreed to attend.
2. Med Staff Meeting Wednesday, August 5, 2020, at 1:00 p.m. – Board member Alison Rivas agreed to attend.

O. Adjourn to Closed Session – 2:55 p.m.

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

2. Approval of Previous Closed Session Minutes

- a. Closed Session Special Governing Board Meeting Thursday, June 25, 2020

3. Quality/Risk Management Report [H&S Code § 32155] – Judy Gallagher, CNO

4. Medication Error Reduction Plan Committee Report [H&S Code § 32155] – Judy Gallagher, CNO

5. Medical Staff Appointments/Reappointments [Gov. Code § 54957] - none

6. Personnel matter – CEO evaluation – pursuant to Government Code § 54957

7. Next Meeting Thursday, August 27, 2020

Q. Adjourned Closed Session at 3:38 p.m.

R. Resumed Open Session at 3:39 p.m.

1. No board actions were taken.

S. Adjourned Open Session at 3:40 p.m.