

Governing Board

Date: Thursday, September 24, 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, Kristen Rees, Kent Scown, Paul Eves, Chelsea Brown, Keith Easthouse and Karen Johnson

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:30 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, August 27, 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. August 2020 Finances – CFO Paul Eves
 - The ER and clinic are seeing more patients now once again.
 - Paul says the ER visits are up from last month.
 - We will have to pay Medicare back, but we don't know when.

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

Second: Katie McGuire

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

Noes: None

Motion carried.

2. PFS report – August 2020 - Jennifer Melvoen (see separate printout)
 - Jennifer said our Uncoded/DNFB has improved over July.
 - For the week ended September 11, it was \$150,000, so the trend is holding.
3. HRG report – August 2020 - Jennifer Melvoen – (see separate printout)
 - HCFS sent back 16 accounts sent back and could not be billed to Medi-Cal.
 - Registration denials were down, but the total dollars was up.
 - Self-pay adjustments only wrote off \$105 for tax vouchers.
 - Revenue hit a record high of \$1.8M in August

H. Chief Nursing Officer’s Reports – Judy Gallagher

1. No written report was provided and Judy Gallagher was not present at the meeting.
2. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Chief Quality and Compliance Officer – (Jan., April, July, Oct.)
 - PRIME report is due this month.
 - Funding for July 2020 – December 2020 was just approved about a week ago. Still much uncertainty as to what comes after that.
 - Kristen is working with various departments and financially incentivized quality improvement programs. She really hopes to make improvements and earn some money for the district.
 - Kristen turned in our COVID-19 SHIP grant for just over \$84,000. Hopefully it will be approved soon as both items on our grant were pre-approved by the department manager.

I. Administrator’s Report – Matt Rees, CEO

1. We currently have 3 CNO candidates. Two have been interviewed and we’re setting up an interview for the third, hopefully next week.
2. Sarah Beach has left us and we’re currently interviewing for her replacement.
3. We have another 1 or 2 people testing positive for COVID at our facility. Our number is up to 6.

J. Old Business

1. Patient and Family Advisory Council – Kristen Rees, MPH, CPHQ
 - Kristen says it’ll be ready in 1 or 2 weeks and is asking for applications now.
 - Anyone can apply. We are targeting those with recent patient experience in our district.
 - David likes the advertisements being put out by Chelsea and Kent.

K. New Business

1. **Approval of Resolution 20:15** – Policies and Procedures (See separate packets A and B)

Motion: Katie McGuire moved to approve Resolution 20:15 Policies and Procedures.

Second: David Ordoñez

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

Noes: None

Motion carried by roll call.

2. Mobile Clinic approval for \$300,000 to \$400,000 – Kent Scown, COO and Paul Eves, CFO

- We are considering replacing the tent, as it is aged, has holes and is not designed for long-term use. It's about 10 years old.
- A mobile clinic could be used in the same place as the COVID tent, then when we no longer need it for COVID, we can move it to another site for outreach services.
- A new tent would be about \$25,000 and would need replaced periodically.
- A used mobile van, about 12-15 years old, is about \$85,000 to \$140,000, they have high mileage and undersized engines. Units with model years of 2010 – 2017 are roughly the same cost a new one.
- Modular Units are \$87,000 - \$100,000 for a 2015 model year.
- New mobile vans are \$290,000 - \$400,000. Smaller units are \$290,000. They have 2 rooms with a waiting area, which modular units don't have. They are roughly 30 – 32 feet long and 80 inches high.
- There was discussion about some of the back roads being hard to navigate. Kent says it's possible with the right equipment. A regular driver's license is all that is required to drive it.
- Timeline of delivery of a new mobile van would be early January to early February 2021.
- Board Member Katie McGuire asked about retrofitting the van. The cost of retrofitting the van is mostly included in the cost of the vehicle. Some smaller equipment and supplies would be needed.
- Telehealth doesn't reimburse as well, but we'll have better reimbursements with a mobile clinic.
- Paul discussed the estimated cost of operating the mobile clinic. Paul said we need to show how the stimulus money was spent and this would be a good to show for it.

See attached spreadsheet.

Motion: David Ordoñez moved to approve \$400,000 for the purchase of a mobile van for a mobile clinic.

Second: Katie McGuire

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

Noes: None

Motion carried.

3. 2021 CalPers Enrollment – Paul Eves, CFO (**See attached spreadsheet.**)

- Paul explained the new insurance rates for 2021. The increase is about 8.5%, but it really varies.
- Paul said Matt wants to leave the employee's contribution the same as for 2020.
- The increase in insurance rates for 2021 is about \$6,800, which the district is wanting to absorb, and not pass on to the employees.
- Board Member David Ordoñez wanted to know if there was any improvement in the employee's benefits. Paul replied no.
- Paul said about \$20,000 was paid by the district in August, 2020.
- Board Member Corinne Stromstad wants us to let the employees know of the cost to the

district. Paul stated it is shown on the employee's wage stub.

- Paul stated the benefits are about 30% of the monthly payroll cost.

Motion: David Ordoñez moved to approve \$400,000 for the purchase of a mobile van for a mobile clinic.

Second: Katie McGuire

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

Noes: None

Motion carried.

4. Pharmacy approval for \$500,000-The amount is tentative during the application process. Kent Scown, COO and Paul Eves, CFO

- Now that Keith's Pharmacy is closed, we need a new one in Garberville.
- The application process is several month's long and for the application we need to have a dollar amount showing how much we are willing to commit to the pharmacy, if we open one.
- Paul states this will not be a cost reimbursement, but it will be profitable.
- For cost-reporting reasons the Pharmacist Pejman Simanian will report to CEO Matt Rees.
- Pejman Simanian will be the Pharmacist in charge.
- Board Member Jessica Willis asked where it'll be located. It'll be located in current Accounting office in Administration, and will be a drive-thru.
- Board Member David Ordoñez stated that Redwoods Rural Health Center and Cloneys are also looking at putting in a pharmacy. Kent stated if one of them do, we will stop the process and not put one in.
- The question is if we opened a pharmacy, could we commit to \$500,000? This is not approving any money to be spent in building the pharmacy, this is only the amount we are willing to commit *if* the pharmacy is built.
- Board Member Jessica Willis asked about the need for additional security. Kent stated yes. We would need to install alarms, cameras and secured windows.

Motion: Katie McGuire moved to approve \$500,000 for the commitment amount for the application process.

Second: David Ordoñez

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

Noes: None

Motion carried.

L. Meeting Evaluation - none

M. Parking Lot

1. Moving towards a smoke free campus

- Kristen is collecting Policies and Procedures from other places to help create our own new policy. We will need new signage and implementation.
- Kristen hopes to have a new policy written for our facility in the next month or two
- Kristen asked to be added as a permanent fixture for quality and compliance to the closed session meeting agenda.

2. Governing Board retreat is on hold for now.

N. Next Meeting Thursday, October 29, 2020

1. QAPI Meeting Tuesday, October 13, 2020 at 2:30 p.m. – Board member Jessica Willis will attend.

Kristen stated she is currently trying to move the meetings to the mornings in the future.

2. Med Staff Meeting Wednesday, October 7, 2020, at 1:00 p.m. – Board member Katie McGuire will attend
- O. Adjourn to Closed Session – 2:48 p.m.
- P. Closed Session opened at 2:52 p.m.
 1. Approval of Previous Closed Session Minutes
 - a. Closed Session Special Governing Board Meeting August 27, 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 20:16

- a. Paul Lampert, M.D. - Provisional – Diagnostic Teleradiology – 09/24/2020 – 09/23/2022
 - b. Mark E. Zuckerman, M.D. – Provisional Associate – Lab Director - Anatomical and Clinical Pathology – 09/24/2020 – 09/23/2022
 - c. Tahir Mushtaq Alkhairy, M.S. – Associate - Diagnostic Teleradiology – 09/24/2020 – 09/23/2022
- Q. Adjourned Closed Session at 2:57 p.m.
 - R. Resumed Open Session at 2:57 p.m.

1. The following action was taken at closed session:

Table of **Resolution 20:16** until October 29, 2020, the medical reappointments of:

Paul Lampert, M.D. - Provisional – Diagnostic Teleradiology – 09/24/2020 – 09/23/2022

Mark E. Zuckerman, M.D. – Provisional Associate – Lab Director - Anatomical and Clinical Pathology – 09/24/2020 – 09/23/2022

Tahir Mushtaq Alkhairy, M.S. – Associate - Diagnostic Teleradiology – 09/24/2020 – 09/23/2022

- S. Adjourned Open Session at 2:57 p.m.