

Governing Board

Date: Thursday, October 29, 2020
Time: 1:30 p.m.
Location: Via Zoom Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes-REVISED

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, Kristen Rees, Kent Scown, Chelsea Brown, Keith Easthouse, Karin White, Amy Terrones, Adam Summers, Rachel Wells, and Karen Johnson

- 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, September 24, 2020
 - b. Special Governing Board Meeting Thursday, October 22, 2020

Motion: Katie McGuire moved to approve the Consent Agenda and the Previous Minutes as submitted.
Second: Jessica Willis
Ayes: David Ordoñez, Corinne Stromstad, Jessica Willis and Katie McGuire
Noes: None
Motion carried.
- F. Correspondence, Suggestions or Written Comments to the Board
 1. Best Best & Krieger, AB 992: Open Meeting Laws and Social Media, New California Law Addresses Prohibition on Serial Meetings on Social Media
 - Katie asked if it was passed into law already. Yes it has been.
- G. Finance Report –Matt Rees
 1. September 2020 Finances –Matt Rees for Paul Eves

- A/R Cash Collections over \$1.1M.
- AR days down, lowest since Matt's been here.
- Revenue up to \$1.38M.
- LAIF account still has \$13M
- Current liabilities-Medicare accelerated Payments of \$4.4M and Medicare contingency \$2M.

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

Second: Katie McGuire

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

Noes: None

Motion carried.

2. PFS report – September 2020 – Matt Rees for Jennifer Melvoen (see separate printout)
 - Our Uncoded/DNFB has improved over August.
 - Diane is here doing additional training with med staff this week
3. HRG report – September 2020 – Matt Rees for Jennifer Melvoen – (see separate printout)
 - Everything in line with expectations.
 - Expecting \$0.75 m in cash payments next month

H. Chief Nursing Officer's Reports – Karin White

1. No written report was provided. Karin introduced herself.
2. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Chief Quality and Compliance Officer – (Jan., April, July, Oct.)
 - No report. Will have it next month.
 - Working on tobacco and smoke free policy
 - COVID testing all came back negative since the original employee tested positive
 - Karin and Kristen are working together on the COVID reporting, due by noon every day
 - Probably will be trans to QIP in January
 - David Ordonez asked if NRHA weighed in on Prime and the transition. Not really, Matt says it's something unique to our state. They extended prime to July 2021. Most hospitals are not critical access hospitals.

I. Administrator's Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Rachel Wells (Jan., April, July, Oct.)
 - 10 new hires, 2 of which were new positions -- Sr Accountant and ED tech.
 - 6 separations, 1 moved , 5 others (the 5 others are both voluntary and non-voluntary separations)
 - She's working on filling vacant positions
 - By Jan 1st will have all benefits online
 - David Ordonez would like to see a little more detail about the separations. Such as, the commute was too much for them, etc.
2. Amy Terrones, Family resource center.
 - 1st quarter funding shows a lot of success thru COVID

- Distribute food and supplies weekly to 1380 people (4000 meals). Over 60,000 lbs in food distributed
- Starting to get into holiday food. Have 3 grants she's working on, 2 applied for and 1 received already
- She found these families and seniors say the best way to communicate with them is by email and social media.
- David Ordonez asked what's the Facebook page? "Family Resource Center Southern Humboldt".
- Trying to do live videos, they're getting lots of shares and likes, from Rio Dell to Leggett.

3. Matt

- Doing drive up flu clinic today in Shelter Cove, 13-14 flu shots scheduled
- Doing COVID testing in house. Some testing is being done in-house, mainly on patients in-house.
- Did not have any other employees test positive other than the one employee.
- Weekly testing of SNF patients and employees involved in patient care now.
- Higher testing rate will find asymptomatic COVID so they can quarantine.
- Cloney's and Redwoods Rural Health Center are both saying they are not pursuing a pharmacy.
- Pharmacist to be interviewed next week. Matt worked with him 10-15 years ago. His customer service is outstanding. If any board members want to talk to him, we can set up a Zoom meeting, He'll be here the 3rd to the 5th of November
- Jessica Gardner is working on the patient portal. There will be ticklers to patients to remind them they need certain tests. There's an app for the phone, and there will be step contest and a seniors club
- David: SJH can't read our tests and have them done again. Can app show exam results and show SJH the results? Matt – yes.
- IT had huge project. Transferred Centriq from one servicer to another
- Operations: new doors up at Sprowel Creek Campus, at JPCH, HVAC plans have been approved. OSHPD certified next year hopefully.

J. Old Business

1. Patient and Family Advisory Council – Kristen Rees, MPH, CPHQ
 - Docs to Rachel to send on to attorney
 - Will move forward if don't hear back soon

K. New Business

1. **Approval of Resolution 20:17** – Policies and Procedures (See separate packet A)
 - Corinne wanted to know if the COVID policy is mandated by the state. Yes it is.

Motion: Katie McGuire moved to approve Resolution 20:17 Policies and Procedures.

Second: Alison Rivas

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

Noes: None

Motion carried by roll call.

2. Planning for the upcoming holidays

- Every year the board does something for employees in December, due to COVID and the weather, board will hold off until April. Will be able to do something outside.
- Still want to do something during the holidays for the employees. There are some bags to be distributed to employees, holiday bonus, a card for each employee and a

- photo of the board members on the card.
- Add to next board meeting to finalize

3. **Approval of Resolution 20:18** - Check signing authority – Matt and Paul

- Corinne Stromstad was concerned about Matt and Kristen doesn't sign the same check
- Removing Judy G and adding Karin White.
- Also adding one more. Kristen Rees
- Internal control: Matt and Kristen won't sign each other's checks
- David asked if we're having an auditor look at this? Matt, not yet, but it would be best practice to have one look at it. Matt will get back with more information.

Motion: David Ordoñez moved to approve the check signing authority to be updated to remove Judy Gallagher, and add both Karin White and Kristen Rees.

Second: Katie McGuire

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

Noes: None

Motion carried.

4. California Department of Public Health 10/20/2020 survey at facility
- CDPH did survey of our COVID efficiency plan and found no deficiencies

L. Meeting Evaluation - none

M. Parking Lot

1. Moving towards a smoke free campus—Move to agenda next time. Kristen will have policies for the next meeting
2. Governing Board retreat is on hold for now.

N. Next Meeting Thursday, December 3, 2020

- Swearing in of David Ordonez and Corinne Stromstad can happen on or after December 4, 2020. Can the Board Clerk swear them in? Is a quorum needed? January's meeting ok? How does swearing in happen, in person or by Zoom? Karen Johnson, Board Clerk, will follow up with the Humboldt County Elections office and report back to the Board.

1. QAPI Meeting Tuesday, November 10, 2020 at 2:30 p.m. – Board member Corinne will attend.
2. Med Staff Meeting Wednesday, November 4, 2020, at 1:00 p.m. – Board member Katie McGuire will attend

O. Adjourn to Closed Session – 2:53 p.m.

P. Closed Session opened at 2:53 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting September 24, 2020
 - b. Closed Session Special Governing Board Meeting, October 22, 2020
2. Quality/Risk Management Report [H&S Code § 32155] – Karin White, CNO
3. Medication Error Reduction Plan Committee Report [H&S Code § 32155] – Karin White, CNO

4. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of Resolution 20:19

- a. Paul Lampert, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022
- b. Mark E. Zuckerman, M.D. – Provisional Associate – Lab Director - Anatomical and Clinical Pathology – 10/29/2020 – 10/28/2022
- c. Tahir Mushtaq Alkhairy, M.S. – Associate - Diagnostic Teleradiology – 10/29/2020 – 10/28/2022
- d. David Ishimitsu, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022
- e. Michael Witkoskov, M.D. – Provisional - Diagnostic Teleradiology – 10/29/2020 – 10/28/2022
- f. Johnathan Meyer, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022
- g. Todd David Greenberg, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022

Motion: Jessica Willis moved to approve Resolution 20:19 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

Q. Adjourned Closed Session at 3:05 p.m.

R. Resumed Open Session at 3:05 p.m.

1. The following action was taken at closed session:

Resolution 20:19 Medical Staff Appointments/Reappointments [Gov. Code § 54957]:

Paul Lampert, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022

Mark E. Zuckerman, M.D. – Provisional Associate – Lab Director - Anatomical and Clinical Pathology – 10/29/2020 – 10/28/2022

Tahir Mushtaq Alkhairy, M.S. – Associate - Diagnostic Teleradiology – 10/29/2020 – 10/28/2022

David Ishimitsu, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022

Michael Witkoskov, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022

Johnathan Meyer, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 – 10/28/2022

Todd David Greenberg, M.D. - Provisional – Diagnostic Teleradiology – 10/29/2020 –

10/28/2022

S. Adjourned Open Session at 3:07 p.m