

Governing Board

Date: Thursday, February 4, 2021
Time: 2:00 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, Jessica Willis, Katie McGuire, and Alison Rivas

Not Present: None

Also: CEO Matt Rees, CNO Karin White, CQO Kristen Rees, COO Kent Scown, CFO Paul Eves, Outreach Manager Chelsea Brown, Keith Easthouse, PFS Manager Jennifer Melvoen, Carolyn Hino-Bourassa, Foundation Board Chair, Connie Paul, Foundation Board Clerk, and Karen Johnson, Governing Board Clerk

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 2:02 p.m.
- B. Public Comment – none
- C. Board Member Comments –
 - 1. Trainings to do: May need the Brown Act and Harassment training, all are on line on ACHD. Matt will check with ACHD.
- D. Announcements - none
- E. Consent Agenda
 - 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, December 3, 2020

- b. Special Governing Board Meeting, December 3, 2020
- c. Special Governing Board Meeting, December 9, 2020

Motion: Jessica Willis moved to approve the Consent Agenda and the Previous Minutes as submitted.

Second: Katie McGuire

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

Noes: None

Not Present: David Ordoñez,

Motion carried.

F. Correspondence, Suggestions or Written Comments to the Board

- 1. Correspondence to the Board of Directors-email received 1/11/2021 regarding acronyms used on the agenda.
 - i. Per policy, all correspondence addressed to the Board is to be considered confidential, unless the correspondent specifically states otherwise. Due to this, the correspondence only went to Corinne Stromstad, Board President.
 - ii. Acronyms to be added to website as reference, on the page with the Board Agenda and Minutes posted, as well as a foot note at the bottom of minutes.
 - iii. Per policy, the Board President Corinne Stromstad will write a letter to the correspondent.

G. Finance Report –Paul Eves

1. November and December Finances –Paul Eves – See reports

- Acute patient days were up in November (13) and December (18)
- Clinic visits are still down a little from last year
- Lab tests for November and December were much higher than average due to COVID. December alone we had 445 COVID tests.
- Question: Was Outpatient medical due to COVID? Yes
- Hospital revenue for November was \$1,150,000 and December was \$1,120,000.
- We haven't had long term debt since June, so we don't pay interest. Interest income is \$20,636 for December
- Deferred revenue IGT is actually income but we recognize it over the course of all the months
- Medicare Accelerated Payments-We will have to start paying those back in April.

Motion: Katie McGuire moved to approve the Financials as submitted for November and December, 2020.

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

2. PFS report – November and December, 2020 –Jennifer Melvoen (see separate printout)
 - Uncoded/discharge not final billed ... November was good, 4.6 days and \$196,107, but down in December, 10.3 days and \$391,074.
 - ER/Observation accounts not coded and billed quickly, at times. Sometimes we have to wait until the doctor is back on site to fix. Some doctors log in remotely when they're not on shift, but not all of them do.
 - December, vacations and time off during the holidays.
 - Number of outpatient admissions doubled from 330 in October to 631 in December.
 - HIM staff backed up with one down to half time. We have a new hire who is helping tremendously, but we have another out on medical leave now.
 - HCFS is now Centauri. Centauri bought out HCFS. Centauri has not developed a detailed report yet. Hopefully we'll have one next month.
 - Employee health write-offs up to \$10,230 due to COVID testing
3. HRG report –November and December, 2020 –Jennifer Melvoen – **(see separate printout)**
 - Cash collections were strong, exceeding net revenue for the 4th straight month in a row.
 - Third party aging continues to see improvements, but is about 12% away from the goal. Aging goes up when the coding is behind.
 - We will see improvement each month

H. Chief Nursing Officer's Reports – Karin White

- Vaccination clinics will have given over 1000 vaccines by end of this week. That includes both 1st and some 2nd doses. The guidelines are changing rapidly. We've already had 3 changes today alone. Last week we were told to go to phase 1B, which includes teachers, food care, agriculture, but today we were told we can't go forward with 1B.
- Working on getting people trained on the CAIR program. They will help with getting the vaccine records into the system.
- Karin's working on the SWG bed program. We will continue to increase the patient load

and would like to hire more LVNs to help with staffing for that.

- TeamSTEPPS is a program about communication, team work and working together. The first training in the series was this week.
 - We now have the resuscitation quality improvement program. Judy had started a trial run with it before she left. This is training for BLS, ACLS and PALS online.
 - We're on board with our new infusion pumps, BBraun. Jennifer Gutierrez and Pejman Simanian have rolled that out.
 - We are having Pyxis training with our new machine. Kent Scown and Jennifer Gutierrez are rolling that out.
 - Hired staff including a Clinic Manager that starts next week. We hired a permanent LVN in the clinic (previously we had a traveler), and an RN with a background in Mental Health and Addiction, but right now she's fulfilling the roll of the traveling nurse for home health visits.
 - Question from David: How many changes have been received this week (COVID vaccine related)? Not sure of the count for the week, but 3 today already.
 1. We could start with teachers, grocery store/farm workers.
 2. Then the county said no, don't do those. We'll stick with the 75+ years and older for now.
 3. Count number of vaccines, not # of people (1 would be a patient receiving both 1st and 2nd doses) as we have been.
 - Question from Katie: Are you able to vaccinate those with pre-existing conditions? For those coming into our clinics, at the end of the clinic, if we have extra doses left over we give those to ones who are 65 years and older and those with pre-existing conditions.
1. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]– Kristen Rees, Chief Quality and Compliance Officer – (Jan., April, July, Oct.) **(see separate report)**
- We have several departments with no reports submitted this quarter. They have been working on things, but there have been too many changes recently and so much information it's difficult for the managers to write up. Kristen will try to submit an update next month.
 - The Long-Term Care Quality Improvement Program with Partnership disbanded, as they no longer have funds for it. Their funds have been redirected due to COVID. They do still have the Primary Care Provider Quality Improvement Program, but they've cut down the metrics since last year and a lot less money available.
 - We've hired a Behavioral Health Nurse for the Behavioral Health pilot program, but until we hire a Licensed Clinical Social Worker or counselor and have space set up, we'll continue to have the new RN do the home health visits.
 - Dr. Newdow and Kristen Rees have a call with UCLA tomorrow (2/5/2021) working on the mental health project. UCLA wants to see if there's anything they can do to support us or guide us in any way.

- PRIME officially ended on 6/30/2020. QIP 3.5 was in place for the transition period of 7/1 to 12/31/20. Kristen and Coral are working on the final PRIME report. The report actually covers from 3/1/2019 to 2/29/2020. We're in QIP PY4 now, but we don't have a manual to describe the metrics yet. After we receive the manual we'll choose how many we're doing. Kristen has been working with Dr. Newdow, Dr. Seth Einterz and Matt Rees on which metrics to choose.

I. Administrator's Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Rachel Wells (Jan., April, July, Oct.) – no report submitted. This will be moved to next month.
2. Matt reviewed accomplishments for 2020
 - a. Cash is at record highs, AR days and denials are down, and we paid off all our long-term debts.
 - b. Working on the new Pharmacy (Garberville Pharmacy)-Just one project left, that's the HVAC installation
 - c. Picture contest-We have photos up in hallways in the hallway
 - d. Installed the covered area in courtyard
 - e. Pyxis machine-We're doing training now.
 - f. Capital campaign, received \$100,000 in the last couple days
 - g. SNF maintained their staff for the whole year. 1 LVN became an RN and works in ER now.
 - h. Some patient in the SNF unit have received iPads/Tablets

J. Old Business

1. Patient and Family Advisory Council – Kristen Rees, MPH, CPHQ
 - a. I've talked with physicians who are recruiting for the Council now, asking patients they think would do well on to fill out an application. We haven't had many referrals yet, but expect that will improve.
2. Moving towards a smoke free campus – Kristen Rees, MPH, CPHQ
 - a. A draft version went to Medical Staff Committee last month (in January). Concerns were raised about going to a smoke free campus, patients will leave AMA-Against Medical Advice. We don't have the staff to watch patients/residents one on one as the state requires. Prescription for cigarettes would be required for the patients to smoke. Employees are a bit concerned. We're trying to address the concerns and will continue to work on the policy.
3. Property Purchase Agreement [Gov. Code § 54956.8]- Approval for Matt Rees, CEO, to sign escrow documents on behalf of the District
 - a. The ownership will be held the same as the other properties of the district.

b. APN 032-051-020

Owner: Vocality Credit Union, Garberville, CA

Motion: David Ordoñez moved to approve Matt Rees, CEO, to sign for the Vocality property as mentioned above on behalf of the district.

Second: Jessica Willis

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

Noes: None

Not Present: Alison Rivas

Motion carried.

K. New Business

1. Approval of **Resolution 21:01**

- Policies and Procedures Packet “A” including Infection Prevention Authority Statement and Pharmacy’s Use of Home Medications

2. Approval of Packet “B” Approval of the SoHum Health Foundation Amended Bylaws

- Our attorney is ok with the wording of the amendment. The SHCHD Governing Board maintains right to disband the Foundation and recreate the Foundation if the need arises, but the Foundation can approve their own members without the Governing Board.
- Packet “B” is to be voted on in Resolution 21:01 with Packet “A”

Motion: David Ordoñez moved to approve **Resolution 21:01** Policies and Procedures Packet “A,” and Dietary and Quality Performance Improvement manuals and Packet “B”, SoHum Health Foundation Amended Bylaws.

Second: Katie McGuire

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

Noes: None

Not present: Alison Rivas

Motion carried by roll call.

3. Approval of Ross Huber for the SoHum Health Foundation Board

Motion: Jessica Willis moved to approve Ross Huber to the SoHum Health Foundation Board.

Second: Corinne Stromstad

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

Noes: None

Not present: Alison Rivas

Motion carried by roll call.

4. Approval of new positions –1.0 FTE Quality, 0.5 FTE IT, and 0.5 Nursing with an additional expense of \$180,000 to help bring in income of \$700,000 from the Quality Improvement Program (QIP)
 - a. FTE definition – Full Time Equivalent
 - b. Karin White says the computer (EMR-Electronic Medical Record) doesn't extract data automatically for QIP, so it must be done manually.
 - c. Who funds it? CMS passes it down to the State, who passes it down the Managed Care plan
 - d. IT is in part due to the new pharmacy
Motion: Katie McGuire moved to approve 1.0 FTE Quality position, 0.5 FTE IT position and 0.5 nursing position with an additional expense of \$180,000 a year.
Second: Jessica Willis
Ayes: David Ordoñez, Corinne Stromstad, Jessica Willis and Katie McGuire
Noes: None
Not present: Alison Rivas
Motion carried by roll call.

L. Meeting Evaluation – We're ahead of schedule

M. Parking Lot

1. Governing Board retreat is on hold for now.

N. Next Meeting Thursday, February 25, 2021

1. QAPI Meeting Thursday, March 11, 2021 at 2:30 p.m.-Katie McGuire will attend.
2. Medical Staff Meeting Wednesday, March 17, 2021 at 1:00 p.m.-Jessica Willis will attend.

O. Adjourn to Closed Session – 3:20 p.m.

P. Closed Session opened at 3:20 p.m.

1. Approval of Previous Closed Session Minutes

- a. Closed Session Governing Board Meeting December 3, 2020

Motion: Katie McGuire moved to approve to approve the Consent Agenda and the Previous Minutes as submitted.

Second: David Ordoñez

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

Noes: None

Not Present: Alison Rivas

Motion carried.

2. Quality/Risk Management Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ
3. Medication Error Reduction Plan Committee Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ
4. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of Resolution 21:02

Rooshin Bhadrik Dalal, M.D. - Appointment – Teleradiology, 02/04/2021 – 02/03/2023

Q. Adjourned Closed Session at 3:37 p.m.

R. Resumed Open Session at 3:37 p.m.

1. The following action was taken at closed session:

Resolution 21:02 Medical Staff Appointments/Reappointments [Gov. Code § 54957]:

Rooshin Bhadrik Dalal, M.D. - Appointment – Teleradiology, 02/04/2021 – 02/03/2023

Motion: Jessica Willis moved to approve **Resolution 21:02** the reappointment of the above listed physician.

Second: Katie McGuire

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

Noes: None

Not Present: Alison Rivas

Motion carried and passed by roll call.

S. Adjourned Open Session at 3:37 p.m.

Abbreviations

<i>ACHD</i>	Association of California Healthcare Districts	<i>ACLS</i>	Advanced Cardiac Life Support Certification
<i>AR</i>	Accounts Receivable	<i>BLS</i>	Basic Life Support Certification
<i>CAIR</i>	California Immunization Registry	<i>CEO</i>	Chief Executive Officer
<i>CFO</i>	Chief Financial Officer	<i>CMS</i>	Centers for Medicare and Medicaid Services
<i>CNO</i>	Chief Nursing Officer	<i>COO</i>	Chief Operating Officer
<i>CPHQ</i>	Chief Quality and Compliance Officer	<i>EMR</i>	Electronic medical record
<i>ER</i>	Emergency Room	<i>FTE</i>	Full Time Equivalent/Full Time Employee
<i>HIM</i>	Health Information Management	<i>HRG</i>	Healthcare Resource Group
<i>HVAC</i>	Heating, Ventilation and Air Conditioning system	<i>IGT</i>	Intergovernmental transfer
<i>IT</i>	Information Technology	<i>JPCH</i>	Jerold Phelps Community Hospital
<i>LVN</i>	Licensed Vocational Nurse	<i>MPQ</i>	Master of Public Health
<i>OBS</i>	Observation	<i>PALS</i>	Pediatric Advanced Life Support Certification
<i>PFS</i>	Patient Financial Services	<i>QAPI</i>	Quality Assurance Performance Improvement
<i>QIP</i>	Quality Improvement Project	<i>RN</i>	Registered Nurse
<i>SHCC</i>	Southern Humboldt Community Clinic	<i>SHCHD</i>	Southern Humboldt Community Healthcare District
<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds