

Governing Board

Date: Thursday, December 3, 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, and Alison Rivas

Not Present: Jessica Willis

Also: CEO Matt Rees, CNO Karin White, CQO Kristen Rees, COO Kent Scown, CFO Paul Eves, Outreach Manager Chelsea Brown, Lab Manager Adam Summers, HR Manager Rachel Wells, Keith Easthouse, PFS Manager Jennifer Melvoen, Rob Eskridge, Growth Management Center, Justin Crellin, Foundation Board Member 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, October 29, 2020
 - b. Special Governing Board Meeting Tuesday, November 3, 2020

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

Second: Katie McGuire

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

Noes: None

Not Present: Jessica Willis

Motion carried.

F. Correspondence, Suggestions or Written Comments to the Board - None

G. Finance Report –Matt Rees and Paul Eves

1. October 2020 Finances –Paul Eves

- Paul reviewed highlights of all reports submitted. A revision to the finance packet was sent out Tuesday.
- 110 Swing Bed days, ER visits are down, Clinic visits are up
- AR cash collections are at \$1.258M
- LAIF account has new interest posted for 3rd quarter

Motion: Katie McGuire moved to approve the Financials as submitted for October, 2020.

Second: David Ordoñez

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

Noes: None

Not Present: Jessica Willis

Motion carried.

2. PFS report – October, 2020 – Paul Eves for Jennifer Melvoen (see separate printout)

- Our Uncoded/DNFB has improved over.
- Reviewed report. Most is in line with expectations.

3. HRG report –October 2020 – Matt Rees for Jennifer Melvoen – (see separate printout)

- Everything in line with expectations.

H. Chief Nursing Officer's Reports – Karin White

- Humboldt County will receive 975 doses of the Pfizer vaccine on or about 12/14/20. We'll get about 100 doses for staff the following week. A plan to give the vaccine is in place based on risk and will vaccinate as soon as possible, within 5 days. There are only a few people on the CAIRS who can administer vaccine. We're working on having more people added. Pfizer's vaccine requires a 2nd dose 28 days after the 1st dose. We may

have some staff that won't want the vaccine. Won't be available to the public this first round. Must use according to tier system in place.

- SNF residents will get vaccine thru another program and will get the vaccine in the next month.
- Quite a few interviews coming up for vacant positions. The Infection Prevention position was offered, but declined.
- We had a CDPH survey Tuesday. No deficiencies but strongly recommended we have a f/t IP on site.
- Cheryl Wik is back, she started on Monday.

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)**

- Signed up for another grant yesterday for \$12K. If you have questions let her know.
- Question about pg 14 data. The data came from Partnership Health Plan website. Kristen explained the Clinic QIP chart. Kristen can work on making it easier to understand.
- Question What is RL Solutions? An event reporting system.

I. Administrator's Report – Matt Rees, CEO

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

- Launched the capital campaign a few days ago. Sent out a mailer to community members. Had Foundation board members sign letters. Sent out 260 letters. Received 12 responses so far with a total of \$10,000 in pledges. Will do another one to patients and one to hospital vendors soon.

2. Approval of Nicholas Vogel for the SoHum Health Foundation Board – Nick is from the Senior Center. David has known him for 2 years. Nick will be valuable asset.

Motion: David Ordoñez moved to approve Nicholas Vogel for the SoHum Health Foundation Board.

Second: Katie McGuire

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

Noes: None

Not Present: Jessica Willis

Motion carried.

3. Strategic Plan – Matt Rees and Rob Eskridge – Rob gave the presentation

- SoHum Healthy Living Club – Seniors Circle: Rob stated we're taking a more proactive stance with clinic. Jessica Gardner is the Patient navigator. They're drafting a brochure. They will be contacting seniors about Medicare enrollment, how to get in touch with specialists, finding resources, etc. Starting with seniors coming in to the clinic, then will

expand. Limited capacity at this time due to Jessica's schedule. Limited to a few only patients, but will expand the program to more patients in the future.

- Patient EMR Portal: Standard 1: As soon as lab results are available, they will be viewable to the patient on the portal. Standard 2: If patient calls by 10 am, they can get in for a same day appointment. The portal is up and running. When the Clinic Manager position is filled it'll require a little work regarding prescriptions. We're signing people up now for portal. There's an app available for smart phones. Contact clinic registration, ext 221 to get an email to start the sign up procedure. The Patient Navigator will offer services not available thru provider or other staff.
 - Add Relevant Healthcare Services - Open our own retail pharmacy. One option is we can sign up with a PSAO. They do the contracting like with express scripts, etc. but not 340b program. They have software and advisory services to set up and other services like reviewing financial reports, etc. Cardinal and McKesson are the two PSAOs. Second option is to hire consultants.
 - Question from David Ordonez. Why would we have a joint venture with Redwoods Rural Health Center? For now it's not an option or we will have to start the pharmacy application all over again. We'll look at option the future. Right now it would slow the application/approval process down.
 - Reviewed all others briefly. See Strategic Plan.
4. Matt: We have limited reagent for rapid COVID testing, so we're not testing general public right now. We're testing those with doctor's orders and current patients. We had a supply disruption due to the company we contract with running out.
- Question: Can we do the non-rapid test if they pay for it? We can offer it without a doctor's order, but supply will run out in a few days. The public may not have the same interest when they find out they have to wait a few days for the test.
 - Question: If the test comes back negative, are we calling the patient? No, we are not required to and we don't have the staff to call. That would be a full time position if we did. If the results are positive you will be notified by phone.

J. Old Business

1. Patient and Family Advisory Council – Kristen Rees, MPH, CPHQ
 - Have contacted patients who come in regularly and may have had a negative experience to be on the council.
2. Moving towards a smoke free campus - Kristen Rees, MPH, CPHQ
 - Policy has been written, but the document was written over, so she is starting over again.
3. Planning for the holidays
 - Things are changing rapidly due to COVID so no dinner will planned at this time. We may look at something outdoors in the Spring.
 - Katie is working on cards and bags. She sent the verbiage out by email to the

board members just before board meeting. It was reported they couldn't open image. The image was a picture of all the Board Members together. Alison and David said the verbiage is ok. Katie will add a chocolate bar.

K. New Business

1. Policies and Procedures - None
2. QAPI Plan - Kristen Rees, MPH, CPHQ – See report
 - It needs approved by the board every year, and was last approved in November or December of 2019. It contains the mission, vision, purpose of quality, feedback monitoring systems.

Motion: Katie McGuire moved to approve 2017 Quality Assurance & Performance Improvement (QAPI) Plan for Southern Humboldt Community Healthcare District (SHCHD)

Second: David Ordoñez

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

Noes: None

Not Present: Jessica Willis

Motion carried.

L. Meeting Evaluation - none

M. Parking Lot

1. Governing Board retreat is on hold for now.

N. Next Meeting Thursday, January 28, 2021

1. QAPI Meeting Tuesday, December 8, 2020 at 2:30 p.m. – Katie and David will attend
2. QAPI Meeting Tuesday, January 12, 2021 at 2:30 p.m. David will attend
3. Med Staff Meeting Wednesday, December 16, 2020 at 1:00 p.m. Corinne will attend
4. Med Staff Meeting Wednesday, January 20, 2021 at 1:00 p.m. Alison will attend

O. Adjourn to Closed Session – 3:09 p.m.

P. Closed Session opened at 3:12 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting October 29, 2020
 - b. Closed Session Special Governing Board Meeting, November 3, 2020

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

Second: Alison Rivas

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

Noes: None

Not Present: Jessica Willis

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. Property Negotiations [Gov. Code § 54956.8]
 - a. 531 Elm Street, Garberville, CA 95542, Listed Owner: First Church of Christ Science, Parcel # 032-133-002-000. Negotiating Team: Matt Rees, Kent Scown, and David Ordonez.
5. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of Resolution 20:20

- a. Yousri Gadallah, M.D. - Reappointment – Family Practice/Emergency Medicine – 12/3/2020 – 12/2/2022
- b. Daniel Nathan Lucas, M.D. – Reappointment – Teleradiology – 12/03/2020 – 12/02/2022
- c. Jason Lue, M.D. – Reappointment – Teleradiology – 12/03/2020 – 12/02/2022
- d. Jose A. Ospina, M.D. – Reappointment – Teleradiology – 12/03/2020 – 12/02/2022

Q. Adjourned Closed Session at 3:41 p.m.

R. Resumed Open Session at 3:41 p.m.

1. The following action was taken at closed session:

Motion: Katie McGuire moved to approve **Resolution 20:20** the reappointment of the listed physicians.

Second: Alison Rivas

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

Noes: None

Not Present: Jessica Willis

Motion carried and passed by roll call.



Southern Humboldt Community
Healthcare District

Resolution 20:20 Medical Staff Appointments/Reappointments [Gov. Code § 54957]:
Yousri Gadallah, M.D. - Reappointment – Family Practice/Emergency Medicine – 12/3/2020 –
12/2/2022
Daniel Nathan Lucas, M.D. – Reappointment – Teleradiology – 12/03/2020 – 12/02/2022
Jason Lue, M.D. – Reappointment – Teleradiology – 12/03/2020 – 12/02/2022
Jose A. Ospina, M.D. – Reappointment – Teleradiology – 12/03/2020 – 12/02/2022

S. Adjourned Open Session at 3:41 p.m