

Governing Board

Date: Thursday, February 25, 2021
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, 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, PFS Manager Jennifer Melvoen, Adam Summers, Lab Manager, Rachel Wells, Human Resources Manager, and Karen Johnson, Governing Board Clerk

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:31 p.m.
- B. Public Comment – none
- C. Board Member Comments – David is happy to see weekly staff updates, pictures in the hospital and outdoor events. This is good team building.
- D. Announcements - none
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, February 4, 2021

Motion: Jessica Willis moved to approve the Consent Agenda and the

Previous Minutes as submitted.

Second: Katie McGuire

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

Noes: None

Not Present: Alison Rivas

Motion carried.

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

G. Finance Report –Paul Eves

1. January, 2021 Finances –Paul Eves – See reports

- Acute is down. Swing beds are up to 117 days. Emergency room visits low in January, clinic visits down a little bit.
- Outpatient lab visits have a huge number of COVID tests in the numbers.
- Income Statement trends, total hospital rev \$1.2M. Swing bed days are good.
- Rate range contract, they've finalized all the calculations, IGT deposit will be due to them in late April for \$1.8M. Expect then to net us about \$3.3M later, maybe next fiscal year.
- Five years ago the unrestricted balance, accumulated net income was \$4M, so it's increased about \$10M in 5 years.

Motion: Katie McGuire moved to approve the Financials as submitted for January, 2021.

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 – January, 2021 –Jennifer Melvoen (see separate printout)

- The HRG report is focusing on high unbilled numbers. We closed at 9.7 days unbilled in January and \$365K. On Tuesday (2/23/21) unbilled was \$209K.
- Fewer SWG days in January, but currently we have 3 and all Medicare.
- Revenue cycle report –We have not been able to get report from Centauri. We have communication issues with them. They haven't sent anything over yet. She's working with the Account Manager.

3. HRG report –January, 2021 –Jennifer Melvoen – **(see separate printout)**

- Self-pay adjustments – no authorizations were about \$29K, employee discounts were low and employee health was still up due to COVID (testing). The total was about \$32K.
- Quarterly report from Partnership Health Plan. For the hospital we're still #2, clinic we're #13. For clinic it's nothing registration or the clinic is doing. It's a glitch in Partnerships system, it does not recognize the telehealth codes we use to bill. They will be approved eventually. David asked about how many we were being compared to. There are 15 on the graph. This is hospitals that have Partnership as their managed Medi-Cal provider, which is the northern 13 counties.

H. Chief Nursing Officer's Reports – Karin White

- Vaccine clinics, goal this week with 460 people, more than any other week. Total will be about 2200 vaccines.
- We purchased a hover mat for Emergency Department and Skilled Nursing which allows you to move a patient from one bed to another very easily. One of the biggest injuries is moving patients. This will allow us to move them very easily. It's a type of fabric, the friction allows you to move the patient easily. Other one has a machine that you fill with air and also non-friction. Will save on back injuries, etc. especially when there's only 1 in the Emergency Department.
- Infusion pumps being used now. It was a big safety issue in the past.
- Pyxis, go-live scheduled for March 8th. All nurses have been trained. It'll be for the medication for both the Emergency Department and Acute.
- RQI, Resuscitation Quality Improvement, BLS/ACLS/PALS, and will be done quarterly.
- Swing beds were good this month. We continue to grow that program. We had 5 patients at one time. After that we have a patient/staffing ratio issue.
- Jennifer Baskin is the new clinic manager.

I. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Chief Quality and Compliance Officer – (Jan., April, July, Oct.) **(see separate report)**

- Working on the QIP 3.5 report

J. Administrator's Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Rachel Wells (Jan., April, July, Oct.) –
 - a. October thru December, 6 new hires, 4 were separated (2 returned as per diem (retired) one left to be closer to home.
 - b. We've been filling new positions, creating new ones, just filled 3 for the clinic
 - c. Activities in Human Resources, benefits was moved to online to the Ease platform,

- at no cost to district. Next year should be easy and streamlined. Successful benefits enrollment for 2021.
- d. Rachel is looking for suggestions how to make the report easier to read? – Corrine likes the chart. David like detail about people leaving, easier to understand what’s really happening.
 - e. We’re trying to find ways to help employees relieve stress. We’re trying to find ways to help employees relieve stress. Two mental health clinic days for employees. We’re looking for a local to do massage therapy for employees.
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.)
- a. Weekly emails going out to staff are really helpful.
 - b. Foundation report. Capital campaign is going well, 80% of total goal. Created naming opportunity and had to add more naming rooms. See the chart in her report. The term “Board members” is used, meaning both Governing Board and Foundation Board. Community members have donated \$1.2M.
 - c. Foundation will hold a small online auction in May to raise a little money to keep the momentum going. We will be using an online platform, but haven’t decided which one yet. Open for 2 weeks, when it closes will do a Zoom event to see the results. Created a finance sub-committee. Building our development program (plan giving is estate plan donations) Go to Sohumhealth.org.
3. Matt:
- a. Crabbing cold and windy, have to do it again, about 20-25 and 15 stayed to the end. We caught a Northern Kelp Crab along with a lot of other crab. We’ll be hiking March 13th as our next outdoor activity.
 - b. Annual awards in April with BBQ
 - c. We’re hoping to have the new Garberville Pharmacy open in April, but could be May or June. Shelving and countertops, and laminate flooring have been ordered.
 - d. New clinic Emily Marshall, D.O. starts in July. Tanya Villers, FNP starts next week.
 - e. Slowdown in COVID tests. We’re thinking about taking the restriction away of having to call in first and have it so they can just walk in. Matt will meet with Karin and Adam about this.

K. Old Business

1. Patient and Family Advisory Council – Kristen Rees, MPH, CPHQ
 - a. We’re still recruiting for that, but Rachel (Wells) and I haven’t interviewed anyone yet because no one has turned in applications yet.
2. Moving towards a smoke free campus – Kristen Rees, MPH, CPHQ
 - a. We will decide at Medical Staff Committee if we move forward with this. Concerned if we go forward, patients will leave if they can only have patches and can’t smoke. We don’t have enough staff to be with a patient that goes outside to smoke. She is getting more information from other hospitals that have gone smoke and tobacco free regarding

the issues they had and how they dealt with them.

L. New Business

1. Approval of Resolution 21:03, Policies and Procedures - None

M. Meeting Evaluation – We went through this one pretty fast today.

N. Parking Lot

1. Governing Board retreat is on hold for now.

O. Next Meeting Thursday, March 25, 2021

1. QAPI Meeting Thursday, March 11, 2021 at 1:00 p.m. – Corinne Stromstad will attend. Kristen reports that if the QAPI meeting changes, she will let everyone know. There is a requirement of certain positions be in attendance, so the date/time may need to change occasionally.
2. Medical Staff Meeting Wednesday, March 17, 2021 at 1:00 p.m. - Katie McGuire will attend.

P. Adjourn to Closed Session – 2:24 p.m.

Q. Closed Session opened at 2:24 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting February 4, 2021

Motion: Katie McGuire moved to approve 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

Not Present: None

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] – None

5. Personnel matter – CEO evaluation – pursuant to Government Code § 54957
6. Personnel matter - Chief Quality and Compliance Officer evaluation – pursuant to Government Code § 54957
7. Next Meeting Thursday, March 25, 2021

R. Adjourned Closed Session at 2:36 p.m.

S. Resumed Open Session at 2:36 p.m.

1. The following action was taken at closed session - None

T. Adjourned Open Session at 2:36 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
<i>D.O.</i>	Doctor of Osteopathic Medicine		