

Governing Board

Date: Thursday, May 27, 2021
Time: 1:30 p.m.
Location: Sprowel Creek Campus and 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 at Sprowel Creek Campus and via Zoom

Governing Board: Corinne Stromstad (in person), David Ordoñez (Zoom), Jessica Willis (in person), Katie McGuire (in person), and Alison Rivas (Zoom)

Not Present: None

Also in person: CEO Matt Rees; CFO Paul Eves; Karen Johnson, Governing Board Clerk; Sasha Eason, Quality Specialist; Marie Brown, Revenue Cycle Manager; and Remy Quinn, HIM Manager

Also via Zoom: COO Kent Scown; CQO Kristen Rees; Keith Easthouse; and Judy Gallagher, Interim CNO

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:41 p.m.
- B. Public Comment – none
- C. Board Member Comments - David Ordonez's is stepping down as Vice President/Secretary and recommends someone be nominated to take his place as Vice President /Secretary.
- D. Announcements – none
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda

- a. Governing Board Meeting Thursday, April 29, 2021
- b. Special Board Meeting, Friday, May 7, 2021

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

Second: Katie McGuire

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

Noes: None

Not Present:

Motion carried.

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

G. Finance Report –Paul Eves

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

- Year to date Net Profit is about \$540,000.
- Have taken out about \$3M out of the LAIF account. With it we've purchased the mobile clinic and other major equipment, paid the rate range IGT \$1.8M (with an expected return of about \$5M in the next few months)
- Balance sheet had not previously shown the PPP loan for the last 13 months. It has been in retained earnings and now put it in short-term debt, at the advice of our CPA firm. It is \$1.221M we got from the SBA and Paul has begun the application process to have the loan forgiven.

Motion: Katie McGuire moved to approve the Financials as submitted for April, 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 – April, 2021 –Marie Brown/Remy Quinn – See report

3. HRG report – April, 2021 –Marie Brown – See report

H. Chief Nursing Officer's Reports – Judy Gallagher, Interim CNO

- On Monday we had a Life Safety survey.
- Jennifer Baskin, Clinic Manager has gotten set up in myCAVax for our COVID vaccines. Soon we'll be able to have people make appointments for the vaccine thru myTurn.

- We've given about 50 doses yesterday and today. Going forward, we won't have vaccines until we're getting them from myCAvax.
- We hired an Infection Prevention nurse. She had her physical today and her orientation will be done remotely. She currently works at Redwood Memorial Hospital and has to work until June 30th there, when their OB closes. She's worked with Infection Prevention in the past, and Debbie Scaife will be training her.
- We just offered a door screening position and he accepted it. This is a very important job. The last surveyors asked for the list from the screener and compared it to payroll for that day to make sure everyone was logged.
- We just offered another position as an LVN to someone who just graduated.

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

J. Administrator's Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Rachel Wells (Jan., April, July, Oct.)
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – See report
 - We're 90% to our fund raising goal in pledges. Several are 10 year pledges, but they've made the initial payment already.
 - For the online Auction that ended last week, we had 17 items. We had 63 people bid and we raised over \$10K. We may try another one, at Benbow Inn in November.
 - At the June Foundation Board meeting they will be electing officers.
 - Planning on doing another fund raising in either June or July.
3. Strategic Plan Spotlight – Retail Pharmacy and Pharmacy Marketing – Chelsea Brown
 - Working on a big publicity push when it opens. We'll do a direct door mailing. The new logo for Garberville Pharmacy was shown.
 - We have a web page for the pharmacy on the SoHum website. <https://sohumhealth.org/services/pharmacy/>. We will add a form for people to fill out if they're interested in transferring their prescriptions. Pharmacy staff will start entering the information into the system the week before opening.
 - A ribbon-cutting ceremony is planned for Tuesday, June 29th in the afternoon. It'll be open to the public. There will be a barbeque. We're thinking of having hot dogs and sides. We're still in the planning stages. Katie, Jessica and Corinne have offered to help in the middle of the day. We'll have all the pharmacy staff there and will have forms at a table for people to fill out to transfer their prescriptions. We'll have advertisements for the new hospital, community events, and story boards down the hallway.
4. Matt:
 - Started the month with Hospital week, then the surveyor were here the following week.
 - Changing from Prime to QIP, starting in January. They are now saying we should use

2020 as a baseline year. There is nothing about 2020 that would be normal and considered baseline. We're shooting a video so they can see the size of our facility, how we used the Prime and other money for, keeping all our staff on, calling the seniors and delivering food to them, prescriptions, and socialization. We were the first to provide the rapid (COVID) testing in the County, we're continuing to do the testing, including the high school now. Then we had the vaccine clinics. We have a nursing home here so we didn't want acute patients last year, since Skilled Nursing is in the same hallway as the ER and Acute care.

- Met with Assembly Member Jim Wood regarding AB 650. It has a \$2500 quarterly bonus to each employee, which would cost us \$750K a year. We've already been paying out a \$3.00 per hour bonus. They're saying the big hospitals made a lot of money off the COVID incentive funds last year. Matt and several other hospital CEO's within his district didn't change his mind. After the meeting, Matt called separately and asked they exclude the district hospitals, since all other government hospitals were excluded from the bill. We're the only type of government hospital not excluded.
- We're moving the vaccine clinics from Sprowel Creek to the Clinic.
- We have the full pharmacy staff hired. We have a pharmacist that can join us at the end of June and she's one of the 2 pharmacists that Clooney's kept on. We have 2 pharmacist techs that will be training as well.
- The pharmacy will open June 22, 2021 officially. We'll have a Grand Opening on another day.
- Community Needs Assessment – Chelsea and Kristen have been working on this and they will email it to the Board.

K. Old Business - none

L. New Business

1. Policies and Procedures – None
2. Property Negotiations [Gov. Code § 54956.8]
291 Sprowel Creek Rd, Garberville, CA 95542, Listed owner: Les Scher, Parcel # 032-063-006. – Approval of \$185,000 for the purchase of property and to give Matt Rees signature authority to finalize the purchase.
 - We've put \$5,000 down. We don't know how long escrow is. It could be 60-90 days.

Motion: Katie McGuire moved to approve the purchase of 291 Sprowel Creek Rd, Garberville, CA 95542, parcel # 032-063-006 for \$185,000 and to give Matt Rees, CEO signature authority to finalize the purchase.

Second: Jessica Willis

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

Noes: None

Motion carried.

3. Election of Board Members – David is stepping down as Vice President/Secretary. David nominates Jessica as new vice chair. Corinne stays as president. Since David was Vice President and functioning as Secretary, Jessica is willing to do both.

Motion: Katie McGuire nominates Jessica Willis as Vice President and Secretary and Corinne Stromstad to remain as President....

Second: David Ordonez

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

Noes: None

Motion carried.

4. Approval of Resolution 21:07 – Check Signing Authority Katie/Jessica.

Motion: Katie McGuire moved to approve **Resolution 21:07**, check signing authority as stated above.

Second: Jessica Willis

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

Noes: None

Motion carried.

M. Meeting Evaluation –

N. Parking Lot

1. Governing Board retreat is on hold for now.

O. Next Meeting Thursday, June 24, 2021

1. QAPI Meeting Thursday, June 10, 2021 at 1:30 p.m. – Jessica Willis will attend
2. Med Staff Meeting Wednesday, June 16, 2021 at 1:00 p.m. – Katie McGuire will attend
 - Discussion of the plan to separate out the Policy Committee from the Med Staff Committee meeting and hold them separately. Katie will attend the Med Staff meeting, but not the Policy Committee.

P. Adjourn to Closed Session – 2:44 p.m.

Q. Closed Session opened at 2:50 p.m.

1. Approval of Previous Closed Session Minutes

- a. Closed Session Governing Board Meeting April 29, 2021

- b. Closed Session Special Governing Board Meeting May 7, 2021

Motion: Katie McGuire moved to approve to approve 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. Compliance and Risk Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ
3. Clinic Service Review [H&S Code § 32155] – Judy Gallagher, Interim CNO
4. Medication Safety Committee Report [H&S Code § 32155] – Judy Gallagher, Interim CNO
5. Medical Staff Appointments/Reappointments [Gov. Code § 54957] –
 - a. Medical Staff Appointments/Reappointments [Gov. Code § 54957] Jay K. Radhakrishnan, M.D. – Provisional Associate – Diagnostic Teleradiology – 05/27/2021 – 05/26/2023
6. Property Negotiations [Gov. Code § 54956.8]
 - a. 291 Sprowel Creek Rd, Garberville, CA 95542, Listed owner: Les Scher, Parcel # 032-063-006, including signature authority for real estate transaction.
7. Personnel matter – Chief Quality and Compliance Officer evaluation – pursuant to Government Code § 54957
8. Next Meeting Thursday, June 24, 2021

R. Adjourned Closed Session at 3:50 p.m.

S. Resumed Open Session at 3:50 p.m.

1. The following actions were taken at closed session

Motion: Katie McGuire moved to approve to approve the Previous Minutes for April 29, 2021 and May 7, 2021, as submitted.

Second: Jessica Willis

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

Noes: None

Not Present: None
 Motion carried.

Motion: Alison Willis moved appoint Dr. Jay Radhakrishnan for the period of 05/27/2021 to 05/26/2023, as a Provisional Associate in Diagnostic Teleradiology.
 Second: Katie McGuire

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

Noes: None

Not Present: None

Motion carried.

T. Adjourned Open Session at 3:50 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>	Certified Professional in Healthcare Quality	<i>CQO</i>	Chief Quality 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>LCSW</i>	Licensed Clinical Social Worker
<i>LVN</i>	Licensed Vocational Nurse	<i>MPH</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>OIP</i>	Quality Improvement Project/Program	<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>DO</i>	Doctor of Osteopathic Medicine		