

## Governing Board

**Date:** Thursday, April 29, 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 (in person), Jessica Willis (in person), Katie McGuire (in person), and Alison Rivas (Zoom)

**Not Present:** None

**Also in person:** CEO Matt Rees; CNO Karin White; CQO Kristen Rees; CFO Paul Eves; Karen Johnson, Governing Board Clerk; Marie Brown, Revenue Cycle Manager; and Remy Quinn, HIM Manager

Also via Zoom: COO Kent Scown; Stephanie Thomas, HR; and Adam Summers, Lab Manager

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:33 p.m.
- B. Public Comment – none
- C. Board Member Comments - David Ordonez’s move date is late May, but his house will be in escrow for some time. He may not resign from the Board until June or July.
- D. Announcements – none
- E. Consent Agenda
  1. Approval of Previous Meeting Minutes and Consent Agenda
    - a. Governing Board Meeting Thursday, February 25, 2021
    - b. Special Governing Board Meeting, Friday, March 19, 2021

**Motion:** Katie McGuire moved to approve the Previous Minutes as submitted.

Second: David Ordoñez

Ayes: Corinne Stromstad, and Katie McGuire, David Ordoñez

Noes: None

Not Present: Jessica Willis and Alison Rivas

**Motion carried.**

F. Correspondence, Suggestions or Written Comments to the Board - A letter was written to the Board by Southern Humboldt Unified School District thanking us for helping with their staff vaccinations, student athlete COVID-19 testing and Family Resource Center support.

G. Finance Report –Paul Eves

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

- Skilled Nursing is back to full capacity
- Clinic visits are up quite a bit at 433
- Explanation of \$5.1M received for COVID and the justification of expenditures now required, that wasn't required when we received the funds. A single audit of expenditures by DHHS will take place at some point.
- Net loss in March of \$356,607

**Motion:** David Ordonez moved to approve the Financials as submitted for March, 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 – February, 2021 –Marie Brown – See report

- a. March closed at 75.2 AR days or \$2.9M in gross AR
- b. Cash collections came in high at 111% of February's net revenue or \$866K
- c. Third party aging increased by \$78K, up to 22.3%. The reasons it's been happening have been identified and is being corrected.
- d. Unbilled AR increased to 6.4 days.

3. HRG report –February, 2021 –Paul Eves – See report

H. Chief Nursing Officer's Reports – Karin White – see report

- Vaccines given to date as of last week is about 5,500.
- Scheduling will be different and will be thru MyTurn. We can no longer get vaccines thru county. Have to wait to get MyTurn up and running.
- Age 16+ can get vaccine now. We expect to slow down giving the vaccines since pharmacies, grocery stores, etc are giving them now. We have many people coming for the vaccines that are from outside Humboldt County. It may be to the point where we can bring it back to the clinic at some point.
- Testing continues, but slowed down so testing up without appointments now.
- New guidelines came out in early March regarding visiting SNF patients. We're starting to open up the visiting. We're trying to have as many visits out in the courtyard as appropriate.
- Opening up clinic and employee entrances soon. We'll still be screening everyone who enters the building. Hoping to open up clinic entrance in the next couple weeks
- Radiology had a detector from one of the portable machines that was damaged at a cost of \$5,000. This is something that has never happened before. We had insurance that covered it, or it would have been \$100K.
- Last week was Laboratory Week. They are great people to work with.

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

- Kristen has been impressed with the reports submitted the last couple months. The managers have been busier than normal but still submitted great reports.
- Turned in earlier this week the COVID SHIP grant which is about \$84K. Later this week will be the annual SHIP grant for about \$12K.
- The Behavior Health program will begin with Drug and Alcohol counseling, then adding an LCSW in the future.
- Board commented that the reports were very thorough and well written.
- Kristen would like to schedule quality and compliance training for the Board. We can do both at same time, and would be no more than one hour each. Available in person and by Zoom.

J. Administrator's Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Rachel Wells (Jan., April, July, Oct.) – See report
  - David liked the detail given on the report. Relias training described. It's web-based software.
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.)
  - Auction for donations this next month. Well on our way to get the \$4M for the USDA Rural Development.

3. Strategic Plan Spotlight – SoHum Healthy Living Club – Matt Rees

- We're creating sub-circles of the Healthy Living Club. We're starting with a Senior circle, then group of mothers, others who want exercise, hiking club, etc.
- Will be online, will be sending emails and info online
- We will need a waiver or disclaimer. Kristen would like to be involved.
- If employee is there and it's a Partnership patient, we could get paid for it.
- Getting people in for their Wellness Exam.
- Will groups be limited to those who are vaccinated? We don't know yet.

4. Matt:

- The retail pharmacy is well under way. We're on track for a mid-June open. We're choosing our networks, and working on the contracts. The insurance contracts will hold up the opening date. We will have a couple of TVs to advertise our services and events going on.
- Dialysis – We are working on the estimated revenue. The cost is \$45K per unit. We will bring specs back to board. Estimated clients in the city of Garberville is 2-3, so we expect many more are in the outlying areas. Will be looking for space for it, possibly SCC. Nearest dialysis is in Eureka. We expect most dialysis patients will be on Medicare, so we would get a cost reimbursement. We could also use it in the ER, since the ER is an outpatient service. We will need to find a Medical Director for it. Tanya Villers, FNP will be able to see the patients here since she has experience with this. Then she could telemedicine with the director.
- Mobile MRI with or without contrast. The goal is to get most without contrast. Our plan is initially to only schedule MRIs without contrast.

K. Old Business - none

L. New Business

1. Dialysis machine – (see CEO's report)
2. Approval of Resolution 21:05, Policies and Procedures –
  - CA COVID-19 Supplemental Paid Sick Leave

**Motion:** Jessica Willis moved to approve **Resolution 21:05** Policies and Procedures CA COVID-19 Supplemental Paid Sick Leave policy as submitted.

Second: Katie McGuire

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

Noes: None

**Motion carried by roll call.**

3. Property Negotiations [Gov. Code § 54956.8]
  - a. 291 Sprowel Creek Rd, Garberville, CA 95542, listed owner: Les Scher, Parcel # 032-063-006. – Identify the negotiator(s) or negotiation team, negotiate price and signature authority for Matt Rees for deal.
    - i. We would be able to use it for offices. There’s also property behind it we may be able to build employee housing. It’s appraised at \$185K and the owner will accept appraised value. Put out \$200K. Don’t feel this purchase and the property by Rays would hurt our cash.
      1. The property by Rays, it would cost about \$2M for employee long-term housing. On an amortization of \$2M at 4% interest, the payment would be about \$4800. We’re wanting to put in 4 studio, several 2 bedroom, and a 3 bdrm. Rents would bring in \$8500 a month. We’ll need to modify the plans that came with the purchase.
      2. We’re currently renting 3 different houses. They cost us about \$5350 a month.
    - ii. Both would be net savings of about \$50K a year.
    - iii. The 3 homes would be available to the community. It may open up the apartments some of our staff are renting.
      1. Jessica Willis asked about how long we can sustain these expenses, building and renting at the same time. The purchase of the property on Sprowel Creek Rd is a one-time expense. With the interest rates as they are now, the one by Rays will save us money. The cost of the COVID hazard pay was discussed. The new legislation purposed would cost us \$750K per year. We also have about \$5M coming in from IGT. We also have an MRI coming in. If we have 2-3 patients a day cover our costs of rental and staff time, but could schedule up to 8 a day.
    - iv. Negotiating team is Matt Rees, Kent Scown, and David Ordonez.

**Motion:** Katie McGuire moved to approve the negotiating team of Matt Rees, Kent Scown and David Ordonez for 291 Sprowel Creek Rd, Garberville, CA 95542, listed owner: Les Scher, Parcel # 032-063-006 and give Matthew Rees authorization to sign the contract.

Second: Jessica Willis

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

Noes: None

4. Approval of Resolution 21:06 – Check Signing Authority – This was already passed in October, 2020, but the bank needs different wording. The following was read, “...to approve check signing authority, to the exclusion of all others, to Matthew Rees, CEO, Karin White, CNO, Kristen Rees, MPH, CPHQ, Kent Scown, COO, and Corinne Stromstad, Governing Board President. Any check which requires two signatures shall not be signed by

two members of the same household or by two signers who are related by blood or marriage. A check payable to a person who is an authorized check signer, shall not be signed by the check recipient, or by someone to whom he/she is related by blood or marriage.”

**Motion:** Katie McGuire moved to approve **Resolution 21:06**, 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.**

5. SHCHD email usage

- a. We’re asking the Board members to begin using the SHCHD email address provide to them. We will provide surfaces to board members, but we may need to buy 1 or 2 more before everyone has one.
- b. Katie asked if it was possible to get it on their own personal computers. Kristen states that she and IT are working hard on making sure email, information and things downloaded are secure. They are creating a system, like a vault, where all of it goes to.
- c. Personal device – contact IT department, then IT can set up your personal computer.
- d. Using a Surface is easier and keep history. More secure.
- e. Alison and Katie need Surfaces. Jessica will look to see if she has one. Corinne is using hers. David will get his old one back.
- f. Karen Johnson will send out text messages to notify Board members letting them know an email has been sent.
- g. Board members agree. As each Board member gets their system up and running, they will let Karen Johnson know so the personal email address can be discontinued.

M. Meeting Evaluation – Good meeting

N. Parking Lot

1. Governing Board retreat is on hold for now.

O. Next Meeting Thursday, May 27, 2021

1. QAPI Meeting Thursday, May 13, 2021 at 1:00 p.m. – Katie McGuire
2. Med Staff Meeting Wednesday, May 19, 2021 at 1:00 p.m. – Corinne Stromstad

P. Adjourn to Closed Session – 3:11 p.m.

Q. Closed Session opened at 3:27 p.m.

1. Approval of Previous Closed Session Minutes
  - a. Closed Session Governing Board Meeting March 25, 2021

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

Second: David Ordoñez

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] – Karin White, CNO
4. Medication Safety Committee Report [H&S Code § 32155] – Karin White, CNO
5. Medical Staff Appointments/Reappointments [Gov. Code § 54957] - none
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 – CEO evaluation – pursuant to Government Code § 54957
8. Personnel matter – Chief Quality and Compliance Officer evaluation – pursuant to Government Code § 54957
9. Next Meeting Thursday, May 27, 2021

R. Adjourned Closed Session at 4:40 p.m.

S. Resumed Open Session at 4:40 p.m.

1. The following action was taken at closed session

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

Second: David Ordoñez

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

Noes: None

Not Present: None

Motion carried.

T. Adjourned Open Session at 4:40 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		