

## Governing Board

**Date:** Thursday, June 24, 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), Katie McGuire (in person), and Alison Rivas (Zoom)

**Not Present:** Jessica Willis

**Also in person:** CEO Matt Rees; CFO Paul Eves; Karen Johnson, Governing Board Clerk; Marie Brown, Revenue Cycle Manager; Remy Quinn, HIM Manager; and Barbara Truitt.

Also via Zoom: COO Kent Scown; CQO Kristen Rees; Keith Easthouse; and Pat Neighbors

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:34 p.m.
- B. Public Comment – none
- C. Board Member Comments – none Katie needs a Surface to access her district emails. She is having a problem accessing the closed session emails and others sent secure.
  1. Statement read by Board member David Ordoñez:

Dear Madame Chair and Board Members:

Mere words cannot convey the joy I have found working alongside you and the Admin team. We have brought many wonderful changes that has brought a higher level of healthcare to our district.

So it is with great sadness I will resign my position as a Board member at the

conclusion of this meeting.

Let me be clear, if it were not for the move to Sacramento that makes me no longer eligible to serve, I would remain on the Board for many more years.

I take great comfort in the knowledge that all of you will keep fighting the good fight and be a blessing to all you serve.

D. Announcements – none

E. Consent Agenda

1. Approval of Previous Meeting Minutes and Consent Agenda

a. Governing Board Meeting Thursday, May 27, 2021

b. Special Governing Board Meeting, Thursday, June 17, 2021

**Motion:** Katie McGuire moved to approve the consent agenda items.

Second: Alison Rivas

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

Noes: None

Not Present: Jessica Willis

**Motion carried.**

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

G. Finance Report –Paul Eves

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

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

Second: Alison Rivas

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

Noes: None

Not Present: Jessica Willis,

**Motion carried.**

2. PFS report – May, 2021 –Marie Brown– See report

- We are now number 1 with Partnership Health Plan for the least amount of denials. This is out of 13 counties in northern California and 17 hospitals.

3. HRG report – May, 2021 –Remy Quinn – See report

- Unbilled AR was down 3.3 days from last month and is a significant improvement
- Third party aging for Medicare was decreased \$33,000, putting in within goal.

4. 2021 Adjustment and 2022 Operating Budget

- 2021 Adjustment – Paul has been working on the accounting for the incentive funds, which has a deadline of 6/30/21. Analyzed how much we have left, just over \$500,000.00.
  - A one-time COVID bonus for employees employed as of 3/31/2021: \$5000 for full time employees, \$2500 for part time employees, and \$2500 for per diem with 500 hours. All other employees will receive \$1000. This can be put on cost report and we get money from Medicare. This will also end the \$3.00 per hour Hazard Pay the employees currently receive.
  - This bonus would be taxed at regular tax rate for employees. David asked if the AB652 (650) passes, would this count against anything we owe for AB650? This would reduce the amount we owe as a result of AB650, if it passed.

**Motion:** Katie McGuire moved to approve to approve the 2021 Adjustment, a one-time COVID bonus as stated above and end the \$3.00 per hour hazard pay.

Second: Alison Rivas

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

Noes: None

Not Present: Jessica Willis

Motion carried.

- 2022 operating budget- see report. We plan on looking back in 6 months to see if we need to adjust. Budget was ready, line by line.

**Motion:** David Ordonez moved to approve the 2022 Operating budget, as submitted.

Second: Katie McGuire

Ayes: David Ordoñez, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: Jessica Willis and Alison Rivas

Motion carried.

5. 2022 Capital Budget – see report – reviewed – naming of property across the street discussed. It was decided we'd refer to it as "291 Sprowel Creek". \$100,000 is needed to be added for an architect.

**Motion:** Katie McGuire moved to approve the 2022 Capital budget, with the addition of \$100,000 added for architecture on to the submitted budget.

Second: David Ordoñez

Ayes: David Ordoñez, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: Jessica Willis and Alison Rivas

Motion carried.

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

- Interviewed 2 candidates for the CNO position and working on setting up an interview for a 3<sup>rd</sup> candidate.
- Katie asked about where the vaccines are being done. They are being done at the clinic and are scheduled on [MyTurn.ca.gov](http://MyTurn.ca.gov).
- Senior Life Solutions could take up to 60 days to get up and running.

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

- a. Yesterday (6/23/2021) she put in for a \$50,000 Rural Health Clinic vaccine confidence grant thru HRSA

J. Administrator's Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Rachel Wells (Jan., April, July, Oct.) – no report
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – no report
3. Strategic Plan Spotlight – Patient EMR Portal, Remy Quinn
  - Making momentum with the patient portal. We can sign all patients up for portal, and lab results can be seen by all patients, regardless of ordering provider. Anyone, not just our clinic patients, can see their results thru My Care Corner, which is a CPSI company.
  - Because other facilities use this same software, the patients could potentially import their records from other facilities, as well.
  - Dr. Seth Einterz and Tanya Villers, FNP are hooked up to see communications from the patients.
  - The patient must have a distinct email (they can't share an email address with another My Care Corner patient.) Jessica Gardner is the contact if they need help with the portal. If the patient has an extensive history with us, it may take a few times logging in to have all the patients records load into the portal and be accessible. There is a way to set up your account to bring in a minor's account info. Speak with Jessica Gardner about this.
  - Registration will start gathering info from patients to get them set up.

4. Matt Rees:

- Centriq, our EMR, will no longer be supported after 12/31/2022. That date may change, as the company has many hospitals to transition before that date. We've had demonstrations for Thrive, offered by Centriq. Talked to EPIC, and they're out to 2023 to hook up new hospitals. Doing research to figure out what we'll do,
- Pharm open
- Property by Rays – The architect is trying to figure out how many units we can put on it. California changed the law so each building can only have 4 apartments in it, so we don't know how the previous owner had so many units in their plans.
- Property at 291 Sprowel Creek Rd is in escrow and we hope to close next month.
- We have a new Infection Prevention nurse and Debbie Scaife is training her. We are required to have the position filled 40 hours per week and so we had 3 people filling it to comply; Judy Gallagher, Chris Hammond and Debbie Scaife shared the position to meet the 40 hour requirement.
- Radiology is working on a Mobile MRI. No timeline on it yet. We're working on how to rearrange the area where it would be located. It would take 2 patients per day to break even. We have enough now for 1-2 days per month.
- Dialysis-looking at what direction to go. In home model – how many patients would meet the criteria. We could have one in the hospital and a mobile unit. Matt has reference of someone who did both.

K. Old Business - none

L. New Business

1. Policies and Procedures – See Packet “D” and “E”
  - a. Packet “D” Behavioral Health policies and procedures: Regarding Scott Sullivan, Behavioral Health Specialist, he can counsel patients on drug and alcohol, social services. He is both a SUD (Substance Use Disorder) and Behavioral Health counselor. Thru the Bridge program, he can go into ER and start a treatment program for the patient. The grant was \$100,000 for 2 people. We still have an LCSW position posted.
  - b. Packet “E” Medical Staff bylaws: These are a work-in-progress. Many more changes will be brought to the board over the next few months. We've updated the definition of quorum, at our attorney's advice, change the member's requirement to attend the meetings, and changed it to include all owned by the District, rather than the district's hospital. We are recommending to the Board that it be approved, as is, and expect more changes in future months.

**Motion:** Katie McGuire moved to approve, policy and procedure packets “D” and “E”, Behavioral Health Services and Medical Staff Bylaws, as **Resolution 21:09**.

**Second:** David Ordoñez

Ayes: David Ordoñez, Katie McGuire and Corinne Stromstad.

Noes: None

Not present: Alison Rivas and Jessica Willis

**Motion carried.**

2. Hazard Mitigation Plan – This has been updated (see attached reports) and three were left blank on the report and Matt will work with Kent Scown to update those.
  3. Gurney van – Dr. Newdow donated an ambulance to be used as a transport vehicle for patients requiring an EMT during a transport. We agreed ahead of time to share the cost of the ambulance. City Ambulance costs us thousands of dollars to transport patients (residents) to and from appointments. This will be used for both patients and residents who require an EMT present during a transport to appointments. *This will not and cannot be used for emergent transports. There will be no scene calls or no 911 calls being responded to.* Currently, all of our ER techs are EMTs and will be able to assist with these transports.
- M. Meeting Evaluation – pretty good meeting
- N. Parking Lot
1. Governing Board retreat is on hold for now.
- O. Next Meeting Wednesday, July 28, 2021
1. QAPI Meeting Thursday, July 8, 2021 at 1:30 p.m. – Katie will attend QAPI.
  2. Med Staff Meeting Wednesday, July 21, 2021 at 1:00 p.m. – Corinne will attend Med Staff.
- P. Adjourn to Closed Session – 2:47 p.m.
- Q. Closed Session opened at 2:54 p.m.
1. Approval of Previous Closed Session Minutes
    - a. Closed Session Governing Board Meeting May 27, 2021

**Motion:** Katie McGuire moved to approve to approve the Previous Minutes as submitted.  
Second: David Ordoñez  
Ayes: David Ordoñez, Corinne Stromstad, and Katie McGuire  
Noes: None  
Not Present: Alison Rivas and Jessica Willis  
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. Extension of Medical Staff Reappointment Period
  - a. Dr. Carl Hsu, 60 day extension for the processing of his reappointment application. Current period expires 6/30/2021.
  - b. Dr. Kamiar Massrouf, 60 day extension for the processing of this reappointment application. Current period expires 6/26/2021.
  - c. Dr. Seth Einterz, 60 day extension for the processing of his reappointment application. Current period expires 7/24/2021.

6. Medical Staff Appointments/Reappointments [Gov. Code § 54957] – none

7. Next Meeting Wednesday, July 28, 2021

R. Adjourned Closed Session at 3:00 p.m.

S. Resumed Open Session at 3:00 p.m.

1. The following actions were taken at closed session

**Motion:** Katie McGuire moved to approve to approve the Previous Minutes for May 27, 2021, as submitted.

Second: David Ordoñez

Ayes: David Ordoñez, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: Alison Rivas and Jessica Willis

Motion carried.

**Motion:** Katie McGuire moved to accept the 60 day extension for the processing of Medical Staff Reappointments for Dr. Carl Hsu, Dr. Kamiar Massrouf and Dr. Seth Einterz.

Second: David Ordoñez

Ayes: David Ordoñez, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: Jessica Willis and Alison Rivas

Motion carried.

T. Adjourned Open Session at 3:00 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>QIP</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		