

Governing Board

Date: Wednesday, July 28, 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), 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; Marie Brown, Revenue Cycle Manager; Remy Quinn, HIM Manager; Adam Summers, Lab Manager, CQO Kristen Rees, CNO Judy Gallagher and Barbara Truitt.

Also via Zoom: COO Kent Scown and Chelsea Brown

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:33 p.m.
- B. Public Comment –
 - 1. Barbara Truitt made a suggestion to put a sign up on the north entrance of Sprowel Creek Campus asking people to use the other door.
 - 2. Adam Summers shared details of a joint statement from hospital staff, the American Medical Association and many other associations that requests it be required for all employees in healthcare facilities to be vaccinated against COVID-19. Some people would be exempt due to health and religious reasons, but that would be few. He is asking the Board to consider doing the same. He is asking for this to be put on the agenda for next month.
- C. Board Member Comments – None

- D. Announcements – Alison Rivas announced her resignation from the Governing Board effective September 1, 2021. She read a letter of resignation.

Dear Southern Humboldt Community Healthcare District Board, and CEO Matt Reese,

It has been an honor and privilege to serve with you in support of our district's health and wellness for the past seven years. With great respect, this letter is to inform you of my decision to leave the board effective September 1st. I have been working to begin a new chapter in the bay area, and will be spending most of my time there moving forward. While I will always have a presence in Humboldt, I believe there will be a better locally based fit moving forward. I would like to take this opportunity to highlight here a small portion of the District's many accomplishments which lead to my conviction in the incredible direction of SHCHD's current leadership and staff.

Over the past years I believe our community has been bolstered by the incredible work and dedication of the entire SHCHD staff and leadership. Together our district's team has made significant changes in regards to community two-way engagement and inclusion, and set and achieved ongoing stakeholder and internal strategy development and implementation. Through this process the district has moved to enact many positive changes which include tax vouchers for residents, upgrades to the buildings, implementation of state-of-the-art equipment such as the new CT scanner, establishing a pharmacy, and increased the quality of patient and resident care with evolved quality and assurance measures with direct inputs and continued work of the staff in every department. Our financial team has also significantly improved and stabilized the district's financial health, leading us to sustainability and well-deserved wage increases for all staff. In affiliation, the District Foundation's instrumental work has further engaged community stakeholders and the new hospital will be a reality for our community.

I am grateful for the privilege and opportunity to have served with you in our collective capacity as elected officials. Thank you fellow board members, and all staff for your hard work and dedication over these years, and for your trust in me to stand for our community.

Sincerely,
Alison Rivas

- E. Consent Agenda

1. Approval of Previous Meeting Minutes and Consent Agenda

- a. Governing Board Meeting Thursday, June 24, 2021

Motion: Jessica Willis moved to approve the consent agenda items.

Second: Katie McGuire

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

Noes: None

Not Present: none

Motion carried.

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

G. Finance Report –Paul Eves

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

- Salaries and wages were significantly higher in June due to the one-time COVID bonus paid to employees.
- We are beginning to pay back the Medicare Accelerated Loan. We have 12 months without interest, then we'll decide how we want to pay off the remainder owed.
- The PPP loan application for forgiveness has been finalized and submitted to the bank. We don't expect to hear back for at least 90 days.

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

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

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

- June closed at 75.2 AR days or \$3.4M in Gross AR
- Cash collections totaled \$919K, or 112% of May's net revenue
- Revenue exceeds \$1.5M
- Third Party Aging increased by \$73K, yet remains at 18.7%
- Unbilled AR increased to 8.8 days.

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

- AR days increase is due to increased volume of visits, as well as processing the COVID backlog.
- Revenue exceeding \$1.5M was across the board covering all the district.
- Also see Centauri report for more information

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

- The most recent Clinic Manager candidate withdrew her application
- Jennifer Baskin, HR, has forwarded 5 or 6 other candidates for review
- There's an interview for a traveling nurse position this afternoon.
- We currently have 4 traveling nurses and 1 traveling CNA
- Hired 1 LVN for SNF. She's doing her training now.
- We've hired a full time door screener.
- We had 30+ people for COVID testing yesterday.
- We received a chest compression system named "Lucas", which will be good for consistency. Training is taking place.
- Amber Hutton, LVN is our new Infection Preventionist. She's currently working with Debbie Scaife.
- The lab has a new cell counter. They will help train nurses on blood gas sticks.
- We hired a Pediatric Nurse Practitioner, Laura Mojica. She will be here 1 day a week in the clinic.
- Swing days are down. We look closely at the referrals. Some patients being referred we can't meet the needs of, but we're trying to get the beds filled.
- We've been looking at getting a 3D mammography. Kent says it'll be \$100-\$300K for it. The revenue is higher than the one we have now and we would be able to serve a bigger population.
- Wednesdays are the COVID vaccination days. We had a total of 88 vaccinations and its unknown what today's total will be.

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

- RHC COVID Vaccine Confidence Grant – Kristen heard back from them this morning and we've been awarded approximately \$49K.

J. Administrator's Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Rachel Wells (Jan., April, July, Oct.) – Report will be distributed to board members after the meeting.
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) –
 - Chelsea sent out a mailer on Monday and is waiting to see response from that.
 - We've been discussing a Health Fair. We'll have tables at the Farmer's Markets and maybe have labs and vaccinations done there. We'll do 2 in September, 2 in October and 1 in November.

3. Strategic Plan Spotlight – None

4. Matt Rees:

- COVID and the Delta variant were discussed. We will be testing employees who are unvaccinated or have an undocumented vaccination status twice a week regardless of where they work in the facility. All nursing staff in SNF are 100% vaccinated, but others who work in that area may not be. To date we've had no resident test positive for COVID.
- Judy will be with us as the CNO for the foreseeable future.
- Jennifer Baskin is the new HR Manager and Rachel Wells is going back to Accounts Payable. Rachel is working with Jennifer, training her in HR and Jennifer will continue her Clinic Manager role until the position is filled and the person is trained.
- The retail pharmacy has gone from filling 20-30 prescriptions daily to 50-60 daily. When we get more insurance contracts in place we expect it to go higher.
- We're still waiting for the property across the street to close.
- We're working on our licensing for the mobile clinic
- We're still taking about the MRI; we've added it to our strategic plan.
- Other projects we're looking at are ultrasound, 3D mammo and dialysis.
- We should be advertising sports physicals soon. We're waiting on Emily Marshall's California Medical license to come through.

K. Old Business - none

L. New Business

1. Appointment of a New Board Member.

Motion: Jessica Willis made a motion to appoint Barbara Truitt to the Board to fill the remainder of the 2 year term, ending December 2, 2022.

Second: Katie McGuire

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

Noes: None

Not present: **Motion carried.**

Barbara Truitt took the Oath of Office.

2. Policies and Procedures – See Packet “A” and “B”

- Packet “A” includes both Dietary and IT manuals. Dietary’s “Dietary Disaster Plan” policy contains an error and is being sent back for corrections. The IT manual contains clarification on Section 16, Maintenance of Equipment.
- Packet “B” Emergency Department policies and procedures. Most of the changes are just updating the references.

Motion: Jessica Willis moved to approve, as **Resolution 21:09** policy and procedure packets “A” and “B”, as is, except the Dietary Disaster Plan in Packet A.

Second: Katie McGuire

Ayes: Katie McGuire, Barbara Truitt, Jessica Willis, Alison Rivas and Corinne Stromstad.

Noes: None

Not present: **Motion carried.**

3. Medical Staff Committee update

- We will be separating out the duties of the Policy Development Committee from the traditional Medical Staff Meeting. The Policy Development Committee is still a function of, and a part of Medical Staff Committee. The first meeting is scheduled for August 11, 2021.
- We will be putting through Medical Staff and the Board in August a few physicians to have their status’ change from status from Associate (without voting rights) to Active (with voting rights). We will be encouraging them to attend meetings more often.
- We will have a vote for the Vice Chief of Staff position in either August or September.

M. Meeting Evaluation – Great job. Barbara states in her 3 year absence the progress is spectacular.

N. Parking Lot

1. Governing Board retreat is on hold for now.

O. Next Meeting Wednesday, July 28, 2021

1. QAPI Meeting Thursday, August 12, 2021 at 1:30 p.m. – Katie will attend QAPI.
2. Med Staff Meeting Wednesday, August 18, 2021 at 1:00 p.m. – Corinne will attend Med Staff.

P. Adjourn to Closed Session – 2:48 p.m.

Q. Closed Session opened at 3:02 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting June 24, 2021
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. Dr. Carl Hsu, Active – Reappointment for Emergency Medicine and Inpatient Medicine, 7/29/2021 – 7/28/2023. Changing status from Associate to Active
 - b. Dr. Truong Think, Active – Reappointment for Emergency Medicine, Inpatient Medicine, Ambulatory/Primary Care, 7/28/2021 - 7/27/2023 – Changing status from Associate to Active
 - c. Dr. Kamiar Massrouf – Reappointment for Diagnostic Teleradiology, 7/28/2021 - 7/27/2023
 - d. Dr. Seth Einterz, Active – Reappointment for Emergency Medicine, Inpatient Medicine, Ambulatory/Primary Care, 7/28/2021 – 7/27/2023

6. Next Meeting Thursday, August 26, 2021

R. Adjourned Closed Session at 3:26 p.m.

S. Resumed Open Session at 3:26 p.m.

1. The following actions were taken at closed session

Motion: Katie McGuire moved to approve the Previous closed session minutes of June 24, 2021 as submitted.

Second: Alison Rivas

Ayes: Alison Rivas, Jessica Willis, Barbara Truitt, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: None

Motion carried.

Motion: Barbara Truitt moved to approve Resolution 21:10 for the Reappointment of Dr. Carl Hsu, Dr. Truong Think, Dr. Kamiar Massrouf, and Dr. Seth Einterz, as submitted.

Second: Katie McGuire

Ayes: Alison Rivas, Jessica Willis, Barbara Truitt, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: None

Motion carried.

T. Adjourned Open Session at 3:26 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		