

Governing Board

Date: Thursday, August 26, 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, Jessica Willis, Barbara Truitt and Alison Rivas

Not Present: Katie McGuire

Also in person: CEO Matt Rees; CFO Paul Eves; Karen Johnson, Governing Board Clerk; Marie Brown, Revenue Cycle Manager; Adam Summers, Lab Manager, and CQO Kristen Rees.

Also via Zoom: COO Kent Scown, Chelsea Brown, CNO Judy Gallagher, Jennifer Baskin, Tom Allman, and Keith Easthouse.

- 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 – None
- D. Announcements – None
- E. Consent Agenda
 1. Approval of Previous Meeting Minutes and Consent Agenda
Barbara Truitt mentioned that Matt Rees would distribute the Human Resources Quarterly Report after the meeting on July 28, 2021. Matt Rees stated he would do it.
 - a. Governing Board Meeting Wednesday, July 28, 2021

Motion: Alison Rivas moved to approve the consent agenda items.

Second: Barbara Truitt

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

Noes: None

Not Present: Katie McGuire

Motion carried.

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

G. Finance Report –Paul Eves

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

- Statistics, we had 8 acute patients and 38 SWG
- Outpatient statistics 335 ER visits, the most we've had in last year.
- Salary statistics, 85 FTE
- New line added to the Statistics Trend: Retail pharmacy prescriptions were 1040 for July for 21 business days, just under 50 average per day. This month we've had a few days over 100 per day.
- Income statement, total patient revenue is \$1.6M, which is the best in many years.
- The Inpatient gross revenue should be reduced by \$25K due to the sales for the retail pharmacy. The retail pharmacy's revenue account was numbered incorrectly, but has since been corrected.
- Contractual allowances
- We received a letter from the Department of Healthcare Services stating that we will have to pay the rate range beginning in October.
- Net income \$224K
- Assets – We're in the process of paying back the Medicare Accelerated Loan. We will be taking the money out of the LAIF account.
- Other receivables is a little higher in July because it's a the first month in the fiscal year and we haven't received information from the Humboldt County Controller Auditor's office on the Humboldt County Property Tax account balance since May, 2021.
- Regarding the short term PPP loan forgiveness, this morning Paul received an email from Wells Fargo. They accepted it the application and have sent it on to the SBA. We expect it to be 90 days before we hear back from SBA. Paul feels confident we'll receive forgiveness 100%.
- USDA loan application has been started. We have audits that should be complete soon.

Motion: Barbara Truitt moved to approve the Financials as submitted for July, 2021.

Second: Jessica Willis

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

Noes: None

Not Present: Katie McGuire

Motion carried.

2. PFS report – July, 2021 –Marie Brown– See report
 - July closed at 75.6 AR Days or \$3.6M in Gross AR
 - Cash collections totaled \$667K, or 68% of June’s net revenue
 - Revenue exceed \$1.58M
 - Third Party Aging increased by \$21K, yet remains at 19.9%
 - Unbilled AR increased to 9.4 days
 - Treatment authorizations are now current for inpatients and up to dates. We’re now working on the backlog, and actually submitted 2 this morning.
 - PFS was short staffed in July due to several being out on bereavement leave.
3. HRG report – June, 2021 – See report

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

- Put a new tent up on August 12th. We’re looking for reflective canopy to go over the top to help with the heat in the tent.
 - Judy is having a meeting with Diane Gordon and others next week to strategize a way to increase our SWG days. Factors to lower SWG bed numbers include a surge in COVID and the local hospitals stopped doing elective surgeries. We’ve recently posted both an Occupational Therapist position and a Speech Therapist position, as those are key to providing services to the SWG patients.
 - Katherine Anderson is filling the Infection Preventionist position. Her exact start date isn’t known. Debbie Scaife will be staying to train Katherine.
 - A new visitation policy coming very soon. Debbie Scaife is working on it.
 - SNF is getting their 8th resident and 1 new SWG patient today.
 - COVID tests in the Lab: July - 333 tests total, 54 positives for a 16.2% positivity rate. Week of Aug 2nd to 8th – 199 tests total, 27 positives for a 13.6% positivity rate.
 - Jennifer Baskin has transitioned to Human Resources fully. Judy Gallagher is overseeing the clinic. We’re not having good success in candidates for the Clinic Manager position yet. We advertise in many forums.
 - Partnership Health Plan virtual audit on August 19th. We received a 93% score. No plan of correction is needed. MA’s did great, no outdated medications or equipment. Records review done by Remy the week before and he did a great job with that.
 - We continue with some survey readiness.
- I. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Chief Quality and Compliance Officer – (Jan., April, July, Oct.) – no report this month
- J. Administrator’s Report – Matt Rees, CEO

1. Human Resources Quarterly Report – Jennifer Baskin (Jan., April, July, Oct.) – no report
2. **Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – see report**
 - Capital campaign continues to make progress. We are 93% towards the \$4M goal.
 - Surprise \$15K donation from Blue Star Gas was received a couple weeks ago.
 - Auction in November. It'll be online.
 - Getting procedures and financial reports updated.
 - Working on filling developmental position.
3. Strategic Plan Spotlight – None
4. Matt Rees:
 - a. Adam Summers Lab Report.
 - Overview of lab. We've done over 3000 COVID tests in our lab. We're still seeing strong demand for the tests, but a little less than a few weeks ago. Two weeks ago it was 18% positivity rate, last week 17% positivity rate.
 - We're seeing more symptomatic patients
 - We're struggling with supply, nearly running out in the last month. We're looking at setting up another vendor but it's a long term thing. This other vendor will provide us with additional tests, as well. We will be able to test simultaneously for COVID, flu A and B, as well as RSV.
 - The lab has been providing support to the ED. We brought in a better test for the marker for heart attacks. Adam has worked with Dr. Harding-Jackson (lab Director) and Dr. Newdow (Chief of Staff) to come up with a better work flow.
 - New cell counter has been installed correctly finally and is working correctly. A new policy is in Packet A today for approval.
 - Event yesterday to change form old to new way. Going live tomorrow or Monday.
 - Reorganizing and updating Policies and Procedures for the lab. Will see some of these policies today.
 - Staffing in the lab. – We have some challenges coming ahead. We have 4 in lab, and 3 of them have clinical lab licenses to allow them to perform the tests. One of them with a clinical lab license will be leaving, but it'll be at least 6 months.
 - Staff are feeling the strain of doing this (COVID) now. Signs of long term burn out are showing now.
 - None of our SNF residents have gotten COVID-19. We've had very few employee's who've contracted COVID and those cases have been isolated.
 - Testing for school employees and ours not vaccinated? Matt talked with Stephanie, from the school district this morning. They have sports that will need a lot of testing. What's their baseline need is something that needs to be

determined. Judy Gallagher received calls yesterday about sports testing strategizing.

b. Matt Rees

- We're trying to find ways to deal with the stress the employees have.
- Property by Rays can have more than 4 units but must have 1 ADA unit if over 4 units. ADA is more expensive due to size of unit to meet regulations.
- Mobile clinic had a walk thru this morning. The guy who does it didn't have the paperwork with him so he'll be doing a final walk through September 7th and we should have a certificate on it showing we can use it for a mobile clinic. Then it'll take a little longer to get the State to sign off on it.
- Fair number of COVID patients in the tent recently. We could put 1 patient in mobile clinic but it has exam table, not a bed.
- ED visits 30% increase over prior month, but some normal seasonality and some COVID.
- 90 CT's were done in July, which is an average of 3 per day.
- Dietary has been tracking some Quality measures, one of which is meal tray return times. In July they reached 100% for 6 months straight.

K. Old Business - none

L. New Business

1. Policies and Procedures –

- Resolution 21:09 dated 7/29/21 (P&P for Dietary, Information Services, and Emergency Department) mistakenly had a number assigned that had already been used. This Resolution 21:09 dated 7/29/21 has now been assigned the number 21:11.

Motion: Barbara Truitt moved to approve the reassignment of Resolution 21:09 dated 7/29/21 to Resolution 21:11.

Second: Jessica Willis

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

Noes: None

Not Present: Katie McGuire

Not present: **Motion carried.**

- Materials Management Confidentiality policy is the same as Backorders. Confidentiality policy is not approved.

Motion: Barbara Truitt moved to approve, as **Resolution 21:13** policy and procedure packets A and B, as submitted, with the exception of Materials Management Confidentiality policy in Packet A.

Second: Jessica Willis

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

Noes: None

Not Present: Katie McGuire

Not present: **Motion carried.**

2. Committees:

- Finance:– Katie would like to give up the Finance Committee. Barbara will accept the roll on the committee. Corinne remains on it.
- Board Policy & Bylaws: Corinne. Barbara will join Corinne on the Board Policy & Bylaws Committee.
- New Facility Advisory Committee: Jessica Willis and Corinne Stromstad
- Community Outreach Committee: Jessica Willis and Corinne Stromstad

3. \$50K architect fees for the property Scher property (291 Sprowel Creek Rd)

Motion: Jessica Willis made a motion to approve \$50,000 for the architect design fees for the Scher property at 291 Sprowel Creek Rd.

Second: Alison Rivas

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

Noes: None

Not Present: Katie McGuire

Not present: **Motion carried.**

M. Meeting Evaluation –They love the detailed report they’re getting.

N. Parking Lot

1. Governing Board retreat is on hold for now.
2. Schedule Brown Act training for Board members.
3. Sexual Harassment training – Maybe we can find a Relias training. It’s been 2 years.
4. Brown Act and Sexual Harassment training will be scheduled for the Board members.

O. Next Meeting Tuesday, September 28, 2021

1. QAPI Meeting Thursday, September 8, 2021 at 2:00 p.m. – Barbara Truitt
2. Med Staff Meeting Wednesday, September 15, 2021 at 1:00 p.m. – Jessica Willis

P. Adjourn to Closed Session – 2:42 p.m.

Q. Closed Session opened at 2:49 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting July 28, 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. Sixty day extension requested for the reappointment of Christian Ingui, extending his current reappointment period to October 25, 2021.
6. Next Meeting Thursday, September 30, 2021

R. Adjourned Closed Session at 3:36 p.m.

S. Resumed Open Session at 3:36 p.m.

1. The following actions were taken at closed session

Motion: Jessica Willis moved to approve the Previous closed session minutes of July 28, 2021 with specified changes.

Second: Barbara Truitt

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

Noes: None

Not Present: Katie McGuire

Motion carried.

T. Adjourned Open Session at 3:36 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>	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		