

Governing Board

Date: Tuesday, September 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, Jessica Willis, Barbara Truitt (Zoom) and Katie McGuire

Not Present: None

Also in person: CFO Paul Eves; Karen Johnson, Governing Board Clerk; Marie Brown, Revenue Cycle Manager; and Galen Latsko.

Also via Zoom: COO Kent Scown, Chelsea Brown, CNO Judy Gallagher, Scott Sullivan and Keith Easthouse.

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:30 p.m.
- B. Public Comment – Galen Latsko expressed his interest in filling the board vacancy.
- C. Board Member Comments – None
- D. Announcements – None
- E. Consent Agenda
 - 1. Approval of Previous Meeting Minutes and Consent Agenda
 - a. Governing Board Meeting Thursday, August 26, 2021

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

Second: Katie McGuire

Ayes: Corinne Stromstad, Barbara Truitt, 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. August, 2021 Finances –Paul Eves – See reports

- We had one acute Patient days in August.
- We had 25 SWG Patient days in august, this is very low comparably, due to Covid and larger hospitals not doing elective surgeries.
- Our SNF beds are full.
- There were 1607 prescriptions filled at the retail pharmacy in August.
- FTE's were at 84.9 for August.
- YTD Budget is not accurate due to not being updated properly.
- Outpatient Ancillary; \$85,200 of the \$1,386,282 was from retail Pharmacy.
- Tax Revenue was \$95,000. We receive a little more than \$1,000,000 from property taxes.
- Our fiscal year is July 30 through June 30, so our current YTD total for two months is \$339,460.
- About the short-term PPP loan, we received a letter on 9/27/21 stating that it will be 100% forgiven.

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

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

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

- August closed at 79.4 AR Days or \$3.9M in Gross AR
- Cash collections totaled \$1 M, or 120% of July's net revenue
- Revenue exceeds \$1.48M, Average Daily Revenue reaches \$50K
- Third Party Aging decreased by \$45K, and is now at 16.1%
- Unbilled AR increased to 12.4 days due to some of our Covid testing.

3. HRG report – August, 2021 – See report

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

- Recruitment has been challenging for permanent staff. Travelers are leaving and we need to replace them. We will be scheduling regular staff in the ED and have traveling nurses for the floor, as they are less expensive than ER travelers are. We have a new graduate nurse coming on board permanently.
- We had eight observation patients in the month of August.
- We have rehired Judy Hollifield as an Admin Assistant as well as working one shift in ED. She will also help nursing with some audits in her free time
- Katherine Anderson IP is doing great; Debbie Scaife is still training her.
- We will be doing annual N95 Fit testing this month.
- Beginning October 1st we will be administering Booster COVID vaccines to our staff along with the flu vaccine.
- SWG – things have been slow do to elective surgeries being cancelled due to COVID.
- SNF – The beds are currently full however, one patient is doing well with rehab and could be close to discharge.
- Joe keeps our residents busy and will continue with our group lunches.
- One patient loves to color; their artwork is hanging all over the SNF.
- Lab is busy with Covid testing, they have anywhere from 20-30 tests per day.
- Lora is fully accredited for mammography again.
- Yesterday a surveyor from the Covid mitigation team was present; we just have one policy to write. Thank you to our IP team for stepping in while Judy G. and Cheryl W. were out.
- There was a PHP audit in the clinic in August. They did really well. Remy Quinn was instrumental in the audit.
- For Case Management, they have had difficult discharges, but worked on getting the patients the services they needed.
- People have been storing Durable Medical Equipment in the activities room. This does not belong there. We are trying to find alternate locations for this to be stored.

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 – Paul Eves, CFO for 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.) – no report
3. Strategic Plan Spotlight – Scott Sullivan, Behavioral Health
 - We have seen 15 clinic patients, 2 ED patients, 3 employees and 3 providers.
 - We are working with the FRC on Thursdays and Fridays to collaborate on serving

Southern Humboldt with substance abuse and homelessness.

- We are working with Judy G. on Policy and Procedures.
- We had a great meeting with an LCSW, we are hoping to move her along in the hiring process. She seems to be a great fit for us. Only thing is she is on the East coast and hopefully will like it here.

4. Matt Rees:

- FRC – Amy Terrones is very busy working with families and children in need. A couple grants have been offered to us including a \$10,000 grant from Vocality Credit Union.
- Nursing recruitment has been difficult as Judy G. pointed out.
- Katherine Anderson doing great. Declination forms for the Covid vaccine are needed by the end of September.
- Radiology department survey turned out great.
- The Emergency Relief Services of the State of California will loan us a tent that will keep a comfortable temperature throughout the winter. They have also given us two ventilators, a couple of suction machines and humidifiers.
- The lab performed 748 Covid tests in the month of August and had 110 positives.
- For Accounting, the provider relief reporting is due at the end of September.

K. Old Business - none

L. New Business

1. Policies and Procedures –

- Approval of Resolution 21:14 Policy and Procedure packet “A” dated September 8, 2021, to include approval of two new policies for the retail pharmacy and to make obsolete two policies from Material’s Management, Confidentiality and Dress Code, to be replaced with District wide policies.
- Wording of first paragraph for retail pharmacy needs to be changed. Karen Johnson will have Cynthia Aguilar do that.

Motion: Jessica Willis moved to approve **Resolution 21:14, with the paragraph change**, policy and procedure packets A, as submitted and, make obsolete the Confidentiality and Dress Code policies from Material’s Management.

Second: Katie McGuire

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

Noes: None

Not Present: None

Motion carried.

2. Change in the name of the Medication Safety Committee. – Judy Gallagher
 - MERP should be the name of the committee. Surveyors look for MERP not Medication Safety Committee. The name will be changed back to MERP.

3. Modification of IT infrastructure – Kent Scown/Jason Dockins
 - IT has done a lot of research on our current end user software and they are making a recommendation for some changes. Changes to exchange server and license suites. They are suggesting switching over to a different version. What we currently use has a cost of \$234K over a 6-year period. The new version increases our cost to \$318K over 6 years. There is approximately \$13K of additional small software to plug into all of that. That comes out to \$353 dollars per year per user .This will make management easier as well as more secure and storage of emails. We currently have three IT staff who can handle this.
 - Corrine S: Are you asking for approval of the cost? Kent S.: Yes. Corinne S: How much would it cost in labor? Kent S: There will be no additional cost in labor; our team will be able to do it.
 - Jessica W: Will there need to be training on software? Kent: Office 365 will have minimal changes and there will be a learning curve. IT will help. There won't be any formal training.
 - Paul: Ease of use and greater security is essential. There are federal laws around security. It is worth the money to do it.
 - The cost would be \$46K a year for 130 licenses.

Motion: Katie McGuire moved to approve allocation of funds for IT infrastructure for \$318K over a period of 6 years.

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

4. Discussion of Board meeting schedule change after December, 2021
 - Jessica Willis needs to change the meeting time to 3:30 or 4:00, as she will be working M-Th.
 - It is suggested that the meetings be moved to Fridays at 1:30 pm. everyone will think about it and discuss again at October meeting.

5. Holiday schedule for Finance and Board Meeting, 2021
 - Tuesday, Nov 30, Finance Meeting and Thursday, Dec 2, Board Meeting due to the holidays.
 - Next Board Meeting will be in January, 2022

M. Meeting Evaluation – No Comments

N. Parking Lot

1. Governing Board retreat is on hold for now.
2. Brown Act training for Board members. – This will be set up.
3. Sexual Harassment training for Board members. –This has been set up and an email has gone out to Board members.
4. AB 361, amendment to the Brown Act, effective 10/01/21 –Special board meeting set for Monday, Oct 4 10:00 a.m. to discuss this.
5. Personnel Matter –Is being reset to a special board closed session meeting set for Monday, Oct 4, 11:00 a.m.
6. Discussion of Board meeting schedule change will be discussed again at the October 28, 2021 regular Board meeting.

O. Next Meeting Thursday, October 28, 2021

1. QAPI Meeting Wednesday, October 6, 2021 at 2:00 p.m. – Jessica Willis will attend
2. Med Staff Meeting Wednesday, October 20, 2021 at 1:00 p.m. – Katie McGuire will attend.

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

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

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting August 26, 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]

Approval of Resolution 21:15

- a. Christian Ingui, MD, Associate for Reappointment, Diagnostic Teleradiology, 09/01/2021 – 08/30/2023
- b. Nicolaus Kuehn, Provisional Associate, Diagnostic Teleradiology, 10/01/2021 – 09/30/2023
- c. Emily Marshall, DO Provisional Active, Family Medicine, 10/01/21 – 09/30/23
- d. Aaron Jun, MD, Associate for Reappointment, Diagnostic Teleradiology, 10/01/2021 – 09/30/2023

- e. Supriya Gupta MS, Associate for Reappointment, Diagnostic Teleradiology, 10/01/2021 – 9/30/2023

6. Next Meeting Thursday, October 28, 2021

R. Adjourned Closed Session at 3:08 p.m.

S. Resumed Open Session at 3:08 p.m.

- 1. The following actions were taken at closed session

Motion: Katie McGuire moved to approve the Previous closed session minutes of August 26, 2021.

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

Motion: Jessica Willis moved to approve Resolution 21:15 for the Appointments and Reappointments of the above listed Practitioners, as submitted.

Second: Katie McGuire

Ayes: Jessica Willis, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: None Barbara Truitt

Motion carried.

T. Adjourned Open Session at 3:08 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>COO</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

Governing Board Meeting Minutes

September 28, 2021

Page 8 of 8

<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		