

Governing Board

Date: Thursday October 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, Barbara Truitt, and Katie McGuire (Zoom)

Not Present: Jessica Willis

Also in person: CEO Matt Rees; CFO Paul Eves; Karen Johnson and Judy Hollifield, Governing Board Clerks; Galen Latsko;

Also via Zoom: COO Kent Scown, Kristen Rees, Chief Quality and Compliance Officer, Rob Eskridge, Growth Management Center, David Ordonez, and Carruth Topham, IT Department.

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:30 p.m.
- B. Public Comment – None
- C. Board Member Comments – None
- D. Announcements –
 - 1. Appointment and swearing in of new Board Member

Motion: Barbara Truitt moved to appoint Galen Latsko as the new Board member, with the appointment expiring the first Friday of December, 2022.

Second: Katie McGuire

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

Noes: None

Not Present: Jessica Willis

Motion carried.

Galen Latsko read his Oath of Office, and signed it in triplicate afterwards.

E. Consent Agenda

1. Approval of Previous Meeting Minutes and Consent Agenda

- a. Governing Board Meeting Tuesday September 28, 2021, 2021
- b. Special Board Meeting AB361 Monday October 4, 2021

Motion: Katie McGuire moved to approve the previous minutes and other consent agenda items.

Second: Barbara Truitt

Ayes: Corinne Stromstad, Barbara Truitt, Katie McGuire and Galen Latsko

Noes: None

Not Present: Jessica Willis

Motion carried.

F. Correspondence, Suggestions or Written Comments to the Board -

1. Proposed Resolution from Sonia Baur, M.D. regarding single payer.
 - a. Katie asked for more information
 - b. A critical question to be answered is “How are CAH being reimbursed under single payer system?” If it’s like St. Joseph Hospital in Eureka, then we’d be out of business.
 - c. Barbara says it’s a moot point since Nancy Pelosi withdrew HR 1976 because she didn’t have the votes to pass, and McGuire sponsored a bill that Barbara wants more information on.

G. Finance Report –Paul Eves

1. September, 2021 Finances –Matt Rees for Paul Eves – See reports

- 16 Acute patient days in September, considerably up from August.
- Outpatient medical was at 1570 and lab visits are 740 for September, down some from August. The percentage of positives from teens to single digits.
- Pharmacy hit 200 prescriptions in 1 day a week or two ago. There might be some ups and downs with the numbers due to people getting 90 day prescriptions.
- Total patient revenue is at \$1,681,386 and of that; \$105,000 is from retail pharmacy. Back to where we were before the pandemic.
- Total Operating Revenue \$1,242,120.
- Other Non-Operating Revenue is large, \$1,574,676 due to the PPP loan forgiveness of \$1,221,000.
- Patient Accounts Receivable is going up in part due to revenue going up.

- Medicare contingency may move to the bottom line due to an audit.
- Matt explained IGTs for Galen.

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

Second: Katie McGuire

Ayes: Galen Latsko, Corinne Stromstad, Katie McGuire and Barbara Truitt

Noes: None

Not Present: Jessica Willis

Motion carried.

2. PFS report – September, 2021 –Matt Rees for Marie Brown – See report
 - September closed at 85.1 AR days or \$4.6M in Gross AR
 - Cash collections totaled \$782K, or 96% of August’s net revenue
 - Average day of revenue is \$50K.
 - Third Party aging increased by \$251K, and is now at 25.8%
 - The goal for unbilled AR days is 3 and we’re currently 9 days from this goal
 - Clinic billing is done the same day now.
 3. HRG report – September, 2021 – See report
 - Corinne brought up the No Surprise billing under Industry Updates – explanation. We don’t have to worry about this. This has more to do with contracted services like surgery, where the surgeon may not accept the plan the patient has. This bill also says we have to tell the patients what the cost of the service will be, but this can get complicated due to multiple insurance plans and diagnosis.
- H. Chief Nursing Officer’s Reports – Judy Gallagher, Interim CNO – no report
- I. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, Chief Quality and Compliance Officer – (Jan., April, July, Oct.)
- J. Administrator’s Report – Paul Eves, CFO for Matt Rees, CEO
1. Human Resources Quarterly Report – Jennifer Baskin (Jan., April, July, Oct.) – See Report that was sent out separately.
 2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – no report
 3. Strategic Plan Spotlight –Patient’s Experience in the Clinic
 - Matt and Jennifer worked with Rob and all clinic staff. Goal: Develop an action plan to create a consistent patient experience in the clinic. The River Trip Action Plan

was shared on screen.

- Barbara’s question – Are you standardizing what MA’s do? Yes.
- Katie’s comment – The person you first see when you sign in, that experience makes a big difference for the overall experience. Rob says registration staff was involved 2 years ago at setting patient service standards and now.

4. Matt Rees

- Matt would like the different departments come and do a presentation to the Board. What departments do you want updated next? We just did clinic. Others can be Cheryl Wik, Skilled nursing; Cynthia Aguilar, Retail Pharmacy; Scott Sullivan, Mental Health; Adela Yanez, ER and Acute; and Lora, CT and x-ray. Next month: Mental Health and meeting the new LCSW.
- We just had 200 prescriptions for pharmacy in one day
- Plans done for Scher property at 291 Sprowel Creek Rd, Garberville. This will have 12 units, 7 upstairs and 5 down stairs, a couple common areas, couple of bathrooms, and one will be a physician’s apartment, handicap unit down – all short term housing. Existing structure will be Finance office and possibly the Medical Records office. This will be for short term, for example individuals coming to stay in between shifts and travelers.
- The Foundation is very close to meeting their goal for the new hospital. One thing we’ve talked about is the need to renovate the old hospital before building the new one. We are estimating about \$5,000,000, so we’d need to raise \$500,000.
- Matt Rees and Jennifer Baskin are co-managing the Clinic. During this time, Matt is down in the Clinic Manager’s office several hours a day.
- The CNO and Clinic Manager positions both posted and haven’t been filled yet.

K. Old Business - none

L. New Business

1. Policies and Procedures –

1. Approval of Resolution 21:16 Policy and Procedure packet “A” dated October 13, 2021,
 - Barbara asked if Behavior Health medical records must be kept separate from regular medical records. They must be kept even more secure.
 - Mis-spelling on Buprenorphine Administration, page 3 of 4, under Patient/SO Instructions, Follow up,
 - i. #1, the word “confidential” is misspelled twice
 - ii. #2 A and B. The words “patient” and “Referral” are misspelled. These will be corrected.

Motion: Barbara Truitt made a motion to approve Resolution 21:16 Policy and Procedure Packet “A”, with the above noted corrections to be made.

Second: Katie McGuire

Ayes: Barbara Truitt, Galen Latsko, Katie McGuire and Corinne Stromstad.

Noes: None

Not Present: Jessica Willis

Motion carried.

2. Approval of Resolution 21:17 AB361, the Initial resolution for the Brown Act Amendment AB 361, which allows for virtual meetings of the governing body in an effort to promote physical distancing. If passed, this Resolution 21:17 will be in effect for 30 days, at which time it will expire if not passed again. We meet the criteria for AB 361 for the following reasons:

- a. We are currently under a State-declared State of Emergency, and
- b. The Humboldt County Health Officer Dr. Ian Hoffman is recommending physical distancing.

This resolution will be in effect from today’s date for 30 days unless earlier extended by a majority vote.

Resolution 21:17 was read in its entirety.

Additional meetings have been scheduled for the passing of subsequent AB 361 resolutions. Special Board meetings have been scheduled for November 22, 2021, December 20, 2021, and January 17, 2022.

Motion: Barbara Truitt made a motion for Approval of Resolution 21:17 AB361, the Initial resolution for the Brown Act Amendment AB 361, which allows for virtual meetings of the governing body in an effort to promote physical distancing. We meet the criteria for AB 361 for the following reasons:

- a. We are currently under a State-declared State of Emergency, and
- b. The Humboldt County Health Officer Dr. Ian Hoffman is recommending physical distancing.

Second: Katie McGuire

Ayes: Barbara Truitt, Galen Latsko, Katie McGuire and Corinne Stromstad.

Noes: None

Not Present: Jessica Willis

Motion carried.

3. Vaccine Incentive

- The Administrative Team has been talking about a financial incentive/reward for those who have completed their first round of COVID vaccinations for employees in the amount of \$250 to \$500 each, possibly giving a deadline of December 15, 2021 or something like that.
- This would cost \$10,000 for each \$100 paid out.
- If the employee has no vaccination, then they need COVID tested twice a week and must sign health or religious exemption.
- Those who have already been vaccinated then they'd receive the incentive.
- Dr. Seth says don't base it on the booster, as the effectiveness hasn't been determined yet.
- This will be flu and COVID vaccinations.
- We currently have about 6 not COVID vaccinated

Motion: Katie McGuire made a motion to approve a \$500 incentive/reward for obtaining their first round of COVID vaccinations and the Flu vaccination (for 2021).

Second: Galen Latsko

Ayes: Barbara Truitt, Katie McGuire, Galen Latsko and Corinne Stromstad.

Noes: None

Not Present: Jessica Willis

Motion carried.

4. Approval of a contract with WipFli for up to \$60,000 for a USDA loan application.
 - Not sure what the proposal will be but estimated \$60,000. Amount is reimbursable and written off. Can receive 30 – 40% cost reimbursement from Medicare.

Motion: Barbara Truitt made a motion to approve up to \$60,000 for a contract with WipFli for a USDA loan application.

Second: Katie McGuire

Ayes: Barbara Truitt, Katie McGuire, Galen Latsko and Corinne Stromstad.

Noes: None

Not Present: Jessica Willis

Motion carried.

5. Approval of Resolution 21:18 – Board Member stipend
 - Taxes will be withheld from the stipend.
 - Can't donate for them, must go to them
 - Each board member will let us know whether they want to receive the stipend. W-4's will be sent out to all.
 - The Board Clerk(s) will keep track of meeting attendance for those who do want to be paid the stipend and send the information to payroll each month. The Board Clerk(s) will send a confirmation email to each Board member stating our

understanding of their stipend preference and how many meetings they attended.

Motion: Katie McGuire made a motion to approve Resolution 21:18, a stipend for meetings covered under the Ralph M. Brown Act for Board members in the amount of \$100 per meeting, per Board member, for no more than 5 meetings in a month per Board member.

Second: Barbara Truitt

Ayes: Barbara Truitt, Galen Latsko, Katie McGuire and Corinne Stromstad.

Noes: None

Not Present: Jessica Willis

Motion carried.

6. Updating policies for Acting Administrator and Administrator time off notifications.
 - Matt Rees would like to go over this with the Administrative team for further discussion and bring this back to the Board at a later date.
7. Form 700 Annual Statement of Economic Interests
 - These are next due in March, 2022

M. Meeting Evaluation – pretty good meeting

N. Parking Lot

1. Governing Board retreat is on hold for now. – This will be strategic planning and the Board will wait until COVID is over.
2. Brown Act training for Board members. –
 - This has been set up thru BB&K already and is due to be taken by November 30, 2021 or the link will expire
 - Set up the training for Galen
3. Sexual Harassment training for Board members.
 - This has been set up on Relias and an email has gone out to Board members. Email has already been sent out already.
4. AB 361, amendment to the Brown Act, effective 10/01/21 –Special board meeting set for November 22, 2021.
5. Kristen to set up Quality and Compliance training in person.

O. Next Meeting:

1. Special Board Meeting AB361 November 22, 2021 10:00 a.m.
2. QAPI Meeting Wednesday, November 10, 2021 at 2:00 p.m. – zoom and in person at Sprowel Creek Campus – Galen Latsko will attend.
3. Med Staff Meeting Wednesday, November 17, 2021 at 1:00 p.m. – NONE! This meeting will be Executive Session only, so no Board member attendance is permitted. Remove the

Medical Staff Meeting from future Board agendas.

4. Policy Development Committee – November 10, 2021 11:00 a.m. – by Zoom and in person at Sprowel Creek Campus. Galen Latsko will attend.
5. Governing Board Meeting, Thursday, December 2, 2021 at 1:30 p.m. at Sprowel Creek Campus and virtual.

P. Adjourn to Closed Session – 3:30 p.m.

Q. Closed Session opened at 3:40 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Governing Board Meeting September 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 Error Reduction Plan Report [H&S Code § 32155] – Judy Gallagher, Interim CNO
5. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of Resolution 21:19

- a. Charles Davis, Provisional Associate, Diagnostic Teleradiology, 11/01/2021 – 10/31/2023
 - b. Dr. Joseph Rogers, change status from Associate to Active for the remainder of his appointment, 10/28/2021 to 2/29/2022.
 - c. Dr. Daniel Merges, change status from Associate to Active for the remainder of his appointment, 10/28/2021 to 05/23/2022.
6. Personnel matter – Chief Executive Officer evaluation – pursuant to Government Code § 54957
 7. Next Meeting:
 - a. Governing Board Meeting, Thursday, December 2, 2021 at 1:30 p.m.

R. Adjourned Closed Session at 4:22 p.m.

S. Resumed Open Session at 4:22 p.m.

1. The following actions were taken at closed session

Motion: Katie McGuire moved to approve the Previous closed session minutes of September 28, 2021.

Second: Barbara Truitt

Ayes: Katie McGuire, Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None

Not Present: Jessica Willis

Motion carried.

Motion: Katie McGuire moved to approve Resolution 21:19 for the Appointment and Status changes of the above listed Practitioners, as submitted.

Second: Barbara Truitt

Ayes: Barbara Truitt, Galen Latsko, Corinne Stromstad, and Katie McGuire

Noes: None

Not Present: Jessica Willis

Motion carried.

T. Adjourned Open Session at 4:22 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
<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		