

Governing Board

Date: Thursday, December 2, 2021
Time: 1:30 p.m.
Location: Sprowel Creek Campus and Via Webex 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 Webex

Governing Board: Corinne Stromstad, Barbara Truitt, Jessica Willis and Galen Latsko (Webex)

Not Present: Katie McGuire

Also in person: CEO Matt Rees; CFO Paul Eves; Karen Johnson, Governing Board Clerk; Adela Yanez, Interim CNO; Marie Brown, PFS Manager; Remy Quinn, HIM Manager; Chelsea Brown, Community Outreach; Scott Sullivan, Behavioral Health; and Lora Simone, Radiology Manager.

Also via Webex: COO Kent Scown

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:31 p.m.
- B. Public Comment – None
- C. Board Member Comments – None
- D. Announcements – We welcome Adela Yanez as CNO (Interim). She also received the Healthcare Hero Award, one of only 12 people in the state. She received a crystal plaque for the award. Adela began working as the Interim CNO on November 19, 2021. We also welcome Laura Mojica, new Pediatric Nurse Practitioner.
- E. Consent Agenda
 1. Approval of Agenda

2. Approval of Previous Meeting Minutes

- a. Governing Board Meeting Tuesday, October 28, 2021
- b. Special Board Meeting AB361 November 22, 2021

Motion: Barbara Truitt moved to approve the previous minutes of October 28, 2021 and November 22, 2021 and other consent agenda items.

Second: Galen Latsko

Ayes: Corinne Stromstad, Barbara Truitt, and Galen Latsko

Noes: None

Not Present: Jessica Willis and Katie McGuire

Motion carried.

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

G. Finance Report –Paul Eves

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

- We received a letter from Wells Fargo forgiving 100% of the PPP loan and all interest that would have accrued.
- Humboldt County property tax amount has not been updated for several months. The county is not responding to our requests for an updated account balance.
- Provider Relief funding report has been submitted and accepted. Now undergoing an audit.
- We filed the Cost Report which was due November 30, 2021, and are due back over \$500,000.
- The new tent has been donated to us for a time by the state.
- Paul will bring in a list quarterly of things purchased by the district

Motion: Jessica Willis moved to approve the Financials as submitted for October, 2021.

Second: Barbara Truitt

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

Noes: None

Not Present: Katie McGuire

Motion carried.

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

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

- HRG is having issue with the technical interface. We've had an improvement since Tuesday's call Marie and Remy were on addressing each concern. They received detailed explanation from HRG. We will be seeing more improvements. Will have a few work-a-

rounds until the software is back up bug free, expect for refunds, those will be on hold.

H. Chief Nursing Officer's Reports – Adela Yanez, Interim CNO

- Doing environmental rounds now, getting ready for a state survey that is due.
- Working with Marie and Kristen on high quality patient care and patient satisfaction.

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

- Healthcare Quality week at the beginning of November.
- We don't know what QIP will look like next year. Using 2020 as a base line. The years 2020 and 2021 are very different and are hard to compare.

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

- We are very close to meeting our goal with the Capital Campaign now. We should reach our goal of \$4M by the end of the year (2021). Looking for ideas for celebrating with the community. Sixty percent of the money pledged has not been received, as many are multi-year pledges. USDA still counts that money anyway.
- Costs are going up, so we will need more money for SNF upgrades. Chelsea will continue to do fund raising. Later on, the Foundation will set another goal for the SNF expansion, but it's too soon now. This expansion won't happen until after the new hospital is built.
- The Foundation is working on their Policies and Procedures. They're working with more money than they have in the past, so they want to make sure their processes are up-to-date.
- Hoping to do Benbow Inn Charity Wine Auction next year.

3. Strategic Plan Spotlight – Mental Health, Scott Sullivan, Behavioral Health Program

- Scott was hired by the Bridge Grant and has developed flier, signs, pamphlets, and a process for referrals.
- Working on getting an LCSW still (full time) for Senior Life Solutions (SLS) and Behavioral Health programs. He's looking via the National Association of Social Workers, Facebook, LinkedIn and schools for recruitment of the LCSW.
- He sees patients by referral from the ED and clinic, also from school.
- Future: He'd like to have a once a week food, showers, clothing, shelter for the locals. A building would be necessary. Remy: We could donate a couple hours of nursing time for wound care.

4. Matt Rees

- Started Heart-to-heart meetings, and we're encouraging staff to attend.
- Started children's vaccines. We've given some, but not as many as we thought we would.
- Laura Mojica, our new Pediatric Nurse Practitioner will be here 1.5 days a week. She also works at St. Joseph Hospital (Eureka) lives in the county.
- COVID testing is running about 15 tests per day and a fair amount is positive (15-20% rate). In the past, the tests are about 50% from our community.
- The new COVID tent is better than last one and the HVAC is quieter. The new tent is insulated.
- We are still waiting for 4th round of Provider Relief funds. We've submitted the application.
- Working with WipFli for the (USDA) loan process. App should be in by June 30, 2022 and receive funding by September, 2022.
- Working with UC Davis. They're sending some PA's here starting in January, 2022. They will rotate every 2 months. UC Davis will put them up in housing locally.

K. Old Business - none

L. New Business

1. Policies and Procedures –

Approval of Resolution 21:21 Policy and Procedure packet dated November 10, 2021.

- Education policy. Question: What about a work requirement for after they receive it? Matt Rees will send it back for an addition to standardize the policy on this matter so it isn't on a case-by-case basis. Something like a Retention bonus for each period of time after. This policy would cover current employees and their student loan repayment for education required for their current position, as a part of the CARES act. Money comes from the CARES act. Current job or one they could get with the District.
- Emergency Medication Supply (Crash Cart) has a department listing of Pharmacy. Change the department to Medication Room to distinguish it from the retail Pharmacy.

Motion: Barbara Truitt made a motion to approve Resolution 21:21 Policy and Procedure Packet with the above noted corrections to be made. Neither the Education Reimbursement/Student Loan Debt Repayment Policy nor the Emergency Medication Supply (Crash Cart) policy need to come back for approval once these changes are made.

Second: Jessica Willis

Ayes: Barbara Truitt, Galen Latsko, Jessica Willis and Corinne Stromstad.

Noes: None

Not Present: Katie McGuire

Motion carried.

2. Updating policies for Acting Administrator and Administrator time off notifications. – Administration Team is still working on this.

3. Approval of purchase of 3D Mammography for \$300,000
 - 3D Mammography has a 40% higher breast cancer detection
 - Small amount of additional radiation
 - Lower recall and false positives.
 - We will send it out for reading since we don't have a Diagnostic Radiologist
 - Some patients will benefit from 3D due to the density they have in the breast tissue. Currently those with high breast tissue density are been recommended to go to St. Joseph, so if we have 3D Mammography we can recapture those patients.
 - Current 2D machine is at end of life due to Windows 7 and can't get parts for it.

Motion: Barbara Truitt made a motion to approve the purchase of 3D Mammography for \$300,000.

Second: Galen Latsko

Ayes: Barbara Truitt, Galen Latsko, Jessica Willis and Corinne Stromstad.

Noes: None

Not Present: Katie McGuire

Motion carried.

4. EPIC EHR software – Centriq will not be supported in the future.
 - We don't have a price for EPIC yet. We expect it may take 4-6 weeks to get a quote.
 - Interfaces will need to be created.
 - Other facilities around us use EPIC.
 - OCHIN will be doing build out but not in 2022. They're already booked up until 2023.

Motion: Jessica Willis made a motion to approve the continued researching for a new Electronic Health Record software to replace the current Centriq.

Second: Barbara Truitt

Ayes: Barbara Truitt, Galen Latsko, Jessica Willis and Corinne Stromstad.

Noes: None

Not Present: Katie McGuire

Motion carried

5. Approval of i2i data software - \$65,000 for the first year and \$31,000 each year thereafter
 - This data mining software makes it much quicker to extract data needed for quality

measures and reporting.

- \$65,000 initial and new HER software implementation, then \$31K
- Can send text, letters and emails to patients
- Referral system built in
- You can create customized reports
- An example of its usage is it can send letters to patients who received a certain diagnosis code in a specified period of time.
- Will have licenses for 20 users.

Motion: Barbara Truitt made a motion to approve i2i data software at \$65,000 for the first year and \$31,000 each year thereafter with the understanding that additional builds will cost extra.

Second: Galen Latsko

Ayes: Barbara Truitt, Galen Latsko, Jessica Willis and Corinne Stromstad.

Noes: None

Not Present: Katie McGuire

Motion carried.

6. Committee assignments – Bring these reports back to the board each month

- Community Outreach Committee: Galen & Jessica – Include in the committee Scott Sullivan, Behavioral Health, Chelsea Brown and Kristen Rees. The Patient and Family Advisory Council (PFAC) will also be included in the scope of Community Outreach.
- Finance Committee: Corinne and Barbara
- New Facility Advisory Committee: Galen, and maybe Katie if she wants
- Policy Development Committee and Bylaws: Corrine and Barbara

7. Board communications

- Board Clerk is asking for the Board members to read their emails and also respond, as appropriate.
- Email went out about the stipend and a response is needed by emailed from each Board member.

M. Meeting Evaluation – good meeting

N. Parking Lot

1. Governing Board retreat - Maybe look at February or March. Matt, Corinne, and Barbara will look into different options a come up with a plan.

2. Holiday Dinner for staff? Last year did a summer barbeque. Dec 20th at Noon was decided – Matt Rees will pick up tri tip and grill it up. Serving will include masks and gloves for all handling or near food and boxes for staff will be made to pick up.

O. Next Meetings:

1. Special Board Meeting AB361 Monday, December 20, 2021 at 10:00 a.m. – This meeting will be hybrid, in person at Sprowel Creek and by Webex.
2. QAPI Meeting Wednesday, December 8, 2021 at 1:00 p.m. Corinne Stromstad will attend.
3. Policy Development Committee – January 12, 2022 at 11:00 a.m. – by Webex and in person at Sprowel Creek Campus. – Barbara Truitt will attend.
4. Special Board Meeting AB361 Monday, January 17, 2022 at 10:00 a.m.
5. Governing Board Meeting, Thursday, January 27, 2022 at 1:30 p.m. at Sprowel Creek Campus and virtual.

P. Adjourn to Closed Session – 3:53 p.m.

Q. Closed Session opened at 3:58 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Governing Board Meeting October 28, 2021
2. Compliance and Risk Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ
3. Clinic Service Review [H&S Code § 32155] –CNO
4. Medication Error Reduction Plan Report [H&S Code § 32155] –CNO
5. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of Resolution 21:22

- a. Dr. Michael Newdow, Reappointment for Emergency Room/Inpatient, Active status, from 01/01/2022 – 12/31/2023.
 - b. Dr. David Irvine, Reappointment for Emergency Room/Inpatient, Active status, from 01/01/2022 – 12/31/2023.
 - c. Dr. Philip Scheel, Reappointment for Emergency Room/Inpatient, Active status, from 01/01/2022 – 12/31/2023
6. Personnel Matter – Chief Quality and Compliance Officer evaluation § 54957
 7. Next Regular Meeting:

- a. Governing Board Meeting, Thursday, January 27, 2022 at 1:30 p.m.

R. Adjourned Closed Session at 4:59 p.m.

S. Resumed Open Session at 4:59 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of October 28, 2021.

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None

Not Present: Jessica Willis and Katie McGuire

Motion carried.

Motion: Barbara Truitt moved to approve Resolution 21:22 for the Reappointment of Dr. Michael Newdow, Dr. David Irvine and Dr. Philip Scheel, as submitted.

Second: Galen Latsko

Ayes: Barbara Truitt, Galen Latsko and Corinne Stromstad

Noes: None

Not Present: Jessica Willis and Katie McGuire

Motion carried.

T. Adjourned Open Session at 4:59 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		