

Governing Board

Date: Thursday, January 27, 2022
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, Katie McGuire and Galen Latsko (Webex)

Not Present: Katie McGuire left at 3:06 p.m.

Also in person: CEO Matt Rees; CFO Paul Eves; Karen Johnson, Governing Board Clerk; Marie Brown, PFS Manager; Remy Quinn, HIM Manager; Kristen Rees, CQO; Jennifer Baskin, Human Resources Manager

Also via Webex: COO Kent Scown; Chelsea Brown, Community Outreach; Adam Summers, Lab Manager; Rob Eskridge and Ryan Stock, Growth Management Center

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:32 p.m.
- B. Public Comment
- C. Board Member Comments – Corinne received a letter from the Chamber office asking if anyone wanted to support Humboldt County in getting a grant from the Transportation office to clean up the streets.
- D. Announcements
- E. Consent Agenda
 1. Approval of Agenda
 2. Approval of Previous Meeting Minutes

- a. Governing Board Meeting December 2, 2021
- b. Special Board Meeting AB 361 December 16, 2021
- c. Special Board Meeting AB 361 January 10, 2022

3. **Approval of Resolution 22:02**-Nondesignated Public Hospital Bridge Loan Program

Motion: Jessica Willis moved to approve the previous minutes of December 2, 2021, December 16, 2021 and January 10, 2022 and other consent agenda items.

Second: Barbara Truitt

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

Noes: None

Not Present:

Motion carried.

4. **Approval of Resolution 22:06** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30 day extension until February 26, 2022.

Motion: Jessica Willis made a motion to adopt Resolution 22:06, as described above.

Second: Barbara Truitt seconded the motion

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

Noes: None

Not Present: None

Motion carried.

F. Correspondence, Suggestions or Written Comments to the Board – From the Northern California Healthcare Authority, which disbanded on March 10, 2020, a check received for \$1195.45 as a rebate.

G. Finance Report – Paul Eves

1. November and December, 2021 Finances –Paul Eves – See reports
 - a. December’s reports have a November heading by mistake
 - b. Humboldt County Property Tax account is still an estimate. Paul hasn’t been able to get updated numbers from the county for at least 6 months now.

Motion: Katie McGuire moved to approve the Financials as submitted for November and December, 2021.

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried.

2. SB 165 Parcel Tax Summary report – see report
3. PFS report – November and December, 2021 –Marie Brown – See report
 - a. HRG report – November and December, 2021 – Remy Quinn – See report
 - Revenue cycle is complex. Changes we made last quarter we’re just starting to see now.
 - Unseasonably high volume is a factor
 - Provided training and education and made process changes
 - Brought on additional staff
 - We meet every other week with HRG and issues are addressed as they come up
4. Approval of Staff Pay Scale and mileage
 - a. Major increase to the cost of payroll will be staff at the lower end of the pay scale and to nursing staff
 - b. Increase to cost is about 15% for this proposal
 - c. Travel pay will be \$.20 per mile up to 100 miles one way paid all employees; covers gas cost, not including business miles. Will be taxable. Up to 100 miles one way, for a total of 200 miles round trip
 - d. With a net cost \$480,828 for the salary increases, will still have a projected annual net income of \$3.98M
 - e. Expect to decrease or eliminate agency nursing staff/travelers. We have 5 traveling nurses now.
 - f. There’s an increase in minimum wage so this will offset the lower end staff; new base will be \$18.00, up from \$16.00.
 - g. We have 1 years’ cash in the bank
 - h. There are 2 years per step, and every 5 years get one more step; steps are 3% pay increase each time
 - i. Some without % may not have had a scale. FRC director is an example.
 - j. Employees will be brought up to the step they’re on now on the pay scale.

Motion: Katie McGuire moved to approve the new pay scale, as submitted and the payment of \$0.20 per mile travel for all employees, from their home to work (commuting miles), for up to 200 miles round trip daily. Commuting mileage does not include business mileage.

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried

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

- We have a Physician Assistant from UC Davis and its's going well
- We also have a couple of nursing staff from College of the Redwoods
- Positive feedback from the patients

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

- Kristen will send the report and video link from the State QIP conference on Tuesday. Kristen will share the video link of Kristen's presentation when it's posted.

J. Administrator's Report –Matt Rees, CEO

1. Human Resources Quarterly Report – Jennifer Baskin (Jan., April, July, Oct.)

- No written report submitted
- 5 new hires and 5 separations
- Last quarter the number of open positions stayed the same
- New background company, and background checks coming back quicker, 5 days average. The previous company was taking up to 3 weeks.
- Started new management certification thru SHRM. Managers have 12 months to complete it, but most should be able to complete it within 6 months.
- Jamie is working on becoming a Certified Medical Assistant so she can continue to support the clinic as backup MA.

2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – no report

3. Strategic Plan – Rob and Ryan

- Discussed Strategic Planning Committee that met yesterday, January 26, 2022.
 - i. Jessica agrees that our nursing and housing continues to be addressed.
 - ii. Suggestion from Katie: Continue working together with Community Outreach, and reinstate the program.
 - iii. At February's Board they'll propose suggestions, and review the District's Mission and Values

4. Matt Rees

- COVID
 - We've had 12% staff that tested positive for COVID in the last 30 days
 - During the holidays some worked from home for a week if they could, then we came up with a testing schedule for all employees. At that point those working from home could return to the office.
 - Adela, Adam, and Katherine are working hard to keep up and planning for COVID testing
 - Positivity rate here is still quite high
 - Still no positive COVID test with our SNF residents
 - We provide testing for the partner of those giving birth or needing to see patients/family in hospitals
 - Rapid tests are slightly less sensitive. The rapid test is not as available up north in the county, but we continue to provide them.
 - We will implement PCR testing next month, which is more sensitive.
 - We have a contingency plan if staffing is low. We've considered the contingency plan in the last couple weeks, but we haven't implemented it yet.

- Facilities
 - Property next to hospital, 531 Elm Street, Garberville, CA 95542 - Eminent Domain process was discussed (see hand out). We need more parking and environmentally controlled storage and possibly doctor's house. Foundation and a building need removed. Retaining wall needs to be repaired.
 - We will have construction on site at the hospital for 2030 seismic upgrade. Working on the bid process. A permit issued from state to begin the process.
 - Our boiler is failing. New project to replace with another unit, since the new one is not like the original. Maybe as late as July to replace, but we're asking the state to allow us to repair the old one until the new one can be installed.

K. Old Business - none

L. New Business

1. **Approval of Resolution 22:03** – Policies and Procedures
(See separate Packet)

Motion: Jessica Willis made a motion to approve Resolution 22:03 Policy and Procedure Packet, as submitted.

Second: Barbara Truitt

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

Noes: None

Not Present: Katie McGuire

Motion carried.

2. **Approval of Resolution 22:04** – Check signature authority
 - Removing Judy Gallagher and adding Adela Yanez

Motion: Barbara Truitt made a motion to approve Resolution 22:04 Check Signature Authority to remove Judy Gallagher and add Adela Vargas de Yanez. The remainder of the wording will remain the same as Resolution 21:07.

Second: Jessica Willis

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

Noes: None

Not Present: Katie McGuire

Motion carried.

3. AB 992 Social Media reminder: Liking, Sharing and Serial Meetings – reviewed
4. Community Outreach communication and Board Policy (see Policy: Board Community Outreach) – change to BB&K, old business
5. Creating a process for hiring a Board Clerk (see Policy: Hiring of Second Level Administrative Positions) - Matt will send out the resume of the candidate to Board members for the Administrative Assistant position. Matt will have candidate come to the February Board meeting for the Board to meet with him. This position will be trained as Board Clerk over time and may, if the Board approves, would become the dedicated Board Clerk, as well as having other Administrative Assistant duties. This will be a full-time position, freeing up Karen Johnson for credentialing. The Board expresses the desire to get to know the candidate for Board Clerk before the decision is made to hire them as Board Clerk.
6. After Action Plan/Review Great California ShakeOut 2021 (see report) – reviewed
7. Annual Hospital Periodic Evaluation (see report) – reviewed

M. Meeting Evaluation – good meeting

N. Parking Lot

1. Governing Board retreat – Generally it’s held within the district, open to the public, and can have educational sessions, but open due to other topics potentially discussed. Strategic plan may be discussed. Must follow posting requirements, regardless of where it’s held. This will be held in March.
2. Quality and Compliance training – in person for activities, possibly April or May.

O. Next Meetings:

1. Policy Development Committee, Wednesday, February 9, 2022, 11:00 a.m. – Jessica Willis will attend
2. QAPI Meeting Wednesday, February 9, 2022 at 1:00 p.m. – Barbara Truitt will attend
3. Governing Board Meeting February 24, 2022 at 1:30 p.m.

P. Adjourn to Closed Session – 3:43 p.m.

Q. Closed Session opened at 3:54 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting December 2, 2021
 - b. Closed Session Special Board Meeting appointment of Lab Director, December 16, 2021
2. Compliance and Risk Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ, LSSGB, Chief Quality and Compliance Officer and Risk Manager
3. Clinic Service Review [H&S Code § 32155] – Adela Yanez, Interim CNO
4. Medication Error Reduction Plan Report [H&S Code § 32155] – Adela Yanez, Interim CNO
5. Medical Staff Appointments/Reappointments [Gov. Code § 54957]

Approval of Resolution 22:05

- a. Dr. Mahdiah Assar, Reappointment as Associate, Diagnostic Teleradiology, 1/27/2022 to 1/26/2024.
 - b. Dr. Ari Plosker, Reappointment as Associate, Diagnostic Teleradiology, 1/27/2022 to 1/26/2024.
 - c. Dr. John Sanico, Appointment as Provisional Associate for 6 months, then Associate the remainder of the term, Diagnostic Teleradiology, 1/27/2022 to 1/26/2024.
6. Next Regular Meeting:
- a. Governing Board Meeting, Thursday, February 24, 2022 at 1:30 p.m.

R. Adjourned Closed Session at 4:19 p.m.

S. Resumed Open Session at 4:19 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of December 2, 2021 and December 16, 2021.

Second: Galen Latsko

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

Noes: None

Not Present: Katie McGuire

Motion carried.

Motion: Barbara Truitt moved to approve Resolution 22:05 for the Reappointment of Dr. Mahdiah Assar, Dr. Ari Plosker, and Dr. John Sanico 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 4:19 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		