

Governing Board

Date: Thursday, February 24, 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. Galen Latsko arrived at 3:10 p.m.

Not Present: None

Also in person: CEO Matt Rees; CFO Paul Eves; Karen Johnson, Governing Board Clerk; Marie Brown, PFS Manager; Remy Quinn, HIM Manager; CQO Kristen Rees; Darrin Guerra; Kevin Church; COO Kent Scown; Chelsea Brown, Community Outreach; Interim CNO Adela Yanez

Also via Webex: Rob Eskridge and Ryan Stock, Growth Management Center

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:33 p.m.
- B. Public Comment
- C. Board Member Comments – Katie McGuire announced her resignation from the Board effective 2/28/2022 and submitted a letter of resignation.
- D. Announcements
- E. Consent Agenda
 - 1. Approval of Agenda
 - 2. Approval of Previous Meeting Minutes
 - a. Governing Board Meeting January 27, 2022

Motion: Jessica Willis moved to approve the previous minutes of January 27, 2022 and other consent agenda items.

Second: Katie McGuire

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

Noes: None

Not Present: Galen Latsko

Motion carried.

3. **Approval of Resolution 22:07** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day extension until March 26, 2022.

Motion: Barbara Truitt made a motion to adopt Resolution 22:07, as described above.

Second: Jessica Willis seconded the motion

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

Noes: None

Not Present: Galen Latsko

Motion carried.

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

G. Finance Report – Paul Eves

1. **Approval of January, 2022 Finances and January Finance Minutes - Paul Eves – see report**

- a. Total patient revenue \$1.8M, of which the retail pharmacy prescription revenue is \$162K.
- b. Rate range check has been received from Partnership Health Plan.
- c. Humboldt County property tax account is still not accurate. Paul hasn't been getting data from the county for months.
- d. Balance sheet is very strong

Motion: Barbara Truitt moved to approve the Financials and Finance Committee minutes, as submitted for January, 2022.

Second: Katie McGuire

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

Noes: None

Not Present: Galen Latsko

Motion carried.

2. PFS report – January, 2022 –Marie Brown – See report

- a. HRG report – January, 2022 – Remy Quinn – See report

- We have legal changes that we're still adjusting to, and as a result, we've

made staffing adjustments. These changes are changing the bad debt timeline. We're still working on the pricing transparency (recent law change). We have the HRG Communication Log back up and running after several months.

- These legal changes are at the federal level and all hospitals are trying to figure out how to meet them. Very little information has been given out to help with how to meet them.

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

- We have 5 traveling nurses right now. We should be down to 1 or 2 traveling nurses soon. Our goal is to have no traveling nurses by the end of the year.
- We have two student RNs from College of the Redwoods. One is from Shelter Cove and is wanting to do clinicals here.
- The Visiting Nurse needs to be local and familiar with the area. This position has slightly higher pay due to the travel. It was suggested having a 2nd person along with the nurse due to burn out of the recent visiting nurses. Possibly a Certified Nursing Assistant (CNA) as 2nd person. Adela will work with April Barnhart, the new Clinic Nursing Manager, on this process.
- We're working on how we will address family members of patients, especially those patients at end of life regarding testing for COVID, and fully vaccinated and boosted or not.

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.) – No report

J. Administrator's Report –Matt Rees, CEO

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

2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – see report

- The Foundation continues to receive donations.
- Event May 19th at Sprowel Creek in upper parking area to celebrate meeting the fundraising goal for the new hospital.
- Community Outreach on Monday with Scott Sullivan, Jessica Gardner-Marino, Jackie Reyes, who speaks Spanish, and Kristen Rees
- Another mailer has gone out. It should reach people in the next couple days.
- Suggestion: When you have the children's vaccine clinics, it would be helpful if it wasn't while school was in session.

3. Strategic Plan Mission, Vision and Values – Rob and Ryan

- Discussed was possibly changes to the Vision, Mission and Values.
- Ideas were:
 - Good medical knowledge from staff; compassion is lacking from the written

statement; cultivating trust; provide the community with guidance/navigation through healthcare and the social services and Area Aging 101 to help Medicare patients.

- Mission, Vision and Values are focused more on technology and not addressing the human side.
- Community Needs Assessment was first done 4 years ago. We should be doing them every 3 years.
- Have specialists visit once a month to provide information to patients. Clinic providers can do telehealth with another provider. Also consider cardiologists and mental health providers.
- We provided “distant site” telehealth visits once before, but haven’t recently.
- Core values – add trust, integrity and community oriented.
- Are the values as to the community, as to our values or what we want the public to perceive?
- There will be a committee of some staff and 2 board members to tackle the Vision, Mission and Values and to come back in April with a suggestion. Matt will ask staff who wants to be involved. Remy Quinn and Barbara Truitt both expressed interest.
- GMC will email board members a summary – let Rob and Ryan know if there are other issues to be added.
- Community Outreach Committee: Chelsea Brown, Scott Sullivan, Jessica Willis and Galen Latsko are on the committee.
- Board will talk with providers to see what ideas they may have for the Strategic Plan. Barbara will meet with Dr. Seth Einterz; Corinne will meet with Nick Vogel, Dr. Newdow and Dr. Hsu; Katie will talk with Linda; Jessica will talk with Laura Mojica and Dr. Emily Marshall.
- Ryan and Rob will be here for the March board meeting
- And phone call the week before.
- Wednesday March 23rd in the AM 9:00 – Noon for the Admin Team and a few managers.
- Board and Administration that are invited should be available on Wednesday, March 23rd 2:00 – 5:30 in the afternoon.
- Thursday, March 24th in the morning 9:00 - Noon. Board and planning team. (Admin and a few others.)

4. Matt Rees

- Did a presentation to Rotary on Tuesday with Katherine and Adam
- April Barnhart started today as Clinic Nurse Manager.
- Pharmacy topped 244 in one day. This is the highest ever.
- Be aware of current world events that could disrupt supplies and fuel.
- Pay increase has helped us bring on a couple of nurses
- Heating in SNF unit – We had an old unit that was broke, we put in a temporary unit that didn’t work. We found enough pieces to fix old one, but we still have to put in

back in slot where it belongs. It was fixed within the 30-day timeline allowed.

- A bid received for the architecture for the utility infrastructure. We need to replace the generator, 1 bid out of Woodland, was much higher than we expected \$5.6M. Special Board meeting is needed for the very soon. Options: 1. We can reject it, but must substantially change the project, for example remove heating/HVAC before it can go out to bid again. 2. Accept, as is. Without this project will we continue to have nursing home? No! This is project for the hospital side (Radiology to SNF), the community values the SNF, and this project lays the groundwork for the future expansion of SNF.
- Webex and in person at Sprowel Creek Campus, Room 106 – Tuesday 3/1/22 at 10:00 a.m. for a Special Board Meeting, 1 hour long for a discussion and possibly a decision.

K. Old Business - none

L. New Business

1. QAPI Plan – next month
2. Policies and Procedures – None
3. Review Governing Board Policies and Procedures and Bylaws for April’s meeting (see separate packet). Be prepared for a discussion next month on these.
4. CEO Evaluation Process – Matt will get ahold of ACHD’s evaluation process he used for their CEO. Matt will distribute it to the Board members. Some questions will be appropriate for staff to fill out, not just Board members.

M. Meeting Evaluation – long meeting

N. Parking Lot

1. Governing Board retreat

O. Next Meetings:

1. Special Governing Board Meeting, Thursday, February 24, 2022 at 3:30 p.m.
2. Policy Development Committee, Wednesday, March 9, 2022 at 11:00 a.m. – Barbara will attend each time, and we can have a 2nd Board member attend also.
3. QAPI Meeting Wednesday, March 9, 2022 at 10:00 a.m. – Barbara will attend and this will be a hybrid meeting.
4. Governing Board Meeting March 24, 2022 at 1:30 p.m.

P. Adjourn to Closed Session – 4:11 p.m.

Q. Closed Session opened at 4:17 p.m.

1. Approval of Previous Closed Session Minutes

- a. Closed Session Governing Board Meeting January 27, 2022
- 2. Compliance and Risk Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ, LSSGB, Chief Quality and Compliance Officer and Risk Manager – No written report
- 3. Clinic Service Review [H&S Code § 32155] – Adela Yanez, Interim CNO – No written report
- 4. Medication Error Reduction Plan Report [H&S Code § 32155] – Adela Yanez, Interim CNO – see plan submitted
- 5. Medical Staff Appointments/Reappointments [Gov. Code § 54957]
 - a. Dr. Joseph Rogers, 60-day extension for reappointment application, 02/24/22 to 04/25/22
- 6. Next Regular Meeting:
 - a. Governing Board Meeting, Thursday, March 24, 2022 at 1:30 p.m.
- R. Adjourned Closed Session at 4:17 p.m.
- S. Resumed Open Session at 4:17 p.m.

1. The following actions were taken at closed session

Motion: Jessica Willis moved to approve the Previous closed session minutes of January 27, 2022.
 Second: Katie McGuire
 Ayes: Galen Latsko, Barbara Truitt, Jessica Willis, Katie McGuire and Corinne Stromstad
 Noes: None
 Not Present: None
 Motion carried.

T. Adjourned Open Session at 4:36 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

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<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		