

Governing Board

Date: Thursday, March 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, and Jessica Willis in person and, Galen Latsko via Webex

Not Present: None

Also in person: CEO Matt Rees; Darrin Guerra, Governing Board Clerk; Marie Brown, PFS Manager; Remy Quinn, HIM Manager; Kevin Church; Interim CNO Adela Yanez

Also via Webex: CQO Kristen Rees; Chelsea Brown, Community Outreach; COO Kent Scown; CLS Adam Summers

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:30p.m.
- B. Public Comment
- C. Board Member Comments
- D. Announcements
- E. Consent Agenda
 - 1. Approval of Agenda
 - 2. Approval of Previous Meeting Minutes
 - a. Governing Board Meeting February 24, 2022
 - b. Special Governing Board meeting March 1, 2022
 - c. Special Governing Board meeting March 23, 2022

Motion: Barbara Truitt moved to approve the previous minutes of February 24, 2022, March 1, 2022 and March 23, 2022 and agenda.

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

3. **Approval of Resolution 22:08** – Hospital Utility Infrastructure

Motion: Barbara Truitt made a motion to adopt Resolution 22:08, Hospital Utility Infrastructure bid, as discussed and motion passed on March 1, 2022.

Second: Jessica Willis seconded the motion

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

Noes: None

Not Present: None

Motion carried.

4. **Approval of Resolution 22:09** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day extension until April 23, 2022.

Motion: Barbara Truitt made a motion to adopt Resolution 22:09, as described above.

Second: Jessica Willis seconded the motion

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

Noes: None

Not Present: None

Motion carried.

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

G. Finance Report – Matt Rees

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

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

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

2. PFS report –February, 2022 –Marie Brown – See report
 - a. HRG report – February, 2022 – Remy Quinn – See report

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

- Chelsea Hebard, our interim Director of Nursing (DON), will be resigning as DON to resume her regular duties in the ER and Acute. A date will be provided when a new DON will be appointed.
- A student nurse from College of the Redwoods has expressed interest in working here and is planning on turning in her resume.

An employee in Patient Financial Services will be taking her LVN test in a couple weeks, then will begin working in Skilled Nursing.

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.) - No report
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – No report
3. Strategic Plan
4. Matt Rees
 - Office changes have been completed and the new offices are functional.
 - The laboratory has received 2 new machines to run PCR covid tests.
 - Matt met with employees in the courtyard over the course of a couple of days. They spoke about recent changes in the hospital, and he answered questions the employees had.
 - We are currently working on the architectural agreement and Paul is finishing the initial application to the USDA

K. Old Business - none

L. New Business

1. Policies and Procedures – **(See separate packet)**

Motion: Barbara Truitt made a motion to approve the Policy and Procedure Packet, as submitted.

Second: Jessica Willis

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

Noes: None

Not Present: none

Motion Carried

2. Review Governing Board Policies and Procedures and Bylaws for April's meeting (**See separate packet**)

Motion: Barbara Truitt made a motion to approve Governing Board Policies and Procedures and Bylaws Packet, as submitted.

Second: Jessica Willis

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

Noes: None

Not Present: Nonce

Motion Carried

3. CEO Evaluation Process

- A survey will be going out to the managers to evaluate the CEO in the coming week.

M. Meeting Evaluation

N. Parking Lot

1. Governing Board retreat

O. Next Meetings:

1. QAPI Meeting Wednesday, April 6, 2022 at 10:00 a.m. – Barbara will attend
2. Policy Development Committee, Wednesday, April 13, 2022, 11:00 a.m. – Barbara will attend
3. Governing Board Meeting April 28, 2022 at 1:30 p.m.
 - Barbara will begin reporting to the Board about the QAPI and Policy Development Committee.

P. Adjourn to Closed Session – 2:15 p.m.

Q. Closed Session opened at 2:15 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting February 24, 2022
 - b. Special Governing Board meeting March 15, 2022
 - c. Special Governing Board meeting March 18, 2022
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 22:10

- a. Dr. Gregory Orth, Provisional Associate Appointment, Diagnostic Teleradiology, 04/01/2022 to 9/31/2022; then Associate 10/01/2022 to 03/31/2024.
 - b. Dr. Justin Shafa, Provisional Associate Appointment, Diagnostic Teleradiology, 04/01/2022 to 9/31/2022; then Associate 10/01/2022 to 03/31/2024.
 - c. Dr. Huma Razzak Qureshi, Reappointment, Associate, Diagnostic Teleradiology, 04/01/2022 to 03/31/2024
 - d. Dr. Atul Patel, Reappointment, Associate, Diagnostic Teleradiology, 04/01/2022 to 03/31/2024
 - e. Dr. Joseph Rogers, Reappointment, Active status, Emergency and Inpatient, 04/01/2022 to 03/31/2024
 - f. Dr. Samuel Salen, Reappointment, Associate, Diagnostic Teleradiology, 04/01/2022 to 03/31/2024
 - g. Dr. Peter Piampiano, Reappointment, Associate, Diagnostic Teleradiology, 04/01/2022 to 03/31/2024
 - h. Dr. Alix Vincent, Reappointment, Associate, Diagnostic Teleradiology, 04/01/2022 to 03/31/2024
6. Next Regular Meeting:
 - a. Governing Board Meeting, Thursday, April 28, 2022 at 1:30 p.m.

R. Adjourned Closed Session at 2:15 p.m.

S. Resumed Open Session at 2:15 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of February 24, March 15, and March 18 2022.

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

2. Approval of Resolution 22:10 Medical Staff Appointments/Reappointments

Motion: Barbara Truitt moved to approve **Resolution 22:10.**

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

T. Adjourned Open Session at 2:16 p.m.

Abbreviations

Submitted by Darrin Guerra and Karen Johnson

<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		