



## **Governing Board – Special Meeting**

**Date:** Thursday, May 5, 2022  
**Time:** 3:00 p.m.  
**Location:** Sprowel Creek and Webex  
**Facilitator:** Corinne Stromstad, Board President

## **Minutes**

**Governing Board:** Corinne Stromstad, Barbara Truitt, Galen Latsko, Kevin Church, and Jessica Willis

**Not Present:** None

**Also present:** Matt Rees CEO; Paul Eves CFO, Adela Yanez CNO, Remy Quinn, Dr. Michael Newdow Karen Johnson, and Darrin Guerra

**Also Present Via Webex:** Kent Scown COO and Chelsea Brown

- A. Call to order – 3:00 p.m.
- B. Public Comment –None
- C. Board Member Comments – None
- D. Announcements –None
- E. New Business –
  - 1. Hiring Higher Level Positions
    - a. The Board asked about if there was a hiring committee – Hiring and interview processes vary between positions. The board stated higher level positions should have a board member present.
  - 2. Board Expectations for attending Board Meetings
    - a. Meetings should be attended in person, if it is possible.
    - b. If you are Joining by Webex you should be visible when speaking/presenting (attend by video, not just audio).



- c. Managers who have reports due that month are expected to report on them at the meeting. If a manger cannot make it, they must appoint someone to report in their place.

3. Written Reports

- a. CNO’s report – See report
- b. HR’s Quarterly Report – See report

4. P&P outreach, Community Volunteering

- a. The board agreed to pass the motion with amendments
  - i. No overtime will be authorized for the department for making up a shift or covering someone else’s for volunteering.
  - ii. Administration will make a list of and approve organizations in our district.
  - iii. Chelsea will manage the list of organizations.
  - iv. Under “Reviewed By:” the names of the people holding the positions will be removed and only the titles of the reviewers will be listed.
  - v. The final version of the policy will be shared with the board at the May 27, 2022 regular board meeting.

**Motion:** Barbara Truitt made a motion to approve Community Volunteering policy, with amendments, as described above.

**Second:** Jessica Willis seconded the motion

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

**Noes:** None

**Not Present:** none

**Motion carried.**

5. Board Training

- a. Matt will ask the ACHD about possible training programs to present to the Board.

F. Adjourned at: 5:00 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>OIP</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          |              |  |

*Submitted by Darrin Guerra*