

Governing Board

Date: Thursday, April 28, 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, and Kevin Church. Galen Latsko (Webex)

Not Present: None

Also in person: Darrin Guerra, Governing Board Clerk; Marie Brown, PFS Manager; Remy Quinn, HIM Manager; Interim CNO Adela Yanez, CFO Paul Eves, and Karen Johnson.

Also via Webex: CEO Matt Rees, COO Kent Scown, and Adam Summers, Lab Manager

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:31p.m.
- B. Public Comment
- C. Board Member Comments
 - 1. Jessica requested that we hold a Special Board Meeting the following week to discuss attending conferences, hiring of higher-level positions, salaries, Board Expectations for attending meetings and the Board Clerk.
- D. Announcements – Appointment of a New Board Member has been moved to an action item.
- E. Consent Agenda

1. Appointment of a New Board Member. – Moved from Announcements

Motion: Barbara Truitt made a motion to appoint Kevin Church to the Board to fill the remainder of the 2 year term, ending December 2, 2022.

Second: Jessica Willis

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

Noes: None

Not present: **Motion carried.**

Kevin Church took the Oath of Office

2. Approval of Agenda

3. Approval of Previous Meeting Minutes

- a. Special Governing Board meeting March 23, 2022
- b. Governing Board meeting March 24, 2022
- c. Special Governing Board meeting April 22, 2022

Motion: Barbara Truitt moved to approve the previous minutes of March 23, March 24, and April 22, 2022 minutes and Agenda.

Second: Jessica Willis

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

Noes: None

Not Present: None

Motion carried.

4. **Approval of Resolution 22:12** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until May 26, 2022.

Motion: Jessica Willis made a motion to adopt Resolution 22:12, as described above.

Second: Barbara Truitt seconded the motion

Ayes: Corinne Stromstad, Galen Latsko, Kevin Church, 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 March, 2022 Finances - Paul Eves – see report

- **The pharmacy’s revenue was \$177,000 and they filled 2,999 prescriptions in March.**
- **Net Income for the current fiscal year is \$3,776,740.**
- **Balance Sheet-Humboldt County Property Tax account is still an estimate.**
- **Received the funds from the Cost Report settlement, about \$750K, on March 31, 2022,**

Motion: Barbara Truitt moved to approve the Financials, submitted for March, 2022.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried.

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

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

Partnership Health Plan went down mid-March, which will affect the entire Revenue cycle for March and April.

H. Chief Nursing Officer’s Reports – Adela Yanez, Interim CNO – No Report. Her report will be submitted to the board in a Special Board meeting next week.

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. Her report will be submitted to the board in a Special Board meeting next week.
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) – No report
3. Strategic Plan – No report
4. Committee Reports - None

5. Matt Rees

- We have a new Clinic Manager that started earlier in the month, as well as a new LCSW.
- We are currently in the process of credentialing the new LCSW so that she may see patients and bill their insurances for the visit. Her provider enrollment is in process, and could take at least 90 days before she could see patients with commercial insurances.
- Matt showed the Board some of the training that the Table Group helped them to accomplish. Matt will be presenting Board training from The Table Group at the next Board Meeting.
- Matt spoke about the CHA (California Hospital Association) conference he went to. One of the primary focuses was the bill for new seismic requirements in California and how it may impact our hospital.
- In the future the Board would like to possibly have a Board member go to some of the conferences. The one Matt recently was specifically for CEO's. The Board would like to be notified of future.

K. Old Business - none

L. New Business

1. Policies and Procedures – (See packet)

- Patient Financial Services – Charity Care Financial Assistance Payment Plans and 2022 Sliding Fee Scale – Remy Quinn
- Outreach - Community Volunteering – Chelsea Brown - Moved to a Special Board meeting due to questions the board had.

Motion: Jessica Willis made a motion to approve the Policy and Procedure – Charity Care Financial Assistance Payment Plans and 2022 Sliding Fee Scale.

Second: Barbara Truitt

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

Noes: None

Not Present: none

Motion Carried

2. These two policies are the first that are not going thru Medical Staff Committee, due to not being Medical Staff related. They are going from the Manager straight to the Board. There will be more policies in the future that will follow this new path to approval.
3. Karen notified the Board that we are doing more Resolutions than are needed – Resolutions are only needed when certain real estate actions (some loan companies will require it, as well

as Eminent Domain) and occasional situations where we have an application and know ahead of time, we will need a resolution. Resolutions must be drafted before the board can pass it and be available to the board at the time a motion to approve it is made. Some resolutions that we've done in the past that were not necessary are Policies and Procedures and Medical Staff Appointments/Reappointments.

iPassport was discussed, as related to Policies and Procedures. An electronic workflow is being developed and will have the Medical Staff Committee and Board approvals process will be included.

At this time the Board moved to Agenda Line "P" and adjourned to Closed Session.

M. Meeting Evaluation

1. Having the reporting manager appear in person for the board meetings is now expected by the Board. Written reports are required from everyone that needs to report to the Board, but they would like the reporting manager to summarize the report and not read it.
2. The Board requested that Dr Newdow join the Board meetings as the Chief of Staff and to report on Medical Staff Committee. He may need to join virtually. A Board member will begin joining the Medical Staff Committee meetings, in the non-executive session portion.
3. The Policy Development portion of Medical Staff Committee process is being changed with the implementation of iPassport. The board will be informed of the process.
4. Kevin and Barbara both expressed the need for additional training for the Board. Quotes from the table group will be brought to the next meeting.
5. It was also discussed to keep recordings of the meetings on the computer for future reference. We will begin trying to record the meetings via Webex also, which will capture shared screens, etc. Darrin will be creating a folder in the Shared Board Files and the Board Clerk will determine how long to keep them, but we'll start with keeping them 1 year.

N. Parking Lot

1. Governing Board retreat – Matt will ask a company he's been in contact with about what they suggest for Board training and the cost. He will report back to the Board with more information.

O. Next Meetings:

1. Policy Development Committee, Wednesday, May 11, 2022, 10:00 a.m. – Barbara Truitt will be attending.
2. QAPI Meeting Wednesday May 11, 2022 at 10:am – Barbara Truitt will be attending.
3. Governing Board Meeting May 26, 2022 at 1:30 p.m.

P. Adjourn to Closed Session – 2:59 p.m.

Q. Closed Session opened at 2:59 p.m.

1. Conference with Real Property Negotiations (§ 54956.8)
2. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting March 28, 2022
3. Compliance and Risk Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ, LSSGB, Chief Quality and Compliance Officer and Risk Manager
4. Clinic Service Review [H&S Code § 32155] – Adela Yanez, Interim CNO
5. Medication Error Reduction Plan Report [H&S Code § 32155] – Adela Yanez, Interim CNO
6. Medical Staff Appointments/Reappointments [Gov. Code § 54957]
7. Next Regular Meeting:
 - a. Governing Board Meeting, Thursday, May 26, 2022

R. Adjourned Closed Session at 3:37 p.m.

S. Resumed Open Session at 3:37 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of March 28, 2022.

Second: Galen Latsko

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

Noes: None

Not Present: None

Motion carried.

T. Adjourned Open Session at 4:04 p.m.

Submitted by Darrin Guerra and Karen Johnson

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		