

Governing Board

Date: Thursday, May 26, 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 and Barbara Truitt. Galen Latsko (Webex)

Not Present: Jessica Willis and Kevin Church

Also in person: Darrin Guerra, Governing Board Clerk; CEO Matt Rees, Marie Brown, PFS Manager; Remy Quinn, HIM Manager; CNO Adela Yanez, CFO Paul Eves, Chelsea brown Outreach Manager, CQO Kristen Rees and Karen Johnson, Medical Staff Coordinator.

Also via Webex: Dr. Mike Newdow, COO Kent Scown, and Director of HR Jennifer Baskin

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:30 p.m.
- B. Public Comment - None
- C. Board Member Comments – Galen is attending via Webex.
- D. Announcements -None
- E. Consent Agenda
 1. Approval of Agenda
 2. Approval of Previous Meeting Minutes
 - a. Governing Board meeting April 28, 2022
Motion: Barbara Truitt moved to approve the previous minutes of April 28, 2022 and other Consent Agenda items.

Second: Galen Latsko
Ayes: Corinne Stromstad, Barbara Truitt, and Galen Latsko
Noes: None
Not Present: Jessica Willis and Kevin Church
Motion carried.

3. **Approval of Resolution 22:13** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until June 25, 2022.

Motion: Barbara Truitt made a motion to adopt Resolution 22:13, as described above.
Second: Galen Latsko
Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt.
Noes: None
Not Present: Jessica Willis and Kevin Church
Motion carried.

F. Correspondence, Suggestions or Written Comments to the Board – None

G. Finance Report – Paul Eves

1. Approval of April, 2022 Finances - Paul Eves – see report

- The pharmacy’s revenue was \$190,000 and they filled 2,983 prescriptions in April.
- Balance Sheet - Humboldt County Property Tax account is still an estimate.
- The Pharmacy is still continuing to do well, and we recently received the contract to start accepting Humana. The pharmacy is still working on acquiring Medicare part B.
- We continue to pay down the Medicare accelerated payment and expect to pay it off within the next 3 years, In the month of April we paid down another \$220,000 putting our current balance at \$2.66 M.
- With the help of our auditors we’ll be changing the Medicare Contingency soon.

Motion: Barbara Truitt moved to approve the Financials, submitted for April, 2022.
Second: Galen Latsko
Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt
Noes: None
Not Present: Jessica Willis and Kevin Church
Motion carried.

2. Approval of The Capital Budget – See report
 - Many items on the Capital Budget were approved in the previous year and are being presented again.

- We would like to get some updated equipment such as computers, laptops, backups, and servers. Many items have about a 4 to 5 year shelf life and it has been many years since have upgraded all the computers. Our intention is to keep our technology up to date and replace them at the end of their shelf life.
- In addition to new items Pharmacy is looking to add another Pyxis to reduce error.
- The Lab is also looking to get a few new pieces of equipment; Blood culture incubator, Pathogen ID system, Remote slide review system, and a new mechanized phlebotomy chair.
- Pharmacy would like to do a minor workspace upgrade.

Motion: Barbara Truitt moved to approve the Capital Budget as submitted.

Second: Galen Latsko

Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt

Noes: None

Not Present: Jessica Willis and Kevin Church

Motion carried.

3. PFS report –April, 2022 –Marie Brown – See report
 - a. HRG report – April, 2022 – Remy Quinn – See report

- PFS has 2 interviews for the registration position in the following weeks.
- HRG had a technical hang up that caused self-pay bills to “boomerang” in there system, this caused accounts to repopulate in their work list and not get forwarded to bad debt. We are working with HRG to resolve this problem and avoid it from happening in the future.
- Our unbilled AR has also gone up by 2.1 days due to the previous problem of partnership being down.

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

- COVID cases in our area continue to go down
- Our remediation plan that was sent out in March has been accepted and we are certified to continue seeing pediatric patients for the next 3 years.
- Adela is working on the Behavioral Health license. She just received clearance to access the site to fill out the application.

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

- Katy and Kristen filed for a program to receive \$120,000 towards Senior Life

Solutions. Confirmation of receiving the application was received on 5/26/2022.

- Complications with our health plan has made reporting for QIP very intensive and difficult. Information from the Health Plans that is crucial to finish the reports should have been received in January but were only recently released to us. The program has a hard stop date of June 15. To meet this strict deadline and to stay in compliance with the program, Quality will be focusing the majority of their time towards completing this task.

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.)
 - The event on Thursday was well attended. This was to celebrate the reaching the initial goal for fundraising for the new hospital.
 - Will be opening a second fund in a long-term pool. Currently it's all in a short-term pool.
 - New Outreach Coordinator starting next week.
 - Will be having a table at the Summer Arts Festival this summer.
3. Strategic Plan
 - Housing projects coming up. An idea is to lease the building to the Foundation and have them build to housing. Matt would like to have a joint meeting with the Foundation to discuss it.
4. Committee Reports - None
5. Matt Rees
 - Matt handed out a calendar to the Board members to show them his schedule for the next month.
 - Information for the Western Regional Flex Conference was handed out to the Board members. They are invited to join him later in June at the conference if the Board thinks it would be productive for them.
 - Hospital week was the week of May 9th. We held events for the staff with food and snacks as well as having some fun dress up days throughout the week.
 - We also received an award on the Opioid Honor roll. It's a state program that over 100 hospitals applied for, and we placed as one of the top performers.
 - We expect EPIC to be implemented in the facility and functional by July of 2023.
 - .

K. Old Business

1. Board Education - GovernWell Matt handed out a packet from the company Governwell regarding Board training. They will review it and there will be a presentation for the training in the near future. Cost is \$7000 annually. Resources available were discussed. Matt recommended having another meeting to discuss it in more detail before a decisions is made.

L. New Business

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

- Travel and Travel Reimbursement 2022.
 - i. This policy was created to combine and replace “ Expense Reimbursement 2019” and “Travel Policy Nonexempt pay 2019”
 - ii. The new policy removed repetition and inconsistent pieces of policy as well as clarifying in greater detail the uses of the policy and what is and isn’t covered by said policy.

Motion: Galen Latsko made a motion to approve the Policy and Procedure – Travel Reimbursement.

Second: Barbara Truitt

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

Noes: None

Not Present: Jessica Willis and Kevin Church

Motion Carried

M. Meeting Evaluation – Good meeting

N. Parking Lot - None

O. Next Meetings:

1. Medical Staff Committee - Policy Development, Wednesday, June 15, 2022, 10:00 a.m. – Barbara Truitt will be attending.
2. QAPI Meeting will be held in July for the months of June and July. Date and time to be announced – Barbara Truitt will be attending.
3. Finance Committee will be held June 21, 2022 at 10:00 a.m.
4. Governing Board Meeting June 23, 2022 at 1:30 p.m.

P. Adjourn to Closed Session – 2:58 p.m.

Q. Closed Session opened at 2:58 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting April 28, 2022
 - b. Closed Session Special Governing Board Meeting May 9, 2022
 - c. Closed Session Special Governing Board Meeting May 10, 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]
6. Personnel matter – Chief Executive Officer Evaluation – Pursuant to Gov. Code § 54957
7. Conference with Labor Negotiators (§ 54957.6)
8. Next Regular Meeting:
 - a. Governing Board Meeting, Thursday, June 23, 2022

R. Adjourned Closed Session at 3:38 p.m.

S. Resumed Open Session at 3:38 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of April 28, May 9, and May 10, 2022.

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None

Not Present: Jessica Willis and Kevin Church

Motion carried.

Motion: Barbara Truitt made a motion to approve the Core Privileges, as presented..

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None

Not Present: Jessica Willis and Kevin Church

Motion: Barbara Truitt moved to approve a 60-day extension to July 22, 2022.

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None

Not Present: Jessica Willis and Kevin Church

Motion carried.

T. Conference with Labor Negotiators (§ 54957.6) Oral Reading and motion

- “Based on our CEO’s Performance and introducing more programs, maintaining and improving the district’s financial stability, leaving us in long range planning including new Hospital and work force housing and improving employee retention and moral I move we raise his salary to \$299,000 a year effective March 1st.” -Barbara Truitt

Motion: Barbara Truitt moved to approve raising the Salary of the CEO to \$299,000 a year effective March 1, 2022.

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None

Not Present: Jessica Willis and Kevin Church

Motion carried.

U. Adjourned Open Session at 3:40 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>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		