

Governing Board

Date: Thursday, June 23, 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, Kevin Church, Galen Latsko and Barbara Truitt.

Not Present: Jessica Willis

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, CQO Kristen Rees, Heidi Holterman and Karen Johnson, Medical Staff Coordinator.

Also via Webex: Chelsea brown Outreach Manager, COO Kent Scown, Director of HR Jennifer Baskin, and Barbara Lorsbach and Larry Walker from Govern-Well

- 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 – None
- D. Announcements -None
- E. Consent Agenda
 - 1. Approval of Agenda
 - 2. Approval of Previous Meeting Minutes
 - a. Governing Board meeting May 26, 2022

Motion: Barbara Truitt moved to approve the previous minutes of April 28, 2022 with the revised wording of the CEO's Oral reading and other Consent Agenda items.

Second: Kevin church

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

Noes: None

Not Present: Jessica Willis

Motion carried.

Wording changed from:

- "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."
- Revised -"Based on our CEO Matt Rees's performance in introducing new programs, maintaining and improving the District's financial stability, leading us in long-range planning-- including plans for the new hospital and work force housing--, and improving employee retention and morale, I move we raise his salary to \$299,000 per year, effective March 1st, 2022 as this is when his evaluation was to have been completed."

3. **Approval of Resolution 22:14** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until July 23, 2022.

Motion: Galen Latsko made a motion to adopt Resolution 22:13, as described above.

Second: Barbara Truitt

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

Noes: None

Not Present: Jessica Willis

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

- Balance Sheet - Humboldt County Property Tax account is still an estimate.

- We continue to pay down the Medicare accelerated payment and expect to pay it off within the next 2 years, In the month of May we paid down another \$220,000 putting our current balance at \$2.42 M.
- This month of June is our Fiscal year with the hospital

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

Second: Kevin Church

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

Noes: None

Not Present: Jessica Willis

Motion carried.

2. Approval of The Operating Budget – See report

- Paul created an operating budget that he believes is “pretty conservative.” He acknowledges that the district is doing very well but doesn’t want to over spend. He believes the budget should be accurate, but it is an estimate based off of previous financials, cost of new hires, and projects that are planned to be completed in the coming year.

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

Second: Kevin Church

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

Noes: None

Not Present: Jessica Willis

Motion carried.

3. PFS report –April, 2022 –Marie Brown – See report

a. HRG report – April, 2022 – Remy Quinn – See report

- PFS has 2 more interviews scheduled in the following weeks with some Garberville locals. Unfortunately, the 2 interviews from last month were not viable candidates
- We have received 1 payer to allow Katy to see Medicare patients, for her preference she will schedule her own patients at first.
- We are working to enroll our facility in the behavioral health program Beacon. This will allow the facility to bill out different health codes under our providers without having to enroll the specific providers
- The Ochin/Epic teams were here in the last week and have been helping different departments build up their systems. Remy and Marie anticipate to start building their HER system soon. Within the district we have had 22 separate design team meeting that took place in the previous week between various departments.
- We have hired a 3rd party company to do an external coding review to help us

ensure the accuracy of our current coding company we have.

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 and ER patients have gone up in the past month, this is expected with the summer months coming. Unfortunately, covid has hit our nursing staff which has complicated scheduling with the CNO and DON covering various shifts. Fortunately, the SNF residents have managed to stay covid free. We will continue to test nursing staff 2x a week to ensure the safety of our residents
- The DON has started more weekly activities with the residents which is having a positive affect on the residents. Additionally they have started having group lunch 5 days a week opposed to just 1.
- We Have also just hired a driver for the Mobile Clinic and we anticipate to start scheduling in the near future.

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 -See "Board Update"

- Human Resources Quarterly Report – Jennifer Baskin (Jan., April, July, Oct.) - No Report.
- Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) -No Report
- Strategic Plan – See Report
- Committee Reports – None
- Department report – Out Patient Pharmacy – Cyn Aguilar
 - the pharmacy has just celebrated their 1 year anniversary!
 - We have just contracted with Humana, the last large insurance carrier that we do not possess.
 - We are averaging about 3,000 Rx's a day and with the new insurance we anticipate a influx of patients.
 - With the pharmacy growing we have added on 1 more technician and a new pharmacist expected to start in July.
 - The Pharmacy and outreach will work together to create new advertisements to

inform the community on these exciting new achievements.

- Matt Rees
 - We have been in contact with our attorneys regarding the eminent domain of the land by the hospital. They should be drafting up the next steps to take in the next week. We anticipate we may have to schedule a Special Board Meeting in the near future to pass a resolution.
 - Matt has been in contact with Surprise Valley, a smaller hospital bordering Nevada, they have been going through some hardships and he had suggested programs they could apply for as well as providing general advice from another small hospital.
 - We have been in contact with a company that creates dialysis machines and we will be exploring the need and current services available in our area.
 - With Dr. Seth leaving Dr. Emily has decided to be the link for the UC Davis PA program as well as being the Clinic Medical Director.
 - Matt spoke about Redwood Adventure Camp down south in Leggit. They are looking for a medical director and Emily has shown an interest. We also intent to try and have Scott Sullivan go down and give the consoler's substance abuse training.
 - Matt handed out packets for the annual ACHD meeting inviting the Board to attend.

K. Old Business

1. Board Education – Barbara Lorbach and Larry Walker from Govern-Well gave a brief presentation. It was decided Barbara Truitt and Kevin Church will form a small committee and arrange a time to meet with Governwell to ask questions and get a better understanding of the programs they offer.

L. New Business

1. Policies and Procedures – **No Report**

M. Meeting Evaluation – Good meeting

N. Parking Lot - None

O. Next Meetings:

1. Medical Staff Committee - Policy Development, Wednesday, July 13, 2022, 10:00 a.m. – Barbara Truitt will be attending.

2. QAPI Meeting -July 6, 2022, 10:00a.m.
3. Finance Committee will be held July 22, 2022 at 10:00 a.m.
4. Governing Board Meeting July 29, 2022 at 1:30 p.m.

P. Adjourn to Closed Session – 3:08 p.m.

Q. Closed Session opened at 3:08 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting May 26, 2022
 - b. Closed Session Special Governing Board Meeting June 8, 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]
 - a. Dr. Joseph Rogers appointment/reappointment dates clarification for the record
 - b. Dr. Daniel Merges, Reappointment to Active status, Emergency Room and Inpatient privileges, July 1, 2022 to June 30, 2024
6. Personnel matter – Chief Quality Officer Evaluation – Pursuant to Gov. Code § 54957
7. Next Regular Meeting:
 - a. Governing Board Meeting, Thursday, July 29, 2022

R. Adjourned Closed Session at 4:16 p.m.

S. Resumed Open Session at 4:16 p.m.

1. The following actions were taken at closed session

Motion: Kevin Church moved to approve the Previous closed session minutes of May 26 and June 8, 2022.

Second: Galen Latsko

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

Noes: None

Not Present: Jessica Willis

Motion carried.

Motion: Barbara Truitt moved to approve Dr. Daniel Merges, Reappointment to Active status, Emergency Room and Inpatient privileges, July 1, 2022 to June 30, 2024

Second: Galen Latsko

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

Noes: None

Not Present: Jessica Willis

Motion carried.

T. Adjourned Open Session at 4:16 p.m.

Submitted by Darrin Guerra

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		