

## Governing Board

**Date:** Friday, July 29, 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 and in person.**

**The following people attended at Sprowel Creek Campus and via Webex**

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

**Not Present:** None

**Also in person:** Darrin Guerra, Governing Board Clerk; CEO Matt Rees, Marie Brown, PFS Manager; Remy Quinn, HIM Manager; COO Kent Scown CFO Paul Eves, CQO Kristen Rees, Heidi Holterman, Graham Russell, Dorothy Russell, Rio Anderson, Josh Grain, Monica Pereine, Charles Anderson and Karen Johnson, Medical Staff Coordinator.

Also via Webex: CNO Adela Yanez, Director of HR Jennifer Baskin, Marvin Cohen, Amy Terrones, Angela Quail, Michael Newdow and Andrew Saighian

- 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 – Jessica Informed the Public that this meeting held on the 29<sup>th</sup> day of July would be her final meeting. Attached is her signed letter of resignation dated July 23, 2022 reading –

“I am sorry to give you my notice, but I have to resign from the SHCHD governing board. I have taken a full-time position at SHUSD and will not be able to attend morning and midafternoon meetings. I have enjoyed my time on this board. I appreciate all that I have learned and all the wonderful people I have had the privilege to work with. This board

meeting in July will be my last, my official end date will be July 31, 2022.”

D. Announcements -None

E. Consent Agenda

1. Approval of Agenda

2. Approval of Previous Meeting Minutes

a. Governing Board meeting June 23, 2022

**Motion:** Barbara Truitt moved to approve the previous minutes of June 23, 2022 as amended to include the Board Committees and other Consent Agenda items.

Second: Kevin church

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

Noes: None

Not Present: None

**Motion carried.**

Barbara Truitt and Kevin Church agreed to be in a committee to schedule Board Training and Education from Govern Well.

The second committee, on which Barbara Truitt and Kevin Church will also serve, is to explore financing options involving the Foundation for construction of housing on the SCHER property.

3. **Approval of Resolution 22:18** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until August 28, 2022.

**Motion:** Barbara Truitt made a motion to adopt Resolution 22:18, as described above.

Second: Kevin Church

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

Noes: None

Not Present: None

**Motion carried.**

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

G. Finance Report – Paul Eves

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

- This month we had only 3 swing beds days which is a major reduction from previous years. We anticipate that if we hire a full-time discharge planner we will then be able to increase those days by accepting new referrals.
- Outpatient labs remain high due to Covid and are starting to rise. We anticipate this may be due to all the events in the area and summer starting.
- June also saw a large number of EKGs in comparison to previous months
- Coincidentally the EKG machine went down, and we are currently using a replacement until we receive a new machine.
- June was the third month in a row that we collected more than 1 million dollars in patient AR
- The pharmacy filled 3,279 prescriptions in the month of June.
- Total patient revenue was \$1.4M in June, \$200,000 from the Pharmacy
- Interest income is listed every 3 months. It's posted at the month's end after a quarter.
- Humboldt County Property Tax account remains inaccurate. It's been years since we've been able to get a figure from the county. Paul has had a response in the past month and he's hopeful that it is a sign that they are catching up.
- We continue to pay down the Medicare accelerated payment and expect to pay it off within the next 2 years. We have paid more than \$200,000 off the last few months in a row.
- Our net income for the year is 4.797 million!

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

Second: Jessica Willis

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

Noes: None

Not Present: None

**Motion carried.**

2. **Approval of Resolution 22:15- Annual Parcel tax Resolution** - A resolution of the Board of the Southern Humboldt Community Healthcare District ordering the levy of a special tax and approving collection of a special tax for fiscal year 2022-2023

**Motion:** Barbara Truitt moved to approve Resolution 22:15 as submitted.

Second: Kevin Church

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

Noes: None

Not Present: None

**Motion carried.**

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

- There is an error on the 1<sup>st</sup> page of the PFS report. The 1<sup>st</sup> bullet should note June not May.
- PFS continues to make improvements in processes. This continues to show lower AR days.
- PFS has offered two letters of employment both of which have been accepted. The 1<sup>st</sup> PFS rep is already training in the ED and the 2<sup>nd</sup> will begin at the beginning of August in the clinic.
- Additionally, the nighttime PFS rep in the ED had requested some time off and we finally got to see the outcome of the new position. Overall, it seemed to affect workflow into the day. Marie feels confident that the evening position has proven to be a tremendous asset to the team and there has been a clear increase in patient information received, reducing billing errors.
- The Ochin/Epic teams continue to make improvements but have shown to be very time demanding, with some members of the team being in 11 hours of meetings weekly. It will be a lot of work from different members in the District, but we believe it will all be worth it once our integration is completed and we have received our new personalized systems.
- PFS is now finally fully staffed. There are plans to potentially move some of staff members around and train them on more of the back-office work. Roles and daily workflows will change after the integration and PFS is waiting to see how these processes play out.
- We were surprised to find out that coding was behind significantly. We anticipated that they were at least 5 days behind. Unfortunately, the clinic was month behind, and other areas were 2-3 weeks behind. The reason they have been backed up has been attributed to a combination of new management, lack of staffing, and they claim that they had multiple people out on vacation. We have had a meeting with them and set expectations We will reevaluate in a few months and if there isn't much improvement, we may have to seek other coding agencies.

H. Chief Nursing Officer's Reports – Adela Yanez, Interim CNO – See Report

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

- Quality is currently in the process of applying for 3 ship grants.
- Quality had a call with the American Medical Association, and they would like to partner with us on a Blood Pressure control program. They are interested in the population we

serve and the programs we offer. They have done some pilot programs in larger hospitals and have decided to partner with 4 or 5 hospitals across the nation. We are currently negotiating terms with them.

- The Quality lead position has been filled and will start in August.

J. Administrator’s Report –Matt Rees, CEO

1. Human Resources Quarterly Report – Jennifer Baskin (Jan., April, July, Oct.) - See report

2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) -No Report

3. Strategic Plan – No Report

4. Committee Reports – No Report

5. Department report –FRC– Amy Terrones – New Job Description Approval

- Family Support Specialist - This position would be funded through the Department of Health and Human Services. Their primary duty will be to provide case management services for our child welfare service clients.
- Youth Prevention Coordinator - This person would be a full-time employee stationed at the middle school or high school with a team of service providers. Their primary goal would be to provide drug and alcohol intervention as well as one on one intervention and prevention.

**Motion:** Barbara Truitt moved to approve the hiring of two new Grant Funded positions for the FRC with the Change of the title and posting to “Youth Diversion Coordinator”.

Second: Jessica Willis

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

Noes: None

Not Present: None

**Motion carried.**

6. Angela Quail -Table Group Consultant- Admin Offsite Training

- Angela Quail spoke briefly about the July 25, offsite training that took place in shelter cove. She covered the process of how they try to build the team up and help them learn how to be a more cohesive team. She mentioned that over the last four months she has seen a profound change and is proud to say that it was one of the fastest improvements she has seen at an organization.

K. Old Business - None

L. New Business

1. Policies and Procedures – **See Packet**

**Motion:** Barbara Truitt moved to approve the Policies and Procedures as submitted.

Second: Jessica Willis

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

Noes: None

Not Present: None

**Motion carried.**

2. Hearing on proposed resolution of necessity for acquisition, by eminent domain of a fee simple interest in certain real property located at 531 Elm Street, Garberville, California, for the construction and maintenance of additional public parking for the Jerold Phelps Community Hospital Project.
- Andrew Saighian from BBK Law opened the hearing for the resolution of necessity. Andrew stated that the purpose of this hearing is to make findings to allow the District to file a lawsuit to exercise its eminent domain powers, the hearing is not to negotiate a definitive price or to make any other decision regarding the property.
  - The Clerk of the Board then Noted the proof of mailing and the notice of hearing dated July 11, 2022 (on page 55-57 of the Governing Board Packet).
  - Kent Scown, COO gave a brief description of what the project would entail. The project involves rebuilding a retaining wall around the property, clearing the land in its entirety, including the foundation, buildings, and tree for space for a parking lot.
  - Andrew notified the Board that there was contact for public comment. He reminded the public that this hearing is just to adopt a resolution of necessity to have the ability to file a lawsuit for eminent domain. The District, isn't taking the property outright, they intend to acquire the property at fair market value. The hearing is not to negotiate a definitive price or to make any other decision regarding the property. He then opened the floor to Dorothy Russel and her peers to speak publicly.
  - Dorothy Russell – Church owner. She spoke about the property being considered an R4 property. She believes the best use for the property would be to build housing on it. She mentioned prices of other properties in the area and believes that the parcel is worth more than previously appraised. She spoke about the trouble the church has faced with vandalism through the years and hopes that this situation will turn out to be a blessing.
  - Graham Russell -Church Treasurer. Russel believes the best use for the property would be for housing for the public. He then spoke about how the District and his party "...just need to come up with a fair agreement".
  - Kevin Dolan – Property Owner. Kevin spoke that the district should caution themselves with these types of processes. He believes it sets a dangerous precedence in the community. He believes the District and Mrs. Russel should come to an agreement.

- Monica Pereine – Former Planner for the city of San Francisco and CAL Trans- She stated that from a planner’s perspective that the property should be used for housing. She also mentioned that it sets a dangerous precedent. She would like to see the District and Mrs. Russel come to an agreement.
- Charles Anderson – Public Member. Charles spoke about how wherever there is money there is corruption and that he is not sure about the process that is taking place and asked that the board “...just hold off for a while”.
- Rio Anderson – Property Owner. Rio believes that the property would be best suited for senior or low-income housing. He would like to advocate that the District and Dorothy come to a fair agreement.

Board questions and comments:

- Board member Kevin Church reminded the public that the eminent domain process does not hinder any negotiations and actually helps to ensure a fair market price for both parties. If the property owner is unsatisfied with the appraisal, they are allowed to hire their own appraiser at which the district will pay up to \$5,000 for, to ensure fair market price. He had also asked Matt Rees how long the district has been trying to acquire this parcel for and how responsive the property owner has been. Matt explained that the District has been trying to acquire it for about 3 years and has made multiple offers which have been “left on the table”.
  - Board member Barbara Truitt asked CEO Matt Rees to inform the public of the current housing projects the District has planned. Matt informed the public that the District currently has a property across the street from the Sprowel Creek Campus, the district intends to build a housing unit that has up to 13 different living quarters. This would be primarily for hospital employees that travel and need to stay overnight. The District also owns a property behind Ray’s that they intend on building 7 apartments on for district employees, freeing up housing in the community.
  - Kevin Church wanted to reiterate that if the independent appraiser the property owner hires finds information that the District’s appraiser did not consider in their 1<sup>st</sup> estimate, it opens up more room for negotiations and the District would be required by law to update their estimate.
  - Barbara Truitt asked Andrew if there was a Mandated timeline if the process is started and in the following stages. Andrew replied that typically a lawsuit would need to be filed within 60 days of a resolution being adopted. The steps after that would depend on the county and how busy the court is, though eminent domain laws strictly forbid trials within 1 year of the lawsuit.
  - At this point Andrew closed the hearing.
4. **Approval of Resolution 22:17** – Hearing on proposed resolution of necessity for acquisition, by eminent domain of a fee simple interest in certain real property located at

531 Elm Street, Garberville, California, for the construction and maintenance of additional public parking for the Jerold Phelps Community Hospital Project.

**Motion:** Kevin Church made a motion to adopt Resolution 22:17, as described above.

**Second:** Jessica Willis

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

**Noes:** None

**Not Present:** None

**Motion carried.**

M. Meeting Evaluation – Good meeting

N. Parking Lot - None

O. Next Meetings:

1. Medical Staff Committee - Policy Development, Wednesday, August 10, 2022, 10:00 a.m.
2. QAPI Meeting - September TBD
3. Finance Committee will be held August 23, 2022 at 10:00 a.m.
4. Governing Board Meeting August 25, 2022 at 1:30 p.m.

P. Adjourn to Closed Session – 2:33 p.m.

Q. Closed Session opened at 3:03 p.m.

1. Approval of Previous Closed Session Minutes
  - a. Closed Session Special Governing Board Meeting June 23, 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] -None



6. Personnel matter – Chief Quality Officer Evaluation – Pursuant to Gov. Code § 54957
7. Conference with Legal Counsel – Existing Litigation (§ 54956.9(d)(1) – Cheryl Wik
8. Next Regular Meeting:
  - a. Governing Board Meeting, Thursday, August 25, 2022

R. Adjourned Closed Session at 4:33 p.m.

S. Resumed Open Session at 4:33 p.m.

1. The following actions were taken at closed session

**Motion:** Barbara Truitt moved to approve the Previous closed session minutes June 23, 2022 with corrections.  
**Second:** Corinne Stromstad  
**Ayes:** Galen Latsko, Barbara Truitt, Jessica Willis, Kevin Church and Corinne Stromstad  
**Noes:** None  
**Not Present:** None  
**Motion carried.**

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

All recordings of Board meetings are held on file for 1 year and are available upon request.

*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>OAPI</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		