

Governing Board

Date: Thursday, August 25, 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: None

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

Also via Webex: CQO Kristen Rees, Heidi Holterman, COO Kent Scown, Director of HR Jennifer Baskin, and Dr. Michael Newdow.

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:32 p.m.
- B. Public Comment - None
- C. Board Member Comments

The Board would like to receive detailed presentations on larger documents, in addition they ask that the document be sent as early as possible so that they may have adequate time to review them.

- D. Announcements - None
- E. Consent Agenda
 - 1. Approval of Agenda

2. Approval of Previous Meeting Minutes
 - a. Special Governing Board Meeting July 22, 2022
 - b. Governing Board Meeting July 26, 2022
 - Both Meeting Minutes will be moved to the September 29, 2022, SHCHD Governing Board Meeting to be approved.
3. **Approval of Resolution 22:19** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until September 27, 2022 and other consent agenda items.

Motion: Barbara Truitt made a motion to adopt Resolution 22:19, as described above.

Second: Kevin Church

Ayes: Corinne Stromstad, Kevin Church, Galen Latsko, 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 July 2022 Finances - Paul Eves – see report
 - This month we had only 3 swing beds days for the 2nd month in a row. We anticipate that if we hire a full-time discharge planner, we will then be able to increase those days by accepting new referrals. We currently have a nurse that would be willing to take the position but due to the rise in covid cases and understaffing they currently cannot fill that role.
 - Outpatient labs remain high due to Covid testing and have stayed consistent through the summer months
 - The previous 3 months of AR cash collections exceeded 1 million each month and have sense returned to our average of around \$800,000.
 - The pharmacy filled 3,512 prescriptions in the month of July.
 - Total patient revenue was \$1.4M in July, \$250,000 from the Pharmacy, the most the Pharmacy has made in 1 month so far! The Pharmacy continues to grow each month.
 - Interest income is listed every 3 months. It's posted at the month's end after a quarter.
 - Salaries and benefits appear incredibly high for the month. Paul and Matt

explained the reason for this. The state offered a bonus to all hospital employees in California granting each employee \$1,000. If the District offered another \$500 the State would match it. Some of the initial funds will be refunded through the State and cost reimbursement. The District Paid out \$440,000 to employees. Matt believes this will be budget neutral after reimbursement is received.

- Humboldt County Property Tax account remains inaccurate. It has been years since we have been able to get a figure from the county. Paul has said that he has now sent them a withdrawal form for \$1.8 million and is waiting for a reply from the county.
- 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.
- The line on the balance sheet “Medicare Contingency” under current liabilities should be named “Bridge Loan”. This correction will be made for the next meeting.

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

Second: Galen Latsko

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

Noes: None

Not Present: None

Motion carried.

2. PFS report –July 2022 –Marie Brown – See report
 - a. HRG report – July 2022 – Remy Quinn – See report

- PFS continues to make improvements in processes. This continues to show lower AR days. Currently at its lowest point since August 2021
- Both new PFS representatives are continuing to excel, and we are planning to start cross training in September.
- The idea to split Treatment Authorization between PFS and HIM has turned out to be a positive change. Marie mentioned that one of the HIM employees was able to get a paid claim that they had been fighting for 16 months!
- Remy Believes we need to hire a full time Case Manager, every week HIM and PFS representatives spend their time and resources to try to fill that missing clinical role. They do not have the staff to help support this need and are hopeful that if we can manage to hire more nurses, then we can fill this much needed role.
- The HIM audit is currently underway, and we should have the data back for the September meeting.
- On the final page of the HRG report in the “Third Party Aging & Self Pay Aging” graph continues to show a downward trend, Remy believes this is reaching a point of stabilization.

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.) – No Report

J. Administrator's Report –Matt Rees, CEO -See "Board Update"

1. Human Resources Quarterly Report – Jennifer Baskin (Jan., April, July, Oct.) - No Report.
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) -See Report
3. Strategic Plan – No Report
4. Committee Reports – Kevin Church and Barbara Truitt -Board Training

Kevin has been working with a consultant from Govern Well to get together an agenda and schedule for Board training. The expected date is October 25-26 in Santa Rosa. Currently a meeting location has not been determined.

5. Department report – Lab – Adam Summers

- Adam gave a brief background of the laboratory and its key functions at the hospital. Our lab is accredited by an agency called COLA which grants us the ability to have a CLEA certificate to test human specimens.
- He then informed the Board about the 20% increase in test volume we have received this last year. The Lab performed over 50,000 tests, 8,000 of which were covid tests. This increase is not only due to covid tests, but it can also be attributed to patients bringing in orders from outside of the area.
- The lab has received a new microscope that will allow them to share slides with Dr. Lu, the lab's Pathologist, for a second opinion before samples are sent off site.

6. Matt Rees – See Board Update

- We have received word that CR and HSU are working on starting a Lab program that hopefully could help with Lab recruitment in the coming years.
- Jennifer gave us an update that we currently have a Mid-level student that completed their rotation with us that has an interest in working with us after graduation.

K. Old Business - None

L. New Business

1. Determining the Boards November and December Holiday Schedule.
 - October's Finance Meeting will be moved to Monday October 24, 2022.
 - November's Finance Meeting will be moved to Tuesday November 29, 2022
 - November's Governing Board Meeting will be moved to December 1, 2022
 - Both Meetings will begin again in January
2. Policies and Procedures – See separate packet – Medical Staff Policy Development Committee A and Policies for Ultrasound.

Motion: Barbara Truitt made a motion to approve the Policy and Procedure packet A and Policies for Ultrasound as submitted to the Board.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion Carried

3. Medical Staff Bylaws and Rules and Regulations – See separate packet

Motion: Barbara Truitt made a motion to approve Medical Staff Bylaws and Rules and Regulation as submitted to the Board.

Second: Galen Latsko

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

Noes: None

Not Present: None

Motion Carried

4. Updated Employee Handbook – See Handbook

The Board agreed to revisit the Employee Handbook next month, after they have had sufficient time to thoroughly review the document.

5. SHCHD Conditional Will Serve Letter – See letters

Kent gave a brief description of the Conditional Will Serve Letter. It is a Will Serve letter from the Sanitary District stating they will serve the site of the new Hospital with water and sewer services.

Motion: Barbara Truitt made a motion to approve and to grant CEO Matt Rees authorization to sign the Conditional Will Serve Letter.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion Carried

6. Election of Board Members

Motion: Kevin Church nominates Barbara Truitt as Vice President and Secretary of the SHCHD Governing Board

Second: Galen Latsko

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

Noes: None

Motion carried.

M. Meeting Evaluation – Good meeting

N. Parking Lot - None

O. Next Meetings:

1. Medical Staff Committee - Policy Development, Wednesday, September 14, 2022, 10:00 a.m. – Barbara Truitt will be attending.
2. QAPI Meeting -TBD
3. Finance Committee will be held September 21, 2022 at 10:00 a.m.
4. Governing Board Meeting September 29, 2022 at 1:30 p.m.

P. Adjourn to Closed Session at 3:38 p.m.

Q. Closed Session opened at 3:38 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting July 29, 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. Surender Kurapati, MD, Reappointment to Associate for Diagnostic Teleradiology privileges, 09/01/2022 to 08/31/2024
 - b. PeiLin Reed, MD, Reappointment to Associate for Diagnostic Teleradiology privileges, 09/01/2022 to 08/31/2024
6. Next Regular Meeting:
 - a. Governing Board Meeting, Thursday, September 29, 2022

R. Adjourned Closed Session at 4:03 p.m.

S. Resumed Open Session at 4:03 p.m.

1. The following actions were taken at closed session

CS July 29 Meeting Minutes will be moved to the September 29, 2022, SHCHD Governing Board Meeting to be approved.

Motion: Galen Latsko moved to approve Surender Kurapati MD and PeiLin Reed MD, Reappointment to Associate for Diagnostic Teleradiology privileges, September 1, 2022 to August 31, 2024

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried.

T. Adjourned Open Session at 4:03 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>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		