



Governing Board – Special Meeting

Date: Tuesday, September 6, 2022
Time: 3:00 p.m.
Location: Sprowel Creek and Webex
Facilitator: Corinne Stromstad, Board President

Minutes

Governing Board: Corinne Stromstad and Barbara Truitt, **Via Webex** –Kevin Church and Galen Latsko

Not Present: None

Also present: Matt Rees, CEO and Karen Johnson, Board Clerk

Also, Present Webex: Jason Dockins, Kristen Rees, and Jennifer Baskin

- A. Call to order – 3:01 p.m.
- B. Public Comment –None
- C. Board Member Comments – none
- D. Announcements –None
- E. New Business –
 1. Governing Board Bylaws – Board members to review the bylaws. Board’s training is scheduled for October, then we’ll discuss the bylaws, make any necessary changes, then put it to a vote after October.
 2. Policies and Procedures – New electronic process
 - a. Clinical policies will be reviewed and sent to the Board for approval by Medical Staff Committee annually, as required by law.
 - b. Non-clinical policies will be reviewed by Administration Team, then sent to the Board for approval every two years.



- c. Procedures do not need to be sent to the Board for approval, but the Board may ask for them, or for additional information on the policy before voting on its approval.
 - d. The manager submitting the policies will attend the board meeting and be ready for a discussion and to answer questions. The policies, with markups, will be shared on screen, if the Board chooses, as part of the manager’s presentation. If the manager isn’t available for the presentation, then someone who is knowledgeable about them will need to be there.
 - e. The policies will have the Track Changes feature in Word used, which results in markups showing in red.
3. IT Tech position – Jason is asking for one full-time, permanent position, for the day-to-day tasks, while the others are working with OCHIN and EPIC.

Approval of one full time, permanent, IT Tech Position.

Motion: Barbara Truitt made a motion to approve one full-time, permanent, IT Tech position.

Second: Kevin Church seconded the motion

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

Noes: None

Not Present: None

Motion carried.

4. Approval of Resolution 22:20 – Brown Act Amendment AB 361 Subsequent tot Resolution 21:17 to provide 30-day extension until October 6, 2022.

Motion: Barbara Truitt made a motion to adopt Resolution 22:20, as described above.

Second: Kevin Church seconded the motion

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

Noes: None

Not Present: None

Motion carried.

F. Adjourned at: 3:38 p.m.

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		

Submitted by Karen Johnson