

## Governing Board

**Date:** Thursday, September 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.**

**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:** CEO Matt Rees; Marie Brown, PFS Manager; CNO Adela Yanez; CFO Paul Eves; and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: COO Kent Scown; Remy Quinn, HIM Manager; Darrin Guerra, Administrative Assistant.

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 highlight employees that take additional training.

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 Minutes, July 29, 2022

- c. Governing Board Meeting Minutes, August 25, 2022
- d. Special Governing Board Meeting Minutes, September 6, 2022
- e. Special Governing Board Meeting Minutes, September 16, 2022

**Motion:** Barbara Truitt made a motion to approve the minutes, as described above.

**Second:** Galen Latsko

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

**Noes:** None

**Not Present:** None

**Motion carried**

- 3. **Approval of Resolution 22:22** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until October 29, 2022 and other consent agenda items.

**Motion:** Barbara Truitt made a motion to adopt Resolution 22:22, 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 August, 2022 Finances - Paul Eves – see report
  - Laboratory visit number should be 387
  - Additional CHFFA loan of \$2M was applied for. This is an interest-free loan. This will help offset some of the cost of the remodel.

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

**Second:** Galen Latsko

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

**Noes:** None

**Not Present:** None

**Motion carried.**

- 2. PFS report –August, 2022 –Marie Brown – See report
  - a. HRG report – August, 2022 – Marie Brown– See report

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

- An ER Technician will be helping with case management under supervision.

- Flu shot is now available.
  - The Ultrasound is ready to go and should start up about October 10<sup>th</sup> or 11<sup>th</sup>, 2022.
- I. Quality Assurance Performance Improvement Committee Report [H&S Code § 32155]–Kristen Rees, MPH, CPHQ, LSSBB, RHCEOC, Chief Quality and Compliance Officer and Risk Manager – (Jan., April, July, Oct.)
- Applying for a grant due tomorrow for up to \$1M – Test to Treat is for underserved populations.
  - Health Care Quality week will be in October.
- 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.) - No Report
  3. Strategic Plan – No Report
  4. Committee Reports –Barbara Truitt – no additional reports
- K. Old Business – Employee Handbook – This item has been tabled.
- L. New Business
1. Policies and Procedures – See packet “A”
    - Motion:** Barbara Truitt made a motion to approve the Policy and Procedure packet “A”, with a correction to Product Recall and Product Hazard Report 2022, but otherwise as submitted.
    - Second:** Kevin Church
    - Ayes:** Barbara Truitt, Kevin Church, Galen Latsko, and Corinne Stromstad.
    - Noes:** None
    - Not Present:** None
    - Motion Carried**
  2. Medical Staff Bylaws and Rules and Regulations – See separate packet
    - One key change is adding Allied Health Practitioner (AHP) Staff to cover Physician Assistants and Nurse Practitioners. Additional changes to incorporate AHP to the Medical Staff Bylaws will be made in the future. AHP Staff will continue to have their credentialing file go to the Chief of Staff for approval, but will not go to Med Staff Committee, nor will they be brought to the Board, since they’re employees.
    - Another change is to the Fair Hearing section.

**Motion:** Barbara Truitt made a motion to approve Medical Staff Bylaws and Rules and Regulation, 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. Board Vacancy – We’ll let the County know when we have someone for the position.

M. Meeting Evaluation – Good meeting

N. Parking Lot – Governing Board retreat – This is set for October 25 and 26, 2022. Kevin and Matt will meet with Todd, GovernWell, to finalize the agenda. See 2 handouts provided during the meeting. The Brown Act refresher training will be a separate training.

O. Next Meetings

1. Medical Staff Committee - Policy Development, Wednesday, October 12, 2022, 11:00 a.m. – Barbara Truitt will be attending.
2. QAPI Meeting – October 12, 2022, 10:00 a.m.
3. Finance Committee will be held Friday, October 21, 2022 at 10:00 a.m.
4. Governing Board Meeting Thursday, October 27, 2022 at 1:30 p.m.

P. Adjourn to Closed Session at 3:02 p.m.

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

1. Approval of Previous Closed Session Minutes
  - a. Closed Session Governing Board Meeting July 29, 2022
  - b. Closed Session Governing Board Meeting August 25, 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. Tahir Alkhairy, MD, Reappointment to Associate for Diagnostic Teleradiology

- privileges, 10/01/2022 to 09/30/2024
  - b. David Ishimitsu, MD, Reappointment to Associate for Diagnostic Teleradiology privileges, 10/01/2022 to 09/30/2024
  - c. Paul Lampert, MD, Reappointment to Associate for Diagnostic Teleradiology privileges, 10/01/2022 to 09/30/2024
  - d. Jonathan Meyer, MD, Reappointment to Associate for Diagnostic Teleradiology privileges, 10/01/2022 to 09/30/2024
  - e. Michael Witkosky, MD, Reappointment to Associate for Diagnostic Teleradiology privileges, 10/01/2022 to 09/30/2024
6. Next Regular Meeting:
- a. Governing Board Meeting, Thursday, October 27, 2022
- R. Adjourned Closed Session at 3:30 p.m.
- S. Resumed Open Session at 3:30 p.m.
1. The following actions were taken at closed session
- Motion:** Barbara Truitt moved to approve the Previous closed session minutes of July 29, 2022 and August 25, 2022.
- Second: Kevin Church
- Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad
- Noes: None
- Not Present: None
- Motion carried.**
- Motion:** Barbara Truitt moved to approve Drs. Tahir Alkhairy, David Ishimitsu, Paul Lampert, Jonathan Meyer and Michael Witkosky’s Reappointments to Associate Status with Diagnostic Teleradiology privileges from October 1, 2022 to September 30, 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 3:30 p.m.

*Submitted by 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>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		