

Governing Board

Date: Thursday, October 27, 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 (Webex) and Barbara Truitt.

Not Present: None

Also in person: CEO Matt Rees; Marie Brown, PFS Manager; Remy Quinn, HIM Manager, CNO Adela Yanez; Kimmy Schiebelhut, Interim HR Manager, CFO Paul Eves; and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: Darrin Guerra, Administrative Assistant.

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

The Board members would like an update phone extension list, we need to set a new date to debrief the Administrative Team on the Governance training, and we need to plan the holiday staff lunch.

D. Announcements - None

E. Consent Agenda

1. Approval of Agenda

2. Approval of Previous Meeting Minutes
 - a. Governing Board Meeting Minutes, September 29, 2022
 - b. Special Governing Board Meeting Minutes, October 13, 2022

Motion: Kevin Church made a motion to approve the minutes, as described above.

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried

3. **Approval of Resolution 22:23** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until November 26, 2022 and other consent agenda items.

Motion: Kevin Church made a motion to approve the minutes, as described above.

Second: Barbara Truitt

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 September, 2022 Finances - Paul Eves – see report
 - The pharmacy grossed \$245,000 for the month of September.
 - Humboldt County hasn't closed fiscal year 2021 yet, so the Humboldt County Property Tax account balance shown isn't accurate.
 - We received a letter from CMS regarding the balance of Medicare Accelerated Payments. We'll be paying it off this week.
 - We've had a significant increase in the number of employees since the beginning of the calendar year. We still have traveling nurses, who do not show up on the payroll figures. We're still working towards eliminating the need for traveling nurses and are working towards filling the positions with permanent employees.

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

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried.

2. PFS report – September, 2022 –Marie Brown – See report

- a. HRG report – September, 2022 – Marie Brown– See report
- H. Chief Nursing Officer’s Reports – Adela Yanez, Interim CNO – See Report.
 - The Acute/ER Manager is expected to start in December.
- 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.) – Will report next month.
 - We had Healthcare Quality Week.
 - We’ve had a couple of grant opportunities recently.
 - We had a QIP audit recently which has taken a lot of time to complete. More information about the program coming soon.
- J. Administrator’s Report –Matt Rees, CEO - See “Board Update”

Employee turnover rate is 4.1%. FRC report was submitted. She’s no longer getting a grant she was receiving for delivery of senior meals, which was about \$1000 a month. This ended in September. Other resources are being looked at.

1. Human Resources Quarterly Report – Kimmy Schiebelhut (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 and Kevin Church

The Governance training thru GovernWell was excellent and would like to have it annually. Additional training modules are available online.

K. Old Business – None

L. New Business

1. Policies and Procedures – Behavioral Health Manual and Policies – see separate packet. The Behavioral Health Manual is being sent back to Medical Staff Committee. The policies were approved previously.
2. Brown Act, AB 361, AB 2449 and SB 1100 – Discussion about remote meetings going forward – See separate packet. The Board would like a Special Board meeting scheduled with one of the attorneys for training. Ideally this will be before the December 1, 2022 Board meeting.

M. Meeting Evaluation – Good meeting

N. Parking Lot – None

O. Next Meetings

1. Medical Staff Committee - Policy Development, Wednesday, November 9, 2022, 11:00 a.m.
2. QAPI Meeting – TBD
3. Finance Committee will be held Tuesday, November 29, 2022 at 10:00 a.m.
4. Governing Board Meeting Thursday, December 1, 2022 at 2:00 p.m.

P. Adjourn to Closed Session at 2:57 p.m.

Q. Closed Session opened at 3:02 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting September 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. David Wells, MD, Initial Appointment to Provisional Associate for Diagnostic Teleradiology privileges, 11/01/2022 to 10/31/2023.
 - b. Philip Scheel, MD, Change in status from Active to Courtesy effective 10/16/2022.
6. Personnel matter – Chief Quality and Compliance Officer Kristen Rees evaluation § 54957
7. Next Regular Meeting:
 - a. Governing Board Meeting, Thursday, December 1, 2022 at 2:00 p.m.

R. Adjourned Closed Session at 4:13 p.m.

S. Resumed Open Session at 4:13 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of September 29, 2022.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried.

Motion: Barbara Truitt moved to approve Dr. David Wells’ Initial Appointments to Provisional Associate Status with Diagnostic Teleradiology privileges from November 1, 2022 to October 31, 2022.

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 4:13 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>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>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		