

Governing Board

Date: Thursday, December 1, 2022
Time: 2:00 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 and Barbara Truitt in-person, and Galen Latsko via Webex

Not Present: Kevin Church

Also in person: CEO Matt Rees; CNO Adela Yanez; CQO Kristen Rees; Leonor Ramirez, Behavioral Health; Jessie Bugbee, NP; April Barnhart, Clinic Nurse Manager; Chelsea Brown, Outreach Manager; CFO Paul Eves; and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: Darrin Guerra, Administrative Assistant; Kimmy Schiebelhut, Interim HR Manager

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 2:01 p.m.
- B. Public Comment - None
- C. Board Member Comments - None
- D. Announcements - None
- E. Consent Agenda
 - 1. Approval of Agenda

Motion: Barbara Truitt made a motion to approve the agenda, as submitted.
Second: Galen Latsko

Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt

Noes: None

Not Present: Kevin Church

Motion carried

2. Approval of Previous Meeting Minutes

- a. Special Governing Board Meeting Minutes, October 25, 2022
- b. Special Governing Board Meeting Minutes, October 26, 2022
- c. Governing Board Meeting Minutes, October 27, 2022
- d. Special Governing Board Meeting Minutes, November 3, 2022
- e. Special Governing Board Meeting Minutes, November 14, 2022
- f. Special Governing Board Meeting Minutes, November 15, 2022
- g. Special Governing Board Meeting Minutes, November 22, 2022

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

Second: Galen Latsko

Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt

Noes: None

Not Present: Kevin Church

Motion carried

3. **Approval of Resolution 22:25** – Brown Act Amendment AB 361 Subsequent to Resolution 21:17 to provide a 30-day Extension until December 31, 2022.

Motion: Barbara Truitt made a motion to approve resolution 22:25, as described above.

Second: Galen Latsko

Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt

Noes: None

Not Present: Kevin Church

Motion carried

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

G. Finance Report – Matt Rees for Paul Eves

1. Approval of October, 2022 Finances – Matt Rees – see report

- A corrected version of the Finance packet was submitted to the Board. Updated was the Stats Trend page.
- The Medicare amount due was paid off so we don't have to pay interest on the loan.
- Bad debt was a big hit on our finances due to the law change, which requires us to hold it longer. About \$900K was moved from Accounts Receivable to Bad Debt.

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

Second: Galen Latsko

Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt

Noes: None

Not Present: Kevin Church

Motion carried.

2. PFS report – October, 2022 - See report
 - a. HRG report – October, 2022 – See report

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

- Our SWG beds are going well. We have a constant turnover of patients.
- The Mobile Clinic is scheduled to be in Shelter Cove on December 30th, January 27th and February 24th.
- Visiting Nurse program will start in January, 2023.
- 3D Mammogram will be installed this week, then we just wait for the State of California to certify us.

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.)

- Quality has been working on the grant Kristen discussed last month for Test to Treat for COVID. There may be an opportunity to get more money for other organizations we work with. We would be able to keep 10% Administration fee for reporting, etc.
- Regarding the QIP reporting the state has decided to require the hospitals to do the reporting and auditing during the same 6-month period, which is still not feasible. Previously, they wanted reporting in 6 months, immediately followed by auditing for 6 months, which leaves no time for improvements. We’ll stick with it for another year, as we were advised there will be more changes next year.

J. Administrator’s Report –Matt Rees, CEO

Introduced to the Board was Leonor “Leo” Ramirez, our new Substance Abuse Counselor. Her experience comes from Florida and she has just recently moved here to the area.

Also introduced was Jessie Bugbee, our new Family NP. Just recently graduated as an Acute NP and her family is deeply rooted in Humboldt County.

Matt has seen an advertisement for equine-assisted therapy and may look into it for this area.

Kent Scown will be going to court tomorrow regarding the property by the hospital that is owned by Christian Science church on Elm Street.

CHFFA loan was approved today.

1. Human Resources Quarterly Report – Kimmy Schiebelhut (Jan., April, July, Oct.) – See report.
2. Foundation Report – Chelsea Brown - (May, Aug., Nov., Feb.) - See Report

The Benbow Wine Auction raised over \$45,000 after expenses, and was a huge success. There were about 200 people who attended. Many expenses were for credit card processing fees. She'd like to do it again next year, but with the Benbow Inn in escrow now, we don't know if the new owners will allow it.

Caroline Hino-Bourassa stepped down as the Chair of the Southern Humboldt Health Foundation.

Chelsea is working on finding other grants and sources of funding for the new hospital. The economy isn't as good now, and many large donors made 10-year pledges.

3. Strategic Plan – No Report
4. Committee Reports –Barbara Truitt and Kevin Church – No report. The Ad Hoc Governance Committee having completed its work and there being no other ad hoc committees, this item will be removed from future agendas until a new ad hoc committee is formed.

K. Old Business – None

L. New Business

1. Approval of the purchase of GovernWell resources in the amount of \$7,500.00.

Motion: Barbara Truitt made a motion to approve the purchase of the GovernWell resources in the amount of \$7,500.00.

Second: Galen Latsko

Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt

Noes: None

Not Present: Kevin Church

Motion carried

2. Approval of the Trustee Pledge – Meeting Code of Conduct – See form

Motion: Barbara Truitt made a motion to approve the Trustee Pledge provided by GovernWell and require all Governing Board present and future members sign it.

Second: Galen Latsko
Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt
Noes: None
Not Present: Kevin Church

Motion carried

3. FRC and the senior meals grant

Family Resource Center (FRC) and the Healy Center has been providing food and supplies to seniors for the last couple of years, and the cost had been covered by a grant. They've been putting packets together (groceries) and taking them to the seniors on days other than when Meals on Wheels delivers. The grant funding ended a few months ago and the cost is \$1,000 per month or \$12,000 per year. They're asking if the hospital would cover the cost of the program going forward, so the program can continue.

Motion: Barbara Truitt made a motion to approve \$1,000 per month for the senior meals program, as described above.

Second: Galen Latsko
Ayes: Corinne Stromstad, Galen Latsko, and Barbara Truitt
Noes: None
Not Present: Kevin Church

Motion carried

4. 2023 Board and Finance calendar

The recent training and other information on the Brown Act changes were discussed. A decision was made to hold the regular Governing Board meetings, beginning January, 2023, on the last Thursday of each month, will begin at 1:30 p.m. and will be scheduled for 2 hours. January's Board meeting will be held on Thursday, January 26, 2023.

Paul said he thought having the Finance Committee on the Friday previous to that would be fine. The Finance Committee will determine when they will be meeting each month during their January, 2023 meeting.

The District's Board Bylaws will be updated to reflect these changes and will be submitted to the Board in the future for approval.

M. Meeting Evaluation – Good meeting

N. Parking Lot – None

O. Next Meetings

1. Medical Staff Committee - Policy Development, Wednesday, December 14, 2022, 11:00 a.m.

Going forward with the new policy program iPassport, Kristen asked who will be the representative going into iPassport to indicate the Board's approval/disapproval? The Board Clerk will be the one to indicate the Board's final decision.

2. QAPI Meeting - No meeting in December.
3. Finance Committee - TBD.
4. Governing Board Meeting Thursday, January 26, 2023 at 1:30 p.m.

P. Adjourn to Closed Session at 3:04 p.m.

Q. Closed Session opened at 3:04 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting October 27, 2022
 - b. Closed Session Special Governing Board Meeting, November 3, 2022
2. Compliance and Risk Report [H&S Code § 32155] – Kristen Rees, MPH, CPHQ, LSSBB, RHCEO, Chief Quality and Compliance Officer and Risk Manager
3. Quarterly Clinic Service Review [H&S Code § 32155] – Adela Yanez, CNO (Mar, Jun, Sept, Dec)
4. Quarterly Patient Safety [H&S Code § 32155] – Adela Yanez, CNO (Jan, Apr, July, Oct)
5. Quarterly MERP Report [H&S Code § 32155] – Adela Yanez, CNO (Feb, May, Aug, Nov)
6. Medical Staff Appointments/Reappointments [Gov. Code § 54957]
 - a. Daniel Lucas, MD, Reappointment to Associate for Diagnostic Radiology privileges, 12/01/2022 to 11/30/2024
 - b. Jason Lue, MD, Reappointment to Associate for Diagnostic Radiology privileges, 12/01/2022 to 11/30/2024
 - c. Jose Ospina, MD, Reappointment to Associate for Diagnostic Radiology privileges, 12/01/2022 to 11/30/2024
7. Next regular Meeting Thursday, January 26, 2023

R. Adjourned Closed Session at 3:31 p.m.

S. Resumed Open Session at 3:31 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of October 27, 2022 and November 3, 2022.

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None
 Not Present: Kevin Church

Motion carried.

Motion: Barbara Truitt moved to approve Dr. Daniel Lucas, Dr. Jason Lue and Dr. Jose Ospina for Reappointments to Medical Staff for Diagnostic Radiology privileges, for 12/01/2022 to 11/30/2024.

Second: Galen Latsko

Ayes: Galen Latsko, Barbara Truitt, and Corinne Stromstad

Noes: None

Not Present: Kevin Church

Motion carried.

T. Adjourned Open Session at 3:31 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		