

Governing Board

Date: Thursday, March 30, 2023
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, Barbara Truitt, Galen Latsko, Kevin Church and Jay Sooter in-person

Not Present: none

Also in person: CEO Matt Rees; CNO Adela Yanez; CFO Paul Eves; Marie Brown, PFS Manager; Remy Quinn, HIM Manager; April Barnhart, Clinic Nurse Manager, Darrin Guerra, Administrative Assistant, Bryan Coleman, Garberville Pharmacy Pharmacist, and Katherine Anderson, Infection Preventionist, and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: Chief of Staff Dr. Michael Newdow and Chelsea Brown.

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:30 p.m.
- B. Approval of the Teleconferencing of a Board Member – None
- C. Approval of the Agenda

Motion: Barbara Truitt made a motion to approve the agenda.
Second: Kevin Church
Ayes: Corinne Stromstad, Jay Sooter, Kevin Church, Galen Latsko, and Barbara Truitt
Noes: None
Not Present: None
Motion carried

D. Public Comment on Non-Agendized Items - None

E. Board Member Comments – Jay Sooter prefers masks be worn in both the hospital and clinic setting.

F. Announcements - None

G. Consent Agenda

1. Approval of Previous Meeting Minutes

- a. Governing Board Meeting Minutes, January 26, 2023
- b. Special Governing Board Meeting Minutes, February 13, 2023
- c. Special Governing Board Meeting Minutes, March 3, 2023
- d. Special Governing Board Meeting Minutes, March 17, 2023

2. Approval of the Finance Report

3. Approval of Quarterly Quality Assurance Performance Improvement Committee Report (Feb, May, Aug, Nov)

4. Quarterly Reports

- a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager – Feb., May, Aug., Nov
- b. Human Resources – Rachel Wells, Interim HR Manager – Feb., May, Aug., Nov.
- c. Foundation – Chelsea Brown – Feb., May, Aug., Nov.

Motion: Barbara Truitt made a motion to approve consent agenda, as described above, with the exception of item 2, Finance Report, which is being removed from consent agenda.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried

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

I. Administrator’s Report – Matt Rees, CEO

1. Department Updates

- a. Monthly Department Highlight
- b. Finance – Paul Eves, CFO

January Finance Report was discussed. A corrected January Income Statement was handed out.

A new accounting system is scheduled to be implemented on May 1, 2023.

Motion: Kevin Church made a motion to approve the January Finance Report presented.

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried

- c. Nursing – Adela Yanez, CNO – See written report
- d. Family Resource Center – Amy Terrones – March and October – None
- e. IP Annual Report – Katherine Anderson, Infection Prevention – See attached.

Masking mandates end April 3, 2023. Katherine hasn't received any directions from the County Health Department. The vaccination numbers in the county are still rising. We've had no positive COVID SNF residents to date. Masking will still be required in the SNF unit.

- 2. Strategic Plan Committee reports - None

J. Old Business

- 1. Strategic Items for Discussion
 - a. Future Facilities Planning - Optometry will need to be a mobile unit to fall under the RHC.
 - b. Services
- 2. iPassport workflow update – Karen Johnson and Kristen Rees

The policy and procedure process will be a hybrid process, using both the existing files on the existing shared drive and iPassport.

K. New Business

- 1. Approval of Southern Humboldt Community Healthcare Foundation Bylaws – **See Attached** - Tabled
- 2. Approval of Medical Staff Committee Bylaws – **SEE MED STAFF BYLAWS PACKET** - Tabled

3. Policies and Procedures – **SEE SEPARATE POLICY PACKETS “A”, “B”, and “C”**

Motion: Barbara Truitt made a motion to approve Policy Packets, “A”, “B” and “C”, as presented.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried

4. Schedule annual Quality, Risk, and Compliance training for board members – Kristen Rees

This should take 1 ½ - 2 hours. She’ll try to schedule it for May or June.

5. Strategic Items for Discussion - Nothing

- a. Future Facilities Planning
- b. Services

6. 2023 Rural Health Care Symposium

April 10th and 11th. Matt encourages the Board members to attend and let Darrin know, as he’s making the travel arrangements. Galen can’t attend and Kevin will know on Monday if he can.

L. Parking Lot

1. Sprowel Creek Campus parking

M. Meeting Evaluation – It was fast.

N. Next Meetings

1. Medical Staff Committee – Policy Development Wednesday, April 5, 2023 at 11:00 a.m.
2. QAPI Meeting – April 12, 2023
3. Governing Board Meeting – Thursday, April 27, 2023 at 1:30 p.m.

O. Adjourn to Closed Session at 2:00 p.m.

P. Closed Session opened at 2:02 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting, January 26, 2023
 - b. Closed Session Governing Board Meeting, March 3, 2023
2. Reports
 - a. Compliance and Risk Report [H&S Code § 32155] - Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
 - b. Quarterly Reports [H&S Code § 32155] - Adela Yanez, CNO
 - i. Clinic Service Review – Mar., June, Sept., Dec.
 - ii. Patient Safety – Jan., Apr., July, Oct. – **See report**
 - iii. Medication Error Reduction Plan – Feb., May, Aug., Nov
3. Medical Staff Appointments/Reappointments [Gov. Code § 54957] –
 - a. Dr. Tyler Barr, Provisional Active for Emergency Room, Inpatient, Clinic/Ambulatory privileges, April 1, 2023 – March 30, 2024 – **SEE BARR PACKET**
4. Next regular meeting, Thursday, April 27, 2023
5. Personnel matter –Evaluation § 54957
 - a. CEO Matt Rees (Feb, Apr, June, Aug, Oct, Dec)
 - b. CQO Kristen Rees (Jan, Mar, May, July, Sept, Nov)

P. Adjourned Closed Session at 3:15 p.m.

Q. Resumed Open Session at 3:15 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt moved to approve the Previous closed session minutes of January 26, 2023 and March 3, 2023.

Second: Galen Latsko

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

Noes: None

Not Present: None

Motion carried.

Motion: Barbara Truitt moved to approve the appointment of Dr. Tyler Barr, Provisional Active Status for Emergency Room, Inpatient and Clinical/Ambulatory privileges for April 1, 2023 to March 31, 2024.

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried

R. Adjourned Open Session at 3:15 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>QIP</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		