

Governing Board

Date: Thursday, April 27, 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, and Jay Sooter, all in-person

Not Present: Kevin Church

Also in person: CEO Matt Rees; Marie Brown, PFS Manager; Jason Dockins, IT Director; Adam Summers, Lab Manager, Joy Rubia, Serena Meadows, Jena Holmgren, Martha Albee, Darrin Guerra, Administrative Assistant, and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: Chief of Staff Dr. Michael Newdow; Kent Scown, COO; Chelsea Brown. CNO Adela Yanez; April Barnhart, Clinic Nurse Manager

- A. Call to Order – Board president Corinne Stromstad called the meeting to order at 1:31 p.m.
- B. Approval of the Teleconferencing of a Board Member – None
- C. Approval of the Agenda

Removal of the approval of April 21, 2023 Special Board minutes is requested. They are not completed yet.

Motion: Barbara Truitt made a motion to approve the agenda, with the removal of April 21, 2023 minutes.
Second: Jay Sooter
Ayes: Corinne Stromstad, Jay Sooter, Galen Latsko, and Barbara Truitt
Noes: None

Not Present: Kevin Church

Motion carried

D. Public Comment on Non-Agendized Items - None

E. Board Member Comments - None

F. Announcements - None

G. Consent Agenda

1. Approval of Previous Meeting Minutes

a. Special Governing Board Meeting Minutes, March 29, 2023

b. Special Governing Board Meeting Minutes, March 30, 2023

c. Governing Board Meeting Minutes, March 30, 2023

d. Special Governing Board Meeting Minutes, April 21, 2023 – removed from Agenda

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 the consent agenda, as described above, but with the removal of Special Governing Board Meeting Minutes from April 21, 2023.

Second: Jay Sooter

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

Noes: None

Not Present: Kevin Church

Motion carried

Motion: Barbara Truitt made a motion to approve the Finance Report.

Second: Jay Sooter

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

Noes: None

Not Present: Kevin Church

Motion carried

H. Correspondence, Suggestions or Written Comments to the Board – A letter from South County Homes for All Council was shared.

I. Administrator's Report – Matt Rees, CEO

1. Department Updates

a. Monthly Department Highlight –

- Four employees were nominated for Teamwork, Positivity, Quality and Caring
- Should have a timeline for the new hospital project soon. The completion date is scheduled for January 1, 2029, which is 1 year for us to complete the 2030 deadline.
- An ED/Acute Manager has been hired and starts soon.
- We closed on the old Hemp Connections building last week.
- The Optometry project is moving forward. The budget was handed out. The building will meet OSHPD3 requirements and will operate under the hospital. The mobile clinic will operate under the clinic.

Motion: Barbara Truitt made a motion to approve the Finance Report.

Second: Jay Sooter

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

Noes: None

Not Present: Kevin Church

Motion carried

b. Finance – Paul Eves, CFO

c. Nursing – Adela Yanez, CNO – See written report

d. Family Resource Center – Amy Terrones – March and October – None

2. Strategic Plan Committee - Rob Eskridge and Ryan Stock, Growth Management Center, presented the notes from March's planning meetings.

J. Old Business

1. Strategic Items for Discussion - None

a. Future Facilities Planning

b. Services

2. Approval of Southern Humboldt Community Healthcare Foundation Bylaw

Motion: Barbara Truitt made a motion to approve the Southern Humboldt Community Healthcare Foundation Bylaws, as submitted.

Second: Galen Latsko

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

Noes: None

Not Present: Kevin Church

Motion carried

3. Approval of Medical Staff Committee Bylaws

Motion: Barbara Truitt made a motion to approve the Medical Staff Bylaws, as submitted.

Second: Galen Latsko

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

Noes: None

Not Present: Kevin Church

Motion carried

K. New Business

1. Policies and Procedures – None
2. Strategic Items for Discussion
 - a. Future Facilities Planning
 - b. Services
3. Approval for Data Backup and Email Storage for a total not to exceed \$166,000.00, Jason Dockins – Proposals submitted from Keep IT Simple.

Motion: Galen Latsko made a motion to approve the Data Backup and Email Storage, as submitted.

Second: Barbara Truitt

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

Noes: None

Not Present: Kevin Church

Motion carried

L. Parking Lot

1. Sprowel Creek Campus parking

M. Meeting Evaluation

N. Next Meetings

1. Medical Staff Committee – Policy Development Wednesday, May 3, 2023 at 11:00 a.m.
2. QAPI Meeting – May 10, 2023
3. Governing Board Meeting – Thursday, May 25, 2023 at 1:30 p.m.

O. Adjourn to Closed Session at 2:41 p.m.

P. Closed Session opened at 2:44 p.m.

1. Approval of Previous Closed Session Minutes
 - a. Closed Session Governing Board Meeting, March 30, 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
 - iii. Medication Error Reduction Plan – Feb., May, Aug., Nov
3. Medical Staff Appointments/Reappointments [Gov. Code § 54957] – None
4. Annual Employee Health Report – Katherine Anderson, Infection Preventionist
5. Next regular meeting, Thursday, May 25, 2023
6. 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 3:46 p.m.

Q. Resumed Open Session at 3:46 p.m.

1. The following actions were taken at closed session

Motion: Barbara Truitt made a motion to approve minutes of Closed Session Governing Board Meeting of March 30, 2023, as described.

Second: Galen Latsko

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

Noes: None

Not Present: Kevin Church

Motion carried

R. Adjourned Open Session at 3:46 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

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<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		