



**SoHum** Health

Southern Humboldt Community Healthcare District

# **GOVERNING BOARD MEETING**

June 29, 2023  
1:30 p.m.

***(In person and Via Webex  
Conferencing)***

**Sprovel Creek Campus, Rm 106  
286 Sprovel Creek Road  
Garberville, CA 95542**

## MEETING NOTICE Governing Board

A regular meeting of the Board of Directors of the Southern Humboldt Community Healthcare District will be held **June 29, 2023, at 1:30 p.m.**, by teleconference and in-person. Members of the public may participate virtually via Webex or telephone, or appear in person at the Sprowel Creek Campus at **286 Sprowel Creek Road, Garberville, California 95542**.

Call-In Information:

Tap to join from a mobile device (attendees only) [+1-415-655-0001](tel:+14156550001), [25961264606##](tel:+14156550001) US Toll  
Join by phone +1-415-655-0001 US Toll

Webex Link: <https://shchd.webex.com/shchd/j.php?MTID=mf382ec693b5af88dbd976938d91e6460>

Written comments may also be sent to [boardcomments@shchd.org](mailto:boardcomments@shchd.org). Comments received no later than two hours prior to the start of the meeting will be provided to the Board or may be read aloud or summarized during the meeting. Members of the public may also comment in real time during the meeting by attending in person or via Webex or phone.

## Agenda - Revised

Page	Item
	A. Call to Order
	B. Approval of the Teleconferencing of a Board Member
	C. Approval of the Agenda
	D. Public Comment on Non-Agendized Items See below for Public Comment Guidelines
	E. Board Member Comments Board members are invited to address issues not on the agenda and to submit items within the subject jurisdiction of the Board for future consideration. Please limit individual comments to three minutes.
	F. Announcements
	G. Consent Agenda
	1. Approval of Previous Minutes

- 1-7
  - a. Governing Board Meeting Minutes, May 25, 2023
  - 2. Approval of Quarterly Quality Assurance Performance Improvement Committee Report – (Feb, May, Aug, Nov) – None
  - 3. Quarterly Reports
    - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager – Feb., May, Aug., Nov – None
    - b. Human Resources – Rachel Wells, Interim HR Manager – Feb., May, Aug., Nov. – None
    - c. Foundation – Chelsea Brown – Feb., May, Aug., Nov. – None

H. Correspondence, Suggestions or Written Comments to the Board

I. Administrator’s Report – Matt Rees, CEO

- 8
  - 1. Department Updates
    - a. Milestones
    - b. Monthly Department Highlight
    - c. Approval of the Operating Budget – Paul Eves, CFO – See attached
    - d. Nursing – Adela Yanez, CNO – See attached
    - e. Family Resource Center – Amy Terrones – Mar and Oct
  - 2. Strategic Planning

J. Old Business

- 9
  - 1. Strategic Items for Discussion
    - a. Future Facilities Planning
    - b. Services
  - 2. Approval of updated Mission, Vision and Values – See attached

K. New Business

- 1. Approval of Resolution 23:07, Policies and Procedures – SEE P&P packet
- 2. Strategic Items for Discussion
  - a. Future Facilities Planning
  - b. Services
- 3. Appoint a negotiating team to find a new parcel to move the retail pharmacy to and for business office space.

L. Parking Lot

- 1. Sprowel Creek Campus parking

M. Meeting Evaluation

N. Next Meetings

1. Medical Staff Committee – Policy Development, Wednesday, August 2, 2023 at 11:00 a.m.
2. QAPI Meeting – next is August 16, 2023
3. Governing Board Meeting – Thursday, July 27, 2023 at 1:30 p.m.

O. Adjourn to Closed Session

P. Closed Session

1. Approval of Previous Closed Session Minutes
  - a. Closed Session Governing Board Meeting, May 25, 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 ATTACHED
    - iii. Medication Error Reduction Plan – Feb., May, Aug., Nov
3. Medical Staff Appointments/Reappointments [Gov. Code § 54957] – None
4. Personnel matter –Evaluation § 54957
  - a. CEO Matt Rees (Feb, Apr, June, Aug, Oct, Dec)
  - b. CQO Kristen Rees (Jan, Mar, May, July, Sept, Nov)

Q. Adjourn Closed Session

R. Resume Open Session; Report on Any Action Taken, If Needed

S. Adjourn

## 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 and Compliance 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

## Governing Board Meeting Agenda

June 29, 2023

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<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		

**PUBLIC COMMENT ON MATTERS NOT ON THE MEETING AGENDA:** Members of the public are welcome to address the Board on items not listed on the agenda and within the jurisdiction of the Board of Directors. The Board is prohibited by law from taking action on matters not on the agenda, but may ask questions to clarify the speaker's comment and/or briefly answer questions. The Board limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject, at the discretion of the Chair of the Board.

**PUBLIC COMMENT ON MATTERS THAT ARE ON THE AGENDA:** Individuals wishing to address the Board regarding items on the agenda may do so after the Board has completed their initial discussion of the item and before the matter is voted on, so that the Board may have the benefit of these comments before making their decision. Please remember that it is the Board's responsibility to discuss matters thoroughly amongst themselves and that, because of Brown Act constraints, the Board meeting is their only opportunity to do so. Comments are limited to three minutes per person per agenda item, at the discretion of the Chair of the Board.

**OTHER OPPORTUNITIES FOR PUBLIC COMMENT:** Members of the public are encouraged to submit written comments to the Board at any time by writing to SHCHD Board of Directors, 733 Cedar Street, Garberville, CA 95542. Writers who identify themselves may, at their discretion, ask that their comments be shared publicly. All other comments shall be kept confidential to the Board and appropriate staff.

**IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT,** if you require special accommodations to participate in a District meeting, please contact the District Clerk at 707-923-3921, ext. 1276 at least 48 hours prior to the meeting."

*\*Times are estimated*

**COPIES OF OPEN SESSION AGENDA ITEMS:** Members of the public are welcome to see and obtain copies of the open session regular meeting documents by contacting SHCHD Administration at (707) 923-3921 ext. 1276 or stopping by 291 Sprowel Creek Rd, Garberville, CA 95542 during regular business hours. Copies may also be obtained on the District's website, [sohumhealth.org](http://sohumhealth.org).

*Posted Monday, June 26, 2023*

## Governing Board

**Date:** Thursday, May 25, 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, all in-person

**Not Present:** None

**Also in person:** CEO Matt Rees; Marie Brown, PFS Manager; Adam Summers, Lab Manager, Kent Scown, COO, Shannon Baumann, EVS Lead, Chelsea Brown, Outreach Manager, Kristen Rees, CQO, Heidi Holtermann, Ron Lafferty, Stephanie Boyd, Darrin Guerra, Administrative Assistant, and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: Joel Ryan, Southern INYO Healthcare District

- 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

Agenda item K3 will be changed to \$605,000, from \$500,000.

**Motion:** Barbara Truitt made a motion to approve the agenda, with a change to agenda item K3 from \$500,000 to \$605,000.  
**Second:** Kevin Church  
**Ayes:** Corinne Stromstad, Jay Sooter, Galen Latsko, Kevin Church, and Barbara Truitt  
**Noes:** None  
**Not Present:** None  
**Motion carried**

D. Public Comment on Non-Agendized Items - None

- E. Board Member Comments – It was pointed out that Redwoods Rural Health Center has not been referring their patient to JPCH for outpatient services. In this particular instance, it was for a mammogram. Matt says they can get lab services cheaper if they send them out, but there's no reason he's aware of not to refer the patients for mammography since have new 3D mammography. Matt has already sent a message to Tina (Tvedt) and hasn't heard back from her yet. He'll try to find a way to get the information about services to their providers.

Galen Latsko arrived 1:37 pm.

- F. Announcements – Matt has invited Heidi Holtermann, Outreach; Stephanie Boyd, Accounting; Ron Lafferty, Engineering; and Shannon Baumann, EVS Lead. They represent the values of the District.

Heidi, Stephanie, Ron and Shannon left after being introduced to the Board.

G. Consent Agenda

Adam Summers arrived at 1:40 pm.

1. Approval of Previous Meeting Minutes
  - a. Special Governing Board Meeting Minutes, April 21, 2023
  - b. Governing Board Meeting Minutes, April 27, 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:** Kevin Church made a motion to approve the consent agenda, as described above.

**Second:** Galen Latsko

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

**Noes:** None

**Not Present:** None

**Motion carried**

H. Administrator's Report – Matt Rees, CEO

1. Department Updates

- a. Finances – Highlights of the report was discussed.

Barbara made a motion to approve the Finance Reports, but it was already approved under Consent Agenda. This motion was withdrawn.

The question was asked about the pledges made to the Foundation. The trend is in a downward turn right now due to the local economy. Do we, or have we, changed our strategy to get more donors? Some changes have been made, but we have to wait and see how much money pledged will actually come in.

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

##### Administrator's Report (continued)

- EPIC training is still happening. Go Live is scheduled for July 9th. It'll be 6 months before IT gets "back to normal" after Go Live.
- We've had some employee meetings recently, going over mission, vision and values, and some of the upcoming projects we're working on. We had 84 different employees attend at least one meeting.

It was expressed that the lab employees weren't able to attend. This type of meeting isn't helpful for front-line staff since it's from a completely different perspective. It was expressed that it's more helpful for staff to be involved in the planning, rather than just surface-level awareness they get at these types of meetings.

- Mad River Community Hospital has signed a Letter of Intent to join a small hospital system.

##### b. Milestones-None

##### c. Monthly Department Highlight-None

##### d. Nursing – Adela Yanez, CNO – See written report. Adela is working on the floor today and isn't able to attend.

##### e. Family Resource Center – Amy Terrones – March and October – None

2. Strategic Plan Committee – Darrin Guerra reviewed the updates to the strategic plan. NetSuite Accounting system Go Live will be June 1<sup>st</sup>.

#### J. Old Business

##### 1. Strategic Items for Discussion -

- a. Future Facilities Planning – Kent is working on the plans for parking in the lot behind the hospital (old Christian Science lot.). There is a layout proposal and they are doing the final drawing now.
- b. Services – We're still looking for more space for services, focusing on Redwood Drive.

#### K. New Business



1. Approval of Resolution 23:05, Amendment of the District's Conflict of Interest Code pursuant to the Political Reform Act of 1974– SEE ATTACHED

**Motion:** Barbara Truitt made a motion to approve Resolution 23:05, Amendment of the District's Conflict of Interest Code pursuant to the Political Reform Act of 1974.

**Second:** Kevin Church

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

**Noes:** None

**Not Present:** None

**Motion carried**

2. Approval of Resolution 23:06, Policies and Procedures – SEE P&P Packet

Board Clerk Karen Johnson asked to return to doing resolutions for policies and procedures for the foreseeable future to better track what was approved.

**Motion:** Galen Latsko made a motion to approve Resolution 23:06, Policies and Procedures.

**Second:** Kevin Church

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

**Noes:** None

**Not Present:** Kevin Church

**Motion carried**

3. Approval of a loan in the amount of \$500,000 for the addition of optometry services
4. Approval of \$105,000 for the purchase of medical equipment from Alan French, O.D.
5. Approval of the retention agreement for Alan French O.D.

The cost of a 38 foot, two-lane, gas engine mobile unit made in California is about \$400,000. This unit being looked at meets ADA requirements. There is an increase the profitability in having 2 lanes, versus just one. You can have 4 patients per hour with 2 lanes, possibly 20 per day, if scheduled properly. We can purchase services outside the district with LAFCO's approval. Matt has a call out to them already.

The purchase agreement was included in the packet and shows what equipment is included.

**Motion:** Barbara Truitt made a motion to approve a loan in the amount of \$750,000 for the addition of optometry assets, including \$400,000 for the cost of the mobile unit purchase, \$200,000 for equipment for dual lanes, \$100,000 for practice equipment inventory and for \$50,000 sign on bonus for Alan French, O.D.

**Second:** Galen Latsko

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

Noes: None

Not Present: None

**Motion carried**

6 Strategic Items for Discussion

Update given on various projects provided by Matt Rees and Kent Scown. The District is still looking for additional office space in Garberville. A written response from PG&E for service for both the dormitory and new hospital has been delayed, and will be an issue if not received.

a. Future Facilities Planning

b. Services

L. Parking Lot

1. Sprowel Creek Campus parking – It's with Whitchurch Engineering. The tree in the front of the property was removed. Discussion about getting rid of the rock wall. Rocks are missing and it's near impossible to repair. It's becoming a hazard and the driveway will need to be widened for the hospital project anyway.
2. Making changes to the agenda is to be added. Part of every agenda is the last action items approved, and at the end is new action items. This will be discussed more in the future.

M. Meeting Evaluation – Lots of good information today. Enjoy having employees come to talk about their jobs.

N. Next Meetings

1. Medical Staff Committee – Policy Development Wednesday, May 7, 2023 at 3:00 p.m.
2. QAPI Meeting – next is August 16, 2023 at 10:00 a.m.
3. Governing Board Meeting – Thursday, June 29, 2023 at 1:30 p.m.

O. Adjourn to Closed Session at 2:56 p.m.

P. Closed Session opened at 3:01 p.m.

1. Approval of Previous Closed Session Minutes
  - a. Closed Session Governing Board Meeting, April 27, 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. Public Employment/Extension of the CEO Agreement Gov't Code 549757(b)  
Conference with Labor Negotiators Gov't Code 54957.6  
Agency Designated Representative: Board Chair  
Unrepresented Employee: CEO – See Separate Packet
- 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)

Q. Adjourned Closed Session at 4:12 p.m.

R. Resumed Open Session at 4:12 p.m.

S. Approval of Extension of CEO Agreement

**Motion:** Barbara Truitt made a motion to approve the extension of the CEO's contract 3 years, at the current rate of pay, with the same cost of living increase provided to hospital employees added, and an additional \$20,000 retention bonus, as specified in the draft of the Third Amendment of the CEO's Employment Agreement. This \$20,000 retention bonus is in addition to the remaining \$10,000 on the second amendment of this contract. This extension will be effective until the 24<sup>th</sup> day of February, 2027.

Second: Galen Latsko

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

Noes: None

Not Present: None

**Motion carried**

1. The following actions were taken in closed session:

**Motion:** Barbara Truitt moved to approve the Previous closed session minutes of April 27, 2023, with the correction of removing Kevin Church's name from the voting members.

Second: Galen Latsko

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

Noes: None

Not Present: None

**Motion carried.**

T. Adjourned Open Session at 4:14 p.m.

*Submitted by Karen Johnson*

## Abbreviations

<i>ACHD</i>	Association of California Healthcare Districts	<i>ACLS</i>	Advanced Cardiac Life Support Certification
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<i>DO</i>	Doctor of Osteopathic Medicine		

# Southern Humboldt Community Healthcare District

## 2024 Budget Worksheet

	<b>2024 Budget</b>
Inpatient Daily Hospital Services	3,000,000
Ancillary Revenue	6,000,000
Outpatient Revenue	15,000,000
<b>Total Hospital Revenue</b>	<b>24,000,000</b>
 Contractual Allowances	 6,687,500
Provision for Bad Debts	500,000
Other Allowances/Deductions	120,000
Other Non Operating Rev (Exp)	-5,300,000
<b>Total Deductions</b>	<b>2,007,500</b>
 <b>Net Patient Revenue</b>	 <b>21,992,500</b>
 Other Operating Revenue	 144,000
<b>Total Revenue</b>	<b>22,136,500</b>
 Salaries & Wages	 9,625,000
Employee Benefits	3,500,000
Professional Fees	4,500,000
Supplies	1,350,000
Repairs & Maintenance	240,000
Purchased Services	1,800,000
Utilities	220,000
Insurance	250,000
Interest	0
Depreciation & Amortization	540,000
Other Expense	400,000
<b>Total Expenses</b>	<b>22,425,000</b>
<b>Expenses %</b>	
<b>Profit/Loss from Operations</b>	<b>-288,500</b>
 Tax Revenue	 1,080,000
<b>Net Non-operating Rev/(Exp)</b>	<b>1,080,000</b>
<b>NET INCOME/ (LOSS)</b>	<b>791,500</b>



# **SoHum Health**

**Southern Humboldt Community Healthcare District**

## **Mission, Vision and Values**

### **MISSION**

Caring for the community we're privileged to serve.

### **VISION**

Our vision is to empower individuals to live longer, healthier lives.

### **VALUES**

**Caring:** we bring warmth and professionalism to all aspects of patient care.

**Quality:** we are committed to our patients, to our services, and to enriching the communities of Southern Humboldt.

**Teamwork:** we prioritize working together within our hospital as well as the larger community and healthcare network.

**Positivity:** we believe in supporting an environment where healthy attitudes and respect fuel our culture.