

## MEETING NOTICE

### Governing Board

A regular meeting of the Board of Directors of the Southern Humboldt Community Healthcare District will be held on December 8, 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,,25961264606##](tel:+1415655000125961264606) 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

### 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. Approval of Consent Agenda –
  - 1. Quarterly Quality Assurance Performance Improvement Committee

- Report – (Feb, May, Aug, Nov)
- 2. Quarterly Reports - (Feb, May, Aug, Nov)
  - i. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
  - ii. Human Resources – Rachel Wells, HR Director
  - iii. Foundation – Chelsea Brown, Outreach Manager
- H. Correspondence, Suggestions or Written Comments to the Board
- I. Last Action Items for Discussion
  - 1. Senior Life Solutions update – Matt Rees
  - 2. Hiring doctors/practitioners update – Matt Rees
  - 3. Follow-up on beds, mattresses and motors (long-term backordered parts) – Matt Rees
  - 4. Board tour of departments – Darrin Guerra
- J. Administrator’s Report – Matt Rees, CEO
  - 1. Department Updates
    - a. Milestones
    - b. Monthly Department Highlight
    - c. Financial Reports – Paul Eves, CFO
    - d. Nursing – Adela Yanez, CNO
    - e. Quality and Risk Management – Kristen Rees, CQO
    - f. Family Resource Center – Amy Terrones – Mar and Oct
    - g. CSDA Conference, Policy, and Recommendation from BBK – Darrin Guerra
  - 2. Strategic Plan
- K. Old Business
  - 1. Strategic Items for Discussion
    - a. Future Facilities Planning
    - b. Services
- L. New Business
  - 1. Strategic Items for Discussion
    - a. Future Facilities Planning
    - b. Services
  - 2. New Policy and Procedure System Transition
    - a. Approval of Resolution 23:17, Policies and Procedures – See P&P Packet
  - 3. Annual Board Luncheon
  - 4. Approval of Updated Employee Handbook
    - a. Pregnant Workers Fairness Act
    - b. Sick Pay Hours Effective 1/1/24

- c. Benefit Class Change for Full, Part Time, and Seasonal/Per Diem Employees.
5. Approval of changes to allow an NP and/or a PA to work in the Emergency Department
  - a. Approval of Medical Staff Bylaws allowing an NP and PA to work in the Emergency Department under the supervision of a physician
  - b. Approval of the Core Emergency Department and Inpatient Privileges to be offered to an NP and PA
6. Approval of Resolution 23:18 for a loan of \$3.6M from 5 Star Bank for financing the utility upgrade project

M. Parking Lot

1. Sprowel Creek Campus parking

N. Meeting Evaluation

O. New Action Items

P. Next Meetings

1. Medical Staff Committee – Policy Development - TBD
2. QAPI Meeting – TBD
3. Finance Committee – Friday, December 22, 2023 at 10:00 a.m.
4. Governing Board Meeting – Thursday, December 28, 2023 at 1:30 p.m.

Q. Adjourn to Closed Session

R. Closed Session

1. Reports of Quality Assurance Committees **[H&S Code § 32155]**
  - a. Compliance and Risk - Kristen Rees, CQO
  - b. Quarterly Reports - Adela Yanez, CNO
    - i. Clinic – Jan., Apr., July, Oct.
    - ii. Patient Safety – Mar., June, Sept., Dec.
    - iii. Medication Error – Feb., May, Aug., Nov
2. Approval of Medical Staff Appointments/Reappointments **[H&S Code § 32155]**
  - a. Dr. Patrick McCarthy, Initial Appointment for Diagnostic Radiology as Provisional Associate, December 8, 2023, to November 30, 2025.
  - b. Dr. Fangluo Liu, Reappointment as Associate Lab Director, December 8, 2023 to November 30, 2025.
3. Personnel matter –Evaluation § 54957

a. CQO Kristen Rees

S. Adjourn Closed Session; Report on Any Action Taken, If Needed

T. Resume Open Session

U. 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>COO</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
<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 Saturday, December 4, 2023*