



SoHum Health

Southern Humboldt Community Healthcare District

GOVERNING BOARD MEETING

January 25, 2024
1:30 p.m.

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

**Sprowel Creek Campus, Rm 106
286 Sprowel 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 on January 25, 2024, 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:+1-415-655-0001), [25961264606##](tel:+1-415-655-0001) US Toll
Join by phone +1-415-655-0001 US Toll

Webex Link: <https://shchd.webex.com/shchd/j.php?MTID=m65c1024281b4ef67076bbe032ec5f0d9>

Written comments may also be sent to 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 - 27	1. Approval of Previous Minutes a. Governing Board Meeting Minutes, September 28, 2023

- b. Special Governing Board Meeting Minutes, October 24, 2023
 - c. Governing Board Meeting Minutes, October 27, 2023
 - d. Governing Board Meeting Minutes, December 8, 2023
 - e. Governing Board Meeting Minutes, December 28, 2023
 - f. Special Governing Board Meeting Minutes, January 2, 2024
- 2. Quarterly Quality Assurance Performance Improvement Committee Report – (Feb, May, Aug, Nov) – None
 - 3. Quarterly Reports - (Feb, May, Aug, Nov)
 - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager – None
 - b. Human Resources – Rachel Wells, HR Director - None
 - c. Foundation – Chelsea Brown, Outreach Manager - None
- 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. RRHC
 - 4. Approval of Officers
 - 5. Approval of Resolution 24:01, 2024 Regular Board Meeting Schedule
- J. Administrator’s Report – Matt Rees, CEO
- 1. Department Updates
 - a. Milestones
 - b. Monthly Department Highlight
 - c. Financial Reports – Paul Eves, CFO -See Report
 - i. Approval of the January 19, 2024 Finance Minutes
 - d. Nursing – Adela Yanez, CNO – See Report
 - e. Quality and Risk Management – Kristen Rees, CQO
 - f. Family Resource Center – Amy Terrones – Mar and Oct
 - 2. Strategic Plan
- 28 - 41
- 42 - 43
- 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. Approval of Resolution 24:02, Policies and Procedures – See P&P

Packet

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 – Wednesday, January 14, 2024, at 10:00 a.m.
3. Finance Committee – Friday, February 23, 2024, at 10:00 a.m.
4. Governing Board Meeting – Thursday, February 29, 2024, at 1:30 p.m.

Q. Adjourn to Closed Session

1. Closed Session
2. Reports of Quality Assurance Committees **[H&S Code § 32155]**
3. Compliance and Risk - Kristen Rees, CQO
4. Quarterly Reports - Adela Yanez, CNO - None
5. Clinic – Jan., Apr., July, Oct.
6. Patient Safety – Mar., June, Sept., Dec. - None
7. Medication Error – Feb., May, Aug., Dec. – None
8. Approval of Medical Staff Appointments/Reappointments **[H&S Code § 32155]**
 - a. Dr. Mahdiah Assar, Reappointment as Associate for Diagnostic Radiology privileges, including mammography, January 26, 2024 to December 31, 2025.
 - b. Dr. Ari Plosker, Reappointment as Associate for Diagnostic Radiology privileges, January 26, 2024 to December 31, 2025.
 - c. Dr. Emily Marshall, Reappointment as Active for Clinical/Ambulatory, Emergency Department and Inpatient Privileges, February 1, 2024 to January 31, 2026.
 - d. Dr. Truong Think, Reappointment as Active for Emergency Medicine and Inpatient, January 26, 2024 to December 31, 2025.sss
9. Personnel matter –Evaluation § 54957
 - a. CEO Matt Rees

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

S. Resume Open Session

T. 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>CPHO</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>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		

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.

Posted Monday, January 22, 2024

Governing Board

Date: Thursday, September 28, 2023
Time: 1:30 p.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

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, CFO Paul Eves, Darrin Guerra, Administrative Assistant and Strategic Planning Navigator, Marie Brown, PFS Manager, Adela Yanez, CNO, Glen Hood, Pharmacy Technician, Michelle Pogue, FRC, Coral Ciarabellini, Quality Specialist and Karen Johnson, Board Clerk and Medical Staff Coordinator.

Also via Webex: COO Kent Scown, Toni Genero, Human Resources, Adam Summers, Laboratory Manager, and Heidi Holterman, Outreach Coordinator

A. Call to Order – Board president Corinne Stromstad called the meeting to order.

B. Approval of the Teleconferencing of a Board Member – None

C. Approval of the Agenda

Motion: Kevin Church made a motion to approve the agenda.
Second: Barbara Truitt
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 – None

F. Announcements – None

G. Consent Agenda

1. Approval of Quarterly Quality Assurance Performance Improvement Committee Report (Feb, May, Aug, Nov)
2. Quarterly Reports – (Feb., May., Aug., Nov)
 - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
 - b. Human Resources – Rachel Wells, Interim HR Manager
 - c. Foundation – Chelsea Brown

Motion: Kevin Church made a motion to approve the consent agenda.

Second: Galen Latsko

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

Noes: None

Not Present: None

Motion carried

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

I. Action Items for Discussion

1. Senior Life Solutions
2. Hiring doctors/Practitioners update
3. Follow-up on beds, mattresses and motors
4. Board tour of departments
 - a. Board discussion ensued on agenda item I.

J. Administrator’s Report – Matt Rees, CEO

Matt Rees introduced Items 1-2 and presented his staff report.

1. Department Updates
 - a. Milestones-None
 - b. Monthly Department Highlight – None.
 - c. Approval of the Financial Reports – Paul Eves, CFO – See June’s Financial report.

Motion: Kevin Church made a motion to approve the June 2023 Financial Report, as submitted.

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried

- d. Nursing – Adela Yanez, CNO – See attached report
- e. Quality and Risk Management – Kristen Rees, CQO – No Report
- f. Quality and Risk Management – Kristen Rees, CQO – No Report
- g. Family Resource Center – Amy Terrones – (Mar and Oct)

2. Strategic Plan

K. Old Business

1. Strategic Items for Discussion
 - a. Future Facilities Planning
 - b. Services

L. New Business

1. Policies and Procedures – None
2. Strategic Items for Discussion – None
 - a. Future Facilities Planning
 - b. Services

M. Parking Lot

1. Kent Scown discussed changes to the parking lot layout.

N. Meeting Evaluation - Good

O. New Action Items

1. Follow-up on beds, mattresses, motors, and other back-ordered parts – Matt Rees

P. Next Meetings

1. Medical Staff Committee – Policy Development Wednesday, October 4, 2023 at 11:00 a.m.
2. QAPI Meeting – TBD
3. Finance Committee – Friday, October 20, 2023 at 10:00 a.m.
4. Governing Board Meeting – Friday, October 27, 2023 at 1:30 p.m.

Q. Corinne Stromstad Adjourn to Closed Session

R. Closed Session Opened

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. James Chatham, MD, Appointment to Provisional Associate status, Diagnostic Radiology privileges, including Mammography, October 1, 2023 to September 30, 2024
 - b. Emily Marshall, DO, 90-day Time-limited Reappointment to Active status, Clinic and Ambulatory, Inpatient, and Emergency Room Privileges, October 1, 2023 to December 30, 2023
 - c. Supriya Gupta, MD, Reappointment to Associate Status, Diagnostic Radiology privileges, without Mammography, October 1, 2023 to September 30, 2025
 - d. Aaron Jun, MD, Reappointment to Associate Status, Diagnostic Radiology privileges, without Mammography, October 1, 2023 to September 30, 2025
 - e. Nicolaus Kuehn, MD, Reappointment to Associate Status, Diagnostic Radiology privileges, without Mammography, October 1, 2023 to September 30, 2025
3. Personnel matter –Evaluation § 54957
 - a. CEO Matt Rees

S. Corinne Stromstad Adjourned Closed Session

T. Corinne Stromstad Resumed Open Session

1. The following actions were taken in closed session.

Motion: Galen Latsko moved to approve James Chatham, MD, Appointment to Provisional Associate status, Diagnostic Radiology privileges, including Mammography, Emily Marshall, DO, 90-day Time-limited Reappointment to Active status, Clinic and Ambulatory, Inpatient, and Emergency Room Privileges, Supriya Gupta, MD, Reappointment to Associate Status, Diagnostic Radiology privileges, without Mammography, Aaron Jun, MD, Reappointment to Associate Status, Diagnostic Radiology privileges, without Mammography, and Nicolaus Kuehn, MD, Reappointment to Associate Status, Diagnostic Radiology privileges, without Mammography.

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried

U. Corinne Stromstad Adjourned Open Session ssssss

Submitted by Darrin Guerra

Abbreviations

<i>ACHD</i>	Association of California Healthcare Districts	<i>ACLS</i>	Advanced Cardiac Life Support Certification
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<i>FTE</i>	Full Time Equivalent/Full Time Employee	<i>HIM</i>	Health Information Management
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<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
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<i>DO</i>	Doctor of Osteopathic Medicine		

Special Governing Board Meeting

Date: Tuesday, October 24, 2023
Time: 2:00 p.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

The following people attended at Sprowel Creek Campus and via Webex

Governing Board: Corinne Stromstad, Kevin Church, Barbara Truitt, Galen Latsko, and Jay Sooter in-person

Not Present: None

Also in person: CEO Matt Rees and Darrin Guerra

Also via Webex: CNO Adela Yanez, Medical Staff Coordinator Karen Johnson, and COO Kent Scown

A. Call to Order – Board president Corinne Stromstad called the meeting to order.

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: Jay Sooter
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 - None

F. Announcements - None

G. New Business - None

H. Board president Corinne Stromstad Adjourned to Closed Session.

I. Closed Session

1. Approval of Medical Staff Appointments/Reappointments [**H&S Code § 32155**]

- i. Dr. Truong Think, 90-day time-limited reappointment as Active, Emergency Room and Inpatient privileges, October 27, 2023 to January 25, 2024
- ii. Dr. Charles Davis, Reappointment as Associate, Diagnostic Radiology, November 1, 2023 to October 31, 2025
- iii. Dr. David Wells, Reappointment as Associate, Diagnostic Radiology, November 1, 2023 to October 31, 2025

J. Corinne Stromstad Adjourned Closed Session

K. Corrine Stromstad Resumed Open Session

1. The following actions were taken in closed session.

Motion: Barbara Truitt moved to approve Dr. David Wells, Reappointment as Associate, Diagnostic Radiology, November 1, 2023 to October 31, 2025, Dr. Charles Davis, Reappointment as Associate, Diagnostic Radiology, November 1, 2023 to October 31, 2025, and Dr. Truong Think, 90-day time-limited reappointment as Active, Emergency Room and Inpatient privileges, October 27, 2023 to January 25, 2024

Second: Barbara Truitt

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

Noes: None

Not Present: None

Motion carried

L. Corinne Stromstad Adjourned Open Session

Submitted by Darrin Guerra

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
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<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		

Governing Board

Date: Thursday, October 27, 2023
Time: 1:30 p.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

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, CFO Paul Eves, Darrin Guerra, Administrative Assistant and Strategic Planning Navigator, Marie Brown, PFS Manager, Amy Terrones, FRC Coordinator, Dustin Cunningham, PFS Lead, Salina Meras, Phlebotomist, Shane Finch, Home Health Nurse, and Karen Johnson, Medical Staff Coordinator.

Also via Webex: COO Kent Scown, Mary Spring, Director of Nursing, CQO Kristen Rees, and Chelsea Brown

A. Call to Order – Board president Corinne Stromstad called the meeting to order.

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, 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 – None

F. Announcements – None

G. Consent Agenda

1. Approval of Quarterly Quality Assurance Performance Improvement Committee Report (Feb, May, Aug, Nov)
2. Quarterly Reports – (Feb., May., Aug., Nov)
 - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
 - b. Human Resources – Rachel Wells, Interim HR Manager
 - c. Foundation – Chelsea Brown

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

I. Action Items for Discussion

1. Senior Life Solutions
2. Hiring doctors/Practitioners update
3. Follow-up on beds, mattresses, and motors
4. Board tour of departments

J. Administrator’s Report – Matt Rees, CEO

Matt Rees introduced Items 1-2 and presented his staff report.

1. Department Updates
 - a. Milestones-None
 - b. Monthly Department Highlight – None.
 - c. Approval of the Financial Reports – Paul Eves, CFO – See June’s Financial report.
 - d. Nursing – Adela Yanez, CNO – See attached report
 - e. Quality and Risk Management – Kristen Rees, CQO – No Report
 - f. Quality and Risk Management – Kristen Rees, CQO – No Report
 - g. Family Resource Center – Amy Terrones – (Mar and Oct)

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 – None
 - a. Future Facilities Planning
 - b. Services
2. Approval of Resolution 23:15, Policies

Motion: Galen Latsko made a motion to approve Resolution 23:15, Policies
Second: Jay Sooter
Ayes: Corinne Stromstad, Jay Sooter, Galen Latsko, Kevin Church, and Barbara Truitt
Noes: None
Not Present: None
Motion carried

3. Approval of Resolution 23:16, Fixing the Employer Contribution Under the Public Employees Medical and Hospital Care Act at an Equal Amount For Employees and Annuities 700 All Employees

Motion: Barbara Truitt made a motion to approve Resolution 23:16, Fixing the Employer Contribution Under the Public Employees Medical and Hospital Care Act at an Equal Amount For Employees and Annuities 700 All Employees
Second: Galen Latsko
Ayes: Corinne Stromstad, Jay Sooter, Galen Latsko, Kevin Church, and Barbara Truitt
Noes: None
Not Present: None
Motion carried

M. Parking Lot

1. Kent Scown discussed changes to the parking lot layout.

N. Meeting Evaluation - Good

O. New Action Items

1. None

P. Next Meetings

1. Medical Staff Committee – Canceled
2. QAPI Meeting – TBD
3. Finance Committee – Friday, November 17, 2023 at 10:00 a.m.
4. Governing Board Meeting – Thursday, December 8, 2023 at 1:30 p.m.

Q. Corinne Stromstad Adjourn to Closed Session

R. Closed Session Opened

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**] - None
3. Personnel matter –Evaluation § 54957
 - a. CQO Kristen Rees

S. Corinne Stromstad Adjourned Closed Session

T. Corinne Stromstad Resumed Open Session

1. There were no actions taken in closed session.

U. Corinne Stromstad Adjourned Open Session

Submitted by Darrin Guerra

<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
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<i>HRG</i>	Healthcare Resource Group	<i>HVAC</i>	Heating, Ventilation and Air Conditioning system
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<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		

Governing Board

Date: Friday, December 8, 2023
Time: 1:30 p.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

The following people attended at Sprowel Creek Campus and via Webex

Governing Board: Corinne Stromstad, Barbara Truitt, Kevin Church Jay Sooter, and Galen Latsko (Arrived at 1:35 p.m.) all in-person

Not Present: None

Also in person: CEO Matt Rees, CFO Paul Eves, Darrin Guerra, Administrative Assistant, Marie Brown, PFS Manager, Connie Paul, Outreach Coordinator, Toni Genaro, HR Benefits Assistant, CQO Kristen Rees, and Karen Johnson, Medical Staff Coordinator.

Also via Webex: COO Kent Scown, James Demant, Quality Lead, and Chelsea Brown

A. Call to Order – Board president Corinne Stromstad called the meeting to order.

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, 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 – None

F. Announcements – None

G. Consent Agenda

1. Approval of Quarterly Quality Assurance Performance Improvement Committee Report (Feb, May, Aug, Nov)
2. Quarterly Reports – (Feb., May., Aug., Nov)
 - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
 - i. Kristen Rees presented her staff report.
 - b. Human Resources – Rachel Wells, Interim HR Manager
 - c. Foundation – Chelsea Brown
 - i. Chelsea Brown presented her staff report.

Motion: Barbara Truitt made a motion to approve the consent agenda.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried

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

I. Action Items for Discussion

1. Senior Life Solutions
2. Hiring doctors/Practitioners update
3. Board tour of departments
 - a. Board discussion ensued with Matt Rees on agenda item I.

J. Administrator’s Report – Matt Rees, CEO

Matt Rees introduced Items 1-2 and presented his staff report.

1. Department Updates
 - a. Milestones-None
 - b. Monthly Department Highlight – None.
 - c. Financial Reports – Paul Eves, CFO
 - i. Marie Brown and Paul Eves presented their financial reports.
 - d. Nursing – Adela Yanez, CNO – See attached report
 - 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
 - i. Darrin Guerra presented his report on the CSDA Conference and shared

recommendations from Stephanie Smith, The Director of Election Services with BBK.

2. Strategic Plan
 - a. The Board and Administrative team Considered the possibility of adding new services such as Equine Therapy to the District.

K. Old Business

1. Strategic Items for Discussion
 - a. Future Facilities Planning
 - i Board discussion ensued on updating the Strategic Plan.
 - b. Services

L. New Business

1. Strategic Items for Discussion
 - a. Future Facilities Planning
 - b. Services
2. New Policies and Procedures System Transfer – Kristen
 - a. Kristen Rees clarified the process and rationale behind the P&P conversion to the Board.
3. Approval of Resolution 23:17 Policies and Procedures

Motion: Galen Latsko made a motion to approve Resolution 23:17 Policies and Procedures
Second: Kevin Church
Ayes: Corinne Stromstad, Jay Sooter, Galen Latsko, Kevin Church, and Barbara Truitt
Noes: None
Not Present: None
Motion carried

4. Annual Board Luncheon
 - a. The Board and Administrative team discussed the menu and scheduling for the luncheon.
5. Approval of Updated Employee Handbook – Toni
 - a. Pregnant workers Fairness Act
 - b. Sick Pay Hours Effective 1/1/24

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

6. 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 a NP and PA

Motion: Galen Latsko made a motion to approve the changes to the Medical Staff Bylaws allowing an NP and PA to work in the emergency department under the supervision of a physician and the approval of the core emergency department and inpatient privileges to be offered to a NP and PA.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried

7. Approval of Resolution 23:18 for a Loan of up to \$3.6 Million for Financing the Utility Upgrade Project

Motion: Kevin Church made a motion to approve Resolution 23:18 for a Loan of up to \$3.6 Million for Financing the Utility Upgrade Project

Second: Galen Latsko

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

Noes: None

Not Present: None

Motion carried

M. Parking Lot – None

N. Meeting Evaluation - Good

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. Corinne Stromstad Adjourn to Closed Session

R. Closed Session Opened

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., Nov
 - 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. CEO Matt Rees

S. Corinne Stromstad Adjourned Closed Session

T. Corinne Stromstad Resumed Open Session

1. The following actions were taken in closed session.s

Motion: Galen Latsko moved to approve Dr. Patrick McCarthy's initial Appointment for Diagnostic Radiology as Provisional Associate, December 8, 2023, to November 30, 2025 and Dr. Fangluo Liu, Reappointment as Associate Lab Director, December 8, 2023 to November 30, 2025.

Second: Kevin Church

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

Noes: None

Not Present: None

Motion carried

U. Corinne Stromstad Adjourned Open Session

Submitted by Darrin Guerra

S
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		

Governing Board

Date: Thursday, December 28, 2023
Time: 1:30 p.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

The following people attended at Sprowel Creek Campus and via Webex

Governing Board: Corinne Stromstad, Barbara Truitt, Kevin Church, and Jay Sooter, all in-person

Not Present: Galen Latsko

Also in person: CEO Matt Rees, Darrin Guerra, Administrative Assistant, CQO Kristen Rease, PFS Manager Marie Brown, and Heidi Holterman Outreach Coordinator

Also via Webex: COO Kent Scown, Karen Johnson Medical Staff Coordinator, CNO Adela Yanez, and Medical Director Dr. Carl Hsu

A. Call to Order – Board president Corinne Stromstad called the meeting to order.

B. Approval of the Teleconferencing of a Board Member – None

C. Approval of the Agenda

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

D. Public Comment on Non-Agendized Items - None

E. Board Member Comments – None

F. Announcements – None

G. Consent Agenda

1. Approval of Quarterly Quality Assurance Performance Improvement Committee Report (Feb, May, Aug, Nov)
2. Quarterly Reports – (Feb., May., Aug., Nov)
 - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
 - b. Human Resources – Rachel Wells, Interim HR Manager
 - c. Foundation – Chelsea Brown

Motion: Kevin Church made a motion to approve the consent agenda.

Second: Jay Sooter

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

Noes: None

Not Present: Galen Latsko

Motion carried

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

I. Action Items for Discussion

1. Senior Life Solutions-
 - a. Matt Rees shared a handout on SLS.
 - b. Board discussion ensued on the operation and startup of Senior Life Solutions.
2. Hiring doctors/Practitioners update
 - a. Matt shared that two of the three providers that we have open offers for have accepted the positions. We are still waiting to hear from the third.
3. Board tour of departments

J. Administrator’s Report – Matt Rees, CEO

Matt Rees introduced Items 1-2 and presented his staff report.

1. Department Updates
 - a. Milestones-None
 - b. Monthly Department Highlight – None.
 - c. Approval of the Financial Reports – Paul Eves, CFO
 - i. Marie Brown shared the November Financials
 - d. Nursing – Adela Yanez, CNO –
 - i. Adela Yanez presented her annual report, CNO report, and the aftermath of the Great Shakeout earthquake drill.
 - e. Quality and Risk Management – Kristen Rees, CQO
 - i. Kristen Rees shared her department report.

f. Family Resource Center – Amy Terrones – (Mar and Oct)

2. Strategic Plan

a. Advocacy

i. Darrin Guerra shared the SHCHD advocacy video with the Board and the public.

K. Old Business

1. Strategic Items for Discussion

a. Future Facilities Planning

b. Services

L. New Business

1. Strategic Items for Discussion – None

a. Future Facilities Planning

i. The Board and Administrative Team expressed their desire to add a surgery suite to the new hospital

b. Services

i. Board and Administrative discussion about adding MRI services ensued.

2. Approval of Resolution 23:19, Policies and Procedures

Motion: Kevin Church made a motion to approve Resolution 23:19, Policies and Procedures with changes. 138 and 118

Second: Barbara Truitt

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

Noes: None

Not Present: Galen Latsko

Motion carried

3. Annual Board Luncheon

a. The annual Board Luncheon will be moved to May.

4. Approval of Draft Medical Staff Bylaws – Allowing AHP to Vote and Adding Optometry to AHP

Motion: Kevin Church made a motion to approve the Draft Medical Staff Bylaws – Allowing AHP to Vote and Adding Optometry to AHP

Second: Jay Sooter

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

Noes: None

Not Present: Galen Latsko

Motion carried

5. Approval of the Core Privileges – See Attached
 - a. ER, Inpatient, and Clinic
 - b. Optometry

Motion: Barbara made a motion to approve the Core Privileges for ER, Inpatient, Clinic, and Optometry
Second: Kevin Church
Ayes: Corinne Stromstad, Jay Sooter, Kevin Church, and Barbara Truitt
Noes: None
Not Present: Galen Latsko
Motion carried

6. Approval to Apply for a Loan of up to \$4 Million to Fund the Rate Range IGT
 - a. The Board deliberated on the decision to approve the loan and asked the Administrative team clarifying questions.

Motion: Kevin Church made a motion to approve the right for the Administrative team to apply for a loan of up to \$4 Million to Fund the Rate Range IGT
Second: Jay Sooter
Ayes: Corinne Stromstad, Jay Sooter, Kevin Church, and Barbara Truitt
Noes: None
Not Present: Galen Latsko
Motion carried

7. 2024 Governing Board and Finance Meeting Schedule
 - a. The Board will review and approve a resolution in January to set the 2024 Governing Board schedule.
8. Approval to Use Credentialing by Proxy Services for Offsite Providers.
 - a. The Board deliberated the pros and cons of using Credentialing by Proxy with the Administrative Team.

Motion: Barbara Truitt made a motion to approve the Use of Credentialing by Proxy Services for Offsite Providers.
Second: Kevin Church
Ayes: Corinne Stromstad, Jay Sooter, Kevin Church, and Barbara Truitt
Noes: None
Not Present: Galen Latsko
Motion carried

M. Parking Lot

N. Meeting Evaluation - Good

O. New Action Items

1. RRHC
2. Approval of Officers
3. Approval of the SHCHD governing Board Schedule.

P. Next Meetings

1. Medical Staff Committee – TBD
2. QAPI Meeting – TBD
3. Finance Committee – Friday, January 19, 2024 at 10:00 a.m.
4. Governing Board Meeting – Friday, January 25, 2024 at 1:30 p.m.

Q. Corinne Stromstad Adjourn to Closed Session

R. Closed Session Opened

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. David Irvine, Reappointment as Active for Emergency Medicine and Inpatient Privileges, January 1, 2024, to December 31, 2025.
 - b. Dr. Michael Newdow, Reappointment as Active for Emergency Medicine and Inpatient Privileges, January 1, 2024, to December 31, 2025.
 - c. Dr. Emily Marshall, Time-Limited Reappointment as Active for Emergency Medicine, Inpatient, and Clinic/Ambulatory Privileges, December 13, 2023, to February 11, 2024.
 - d. Dr. Phillip Scheel, Reappointment as Courtesy, January 1, 2024, to December 31, 2025.
 - e. Jessie Bugbee, NP, Reappointment as Active to AHP Staff, January 1, 2024, to December 31, 2025.
3. Personnel matter –Evaluation § 54957
 - a. CEO Matt Rees

S. Corinne Stromstad Adjourned Closed Session

T. Corinne Stromstad Resumed Open Session

1. The following actions were taken in closed session.

Motion: Barbara Truitt made a motion to approve Dr David Irvine's reappointment as Active for Emergency Medicine and Inpatient Privileges, January 1, 2024, to December 31, 2025, Dr. Michael Newdow, Reappointment as Active for Emergency Medicine and Inpatient Privileges, January 1, 2024, to December 31, 2025, Dr. Emily Marshall, Time-Limited Reappointment as Active for Emergency Medicine, Inpatient, and Clinic/Ambulatory Privileges, December 13, 2023, to February 11, 2024, Dr. Phillip Scheel, Reappointment as Courtesy, January 1, 2024, to December 31, 2025, and Jessie Bugbee, NP, Reappointment as Active to AHP Staff, January 1, 2024, to December 31, 2025.

Second: Kevin Church

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

Noes: None

Not Present: Galen Latsko

Motion carried

U. Corinne Stromstad Adjourned Open Session

Submitted by Darrin Guerra

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		

Special Governing Board Meeting

Date: Tuesday, January 2, 2024
Time: 10:30 a.m.
Location: Sprowel Creek Campus and Via Webex Conferencing
Facilitator: Board President, Corinne Stromstad

Minutes

The following people attended at Sprowel Creek Campus and via Webex

Governing Board: Corinne Stromstad, Barbara Truitt, and Jay Sooter in-person

Not Present: Kevin Church and Galen Latsko

Also in person: CEO Matt Rees and Darrin Guerra

Also via Webex: CNO Adela Yanez, Medical Staff Coordinator Karen Johnson, and COO Kent Scown

- A. Call to Order – Board president Corinne Stromstad called the meeting to order.
- 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: Jay Sooter
Ayes: Corinne Stromstad, Jay Sooter, and Barbara Truitt
Noes: None
Not Present: Kevin Church and Galen Latsko
Motion carried

- D. Public Comment on Non-Agendized Items - None
- E. Board Member Comments - None
- F. Announcements - None

G. New Business - None

H. Board president Corinne Stromstad Adjourned to Closed Session.

I. Closed Session

1. Personnel Matter –Evaluation § 54957

a. Kristen Rees

J. Corinne Stromstad Adjourned Closed Session

K. Corrine Stromstad Resumed Open Session

1. No actions were taken in Closed Session

L. Corinne Stromstad Adjourned Open Session

Submitted by Darrin Guerra

Abbreviations

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

Southern Humboldt Community Healthcare District

Parcel Tax Reporting - Statistical Data

Fiscal Year 2022/23

Parcel Tax Name Measure F Parcel Tax

Unimproved/Undeveloped

Other (Specify)

B. The Number of Parcels Subject to the Parcel Tax

8934

C. The Number of Parcels Exempt from the Parcel Tax

0

D. The Sunset Date of the Parcel Tax, if any (MM/DD/YY)

6/30/2028

E. The Amount of Revenue Received from the Parcel Tax (Annually)

1,160,750

District to report actual revenue.

F. The Manner in Which the Revenue Received from the Parcel Tax is Being Used

Please Check All Box(es) Applicable or the Box(es) with the Closest Description that Apply

- | | |
|--|--|
| <input type="checkbox"/> Agriculture and Fair | <input type="checkbox"/> Police Protection and Personal Safety |
| <input type="checkbox"/> Air Quality and Pollution Control | <input type="checkbox"/> Recreation and Park, open Space |
| <input type="checkbox"/> Airport Purpose | <input type="checkbox"/> Resource Conservation |
| <input checked="" type="checkbox"/> Ambulance Service and Emergency Medical Services | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Amusement | <input type="checkbox"/> Streets, Roads, and Sidewalks |
| <input type="checkbox"/> Animal Control | <input type="checkbox"/> Television Translator Station Facilities |
| <input type="checkbox"/> Broadband Services | <input type="checkbox"/> Trade and Commerce |
| <input type="checkbox"/> Cemetery | <input type="checkbox"/> Transit |
| <input type="checkbox"/> Conduit Financing | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Drainage and Drainage Maintenance | <input type="checkbox"/> Underground Electric and Communication Facilities |
| <input type="checkbox"/> Electric Purpose | <input type="checkbox"/> Veterans Buildings and Institutions |
| <input type="checkbox"/> Erosion Control | <input type="checkbox"/> Water Conservation |
| <input type="checkbox"/> Financing or Constructing Facilities | <input type="checkbox"/> Waste Management |
| <input type="checkbox"/> Fire Protection and Fire Prevention | <input type="checkbox"/> Water Services and Irrigation |
| <input type="checkbox"/> Flood Control | <input type="checkbox"/> Weed Abatement |
| <input type="checkbox"/> Gas Purpose | |
| <input type="checkbox"/> Graffiti Abatement | |
| <input type="checkbox"/> Harbor and Port Purpose | |
| <input type="checkbox"/> Hazardous Material Emergency Response | |
| <input checked="" type="checkbox"/> Health | |
| <input type="checkbox"/> Hospital Purpose | |
| <input type="checkbox"/> Land Reclamation | |
| <input type="checkbox"/> Landscaping | |
| <input type="checkbox"/> Library Services | |
| <input type="checkbox"/> Lighting and Lighting Maintenance | |
| <input type="checkbox"/> Local and Regional Planning or Development | |
| <input type="checkbox"/> Memorial | |
| <input type="checkbox"/> Museums and Cultural Facilities | |
| <input type="checkbox"/> Parking | |
| <input type="checkbox"/> Pest Control, Mosquito Abatement and Vector Control | |

Southern Humboldt Community Healthcare District

December 2023 – Centriq & Epic Combined



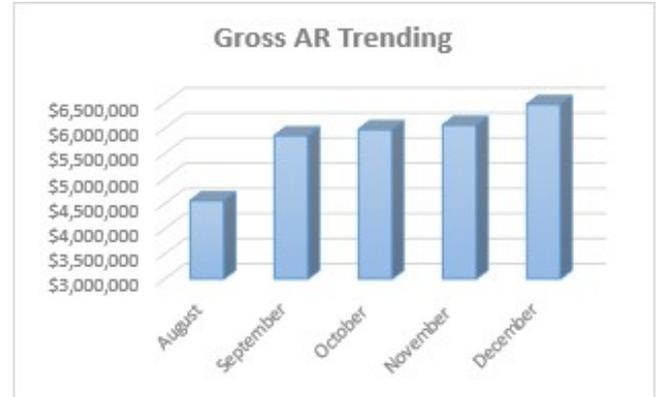
SoHum Health

Key Items

- ➔ Cash totaled \$1.2M, 129% of net revenue
- ➔ AR decreased to 90.7 days
- ➔ Third Party aging increased \$338K, to 31%
- ➔ Unbilled AR increased 4.2 days, ending at 25.1 days

Detailed Initiatives & Obstacles

- **Overall AR:** SoHum went live in Epic at the beginning of July, 2023. The figures calculated include both the legacy system (Centriq) and Epic figures combined. The month of December closed with \$6.5M in gross AR or 90.7 days. Revenue came in \$365K higher than what was reported in November ending at \$2.4M. Third Party AR saw a decrease of 4.8 days ending at 36.7 days. Unbilled AR increased 4.2 days ending at 25.1 AR days. Cash collections came in roughly \$257K higher than what was collected in November—coming in at \$1.2M or 129% of net revenue. HRG continues to have a 30 minute HB (hospital billing) claims call with OCHIN/Epic every Thursday to discuss potential claims issues that HRG discovers and continue to also have a PB (professional billing) claims related issues call every Thursday as well. These calls allow conversation and corrections to the build to ensure claims are going out clean to ensure quick processing and paid claims. With Epic still being quite new for SoHum, we still run into issues which causes delays in getting the claims out the door to the payers, causing a delay in cash and an increase in AR. As of February 1, 2024, Medi-Cal and Partnership Healthplan (PHC) are moving away from the local state codes and moving to the national codes for the LTC billing only. They will no longer be accepting the state specific codes that Medi-Cal and PHC previously required. A ticket has been opened with OCHIN to get the Epic build corrected prior to the 2/1/24 effective date to prevent delays in cash collections and an increase in AR.
- **Self Pay:** Self Pay AR reduced 1.2 days since November. Self Pay collections came in at \$24K, which is \$23K less than what was collected in November. A bad debt file was sent over in November, however, a file was not sent in the month of December due to an AB1020 requirement that was not met. Per AB1020 requirements, the financial assistance application (FAA) is required to be sent with the final Goodbye Letter—the FAA was not set up to be sent with this final Goodbye Letter. This has since been corrected, and new Goodbye Letters with the FAA attached have been sent to patients who are eligible for bad debt. A significantly large bad debt file has been approved by SHCHD and will be sent turned over to collections in the month of January. We continue to work with COCC to ensure accounts can be transferred to Bad Debt via Epic timely.
- **Third Party Aging:** December closed with \$1.4M in Third Party balances aged over 90 days, totaling 31%. Due to SoHum’s EHR conversion, we are now in the wind down phase of Centriq—cleaning up all outstanding and aged balances. HRG staff are focused on rebilling/working denials timely as well as working follow up based on age and dollar amount of the claim. We added an additional team member in November to assist in follow up and reducing the aged over 90. Medicare is sitting at \$341K aged over 90 days or 23.3%, this is an overall increase of \$90K from November. Medicaid increased by \$162K to 32.1%. Commercial is up \$131K to 40.4%, and Work Comp decreased \$45K to 34.1%



If you have any questions, concerns, or points you wish to discuss after reviewing the enclosed information, please feel free to contact me.

Sydni Thomas | Revenue Cycle Supervisor

Healthcare Resource Group

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Patient Financial Services (PFS) | Health Information Management (HIM) | Revenue Cycle Integrity (RCI)



**Southern Humboldt Community
Healthcare District
MONTH END FINANCE REPORT**



SoHum Health

December 2023

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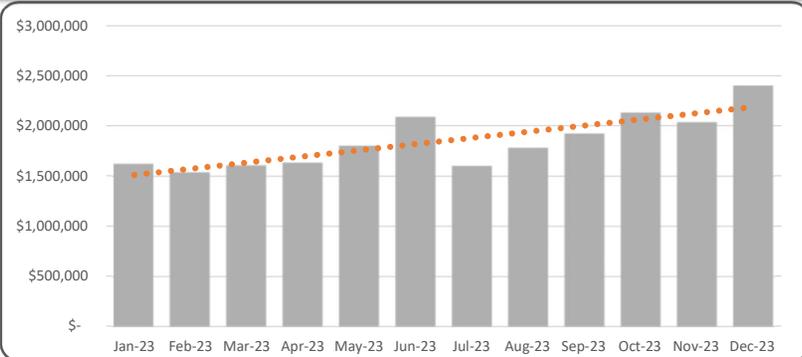
FINANCE DASHBOARD

	Target	July-23	August-23	September-23	October-23	November-23	December-23								
Revenue Cycle Performance	REVENUE														
	Net Revenue		\$879,001	\$1,037,572	\$1,079,978	\$1,057,684	\$943,736	\$1,178,211							
	Gross Revenue		\$1,600,297	\$1,781,158	\$1,922,299	\$2,130,187	\$2,037,494	\$2,402,068							
	CASH														
	Cash Collections as a % of Net Revenue	100%	122%	60%	52%	105%	91%	129%							
	Cash Collections		\$1,285,280	\$523,891	\$535,583	\$1,131,808	\$958,049	\$1,214,685							
	ACCOUNTS RECEIVABLE														
	Net AR		\$1,813,211	\$2,556,189	\$3,334,591	\$3,318,523	\$3,071,787	\$3,409,568							
	Gross AR		\$3,591,307	\$4,558,438	\$5,850,618	\$5,974,477	\$6,060,571	\$6,475,740							
	Unbilled	3	17.8	27.0	26.8	21.7	20.9	25.1							
	Third Party	27	16.6	22.0	44.5	43.5	41.5	36.7							
	Self Pay	16	25.8	28.5	33.5	32.1	30.2	29.0							
	Total Days in AR	46	60.2	77.5	104.8	97.3	92.6	90.7							
	Days in AR - Credit Balances	< 1	1.73	2.43	1.94	1.75	1.78	2.19							
	UNBILLED														
	In-house	< 2 Days	0.5	1.0	0.6	0.9	1.7	0.7							
DNFB	< 1 Day	17.3	26.0	26.2	20.7	19.2	24.4								
Total Unbilled	<3 Days	17.8	27.0	26.8	21.7	20.9	25.1								
Third Party	AGING (excluding credits)														
	Medicare Aging > 90 Days	11%	3.6%	\$ 22,718	2.9%	\$ 28,545	2.3%	\$ 28,992	12.6%	\$ 178,527	18.3%	\$ 251,559	23.3%	\$ 341,575	
	Medicaid Aging > 90 Days	12%	23.3%	\$ 239,865	15.7%	\$ 224,776	12.4%	\$ 249,962	23.9%	\$ 425,283	26.3%	\$ 494,426	32.1%	\$ 656,471	
	Commercial Aging > 90 Days	20%	19.4%	\$ 70,411	17.0%	\$ 81,080	20.8%	\$ 137,530	28.9%	\$ 215,261	32.1%	\$ 241,142	40.4%	\$ 372,247	
	Work Comp Aging > 90 Days	35%	5.6%	\$ 5,907	10.9%	\$ 10,958	11.2%	\$ 11,804	52.8%	\$ 72,081	47.7%	\$ 75,722	34.1%	\$ 30,991	
	Total Third Party Aging > 90 Days	13%	16.0%	\$ 338,901	11.6%	\$ 345,359	10.6%	\$ 428,288	21.9%	\$ 891,151	25.5%	\$ 1,062,849	31.0%	\$ 1,401,283	
	CLAIM SUBMISSION EFFICIENCY														
	Claims Submission		1,052	\$ 1,167,844	1,320	\$ 1,454,165	1,079	\$ 1,867,928	2,100	\$ 2,411,329	1,674	\$ 2,241,921	1,560	\$ 2,184,032	
	Clean Claims	85%	97%		87%		97%		96%		98%		98%		
	Denial Percent	5%	4%		9%		11%		18%		8%		3%		
	Total Denial Rate	Count Amt	139 \$ 90,479	111 \$ 105,119	108 \$ 159,615	210 \$ 344,840	215 \$ 185,849	142 \$ 62,881							
	Late Charges	Count Amt	136 \$ 35,493	22 \$ 5,276	12 \$ 13,051	122 \$ 16,253	13 \$ 3,811	43 \$ 14,541							
	Communication Log Backlog		40 \$ 74,811	53 \$ 81,404	85 \$ 86,724	85 \$ 81,140	84 \$ 81,109	83 \$ 57,862							
	Self Pay	INVENTORY & QUALITY													
		Total Inventory		2,752	\$ 1,539,006	2,767	\$ 1,678,055	2,772	\$ 1,871,417	2,708	\$ 1,973,313	2,527	\$ 1,975,406	2,524	\$ 2,068,907
		New		313	\$ 126,039	70	\$ 19,995	31	\$ 11,604	8	\$ 1,882	3	\$ 4,428	8	\$ 2,313
Resolved			181	\$ 44,947	140	\$ 18,863	123	\$ 16,210	161	\$ 22,561	139	\$ 15,241	66	\$ 7,528	
Aged >180 days from Assignment		< 25%	48.9%	\$ 753,151	51.6%	\$ 866,361	48.7%	\$ 910,447	49.0%	\$ 966,614	54.6%	\$ 1,079,326	58.4%	\$ 1,208,432	
Total Payment Plans over 120 days			\$4,714	\$8,825	\$7,827	\$19,957	\$21,990	\$21,317							
Average Speed to Answer		< 60 seconds	21	11	23	25	0	23							
STATEMENTS & LETTERS															
Statements & Letters			232	749	763	374	594	172							
Charity Care Applications In Process			8	\$ 3,351	9	\$ 3,364	0	\$ -	5	\$ 5,842	0	\$ -	0	\$ -	
Inbound and Outbound Calls		In Out	149 555	140 169	123 192	145 204	3 230	135 259							
WRITE OFFS															
Bad Debt as a % of Gross Revenue		< 2%	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	5.3%	\$ 108,610	0.0%	\$ -	
Charity as a % of Gross Revenue		< 2%	0.7%	\$ 10,549	0.2%	\$ 4,244	0.1%	\$ 1,705	0.2%	\$ 5,068	0.0%	\$ -	0.0%	\$ -	

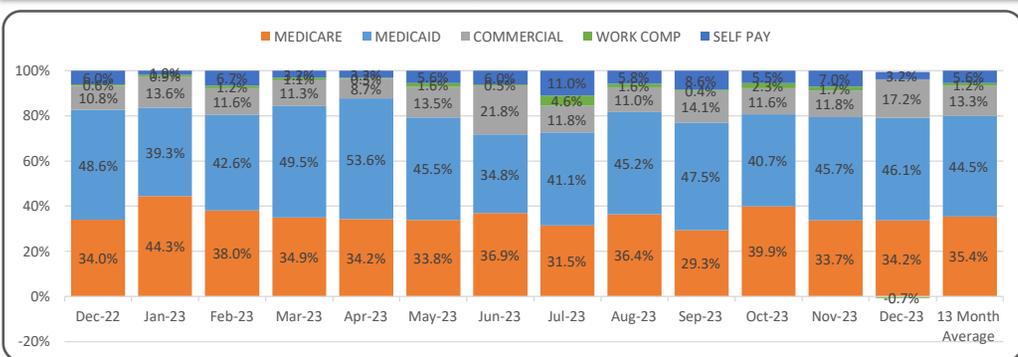
GROSS REVENUE

PAYER	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
MEDICARE	\$ 539,320	\$ 717,741	\$ 584,209	\$ 560,965	\$ 557,768	\$ 608,991	\$ 770,520	\$ 504,094	\$ 648,555	\$ 563,819	\$ 849,853	\$ 686,408	\$ 820,695	\$ 647,149
MEDICAID	\$ 770,467	\$ 636,332	\$ 654,199	\$ 794,626	\$ 874,406	\$ 819,312	\$ 726,128	\$ 658,441	\$ 805,092	\$ 913,825	\$ 867,885	\$ 930,946	\$ 1,108,246	\$ 812,301
COMMERCIAL	\$ 170,862	\$ 220,365	\$ 178,568	\$ 182,374	\$ 142,791	\$ 243,074	\$ 454,637	\$ 189,003	\$ 196,363	\$ 271,079	\$ 247,190	\$ 241,360	\$ 413,697	\$ 242,413
WORK COMP	\$ 9,587	\$ 15,137	\$ 17,996	\$ 18,086	\$ 5,119	\$ 29,663	\$ 10,915	\$ 73,141	\$ 28,402	\$ 8,619	\$ 48,010	\$ 35,245	\$ (17,130)	\$ 21,753
SELF PAY	\$ 95,876	\$ 30,494	\$ 102,332	\$ 50,784	\$ 52,413	\$ 100,841	\$ 126,294	\$ 175,618	\$ 102,746	\$ 164,957	\$ 117,250	\$ 143,534	\$ 76,560	\$ 103,054
TOTAL	\$ 1,586,113	\$ 1,620,070	\$ 1,537,305	\$ 1,606,835	\$ 1,632,497	\$ 1,801,881	\$ 2,088,494	\$ 1,600,297	\$ 1,781,158	\$ 1,922,299	\$ 2,130,187	\$ 2,037,494	\$ 2,402,068	\$ 1,826,669
AVERAGE DAILY REVENUE	\$ 54,984	\$ 56,015	\$ 52,705	\$ 52,936	\$ 53,670	\$ 54,796	\$ 60,691	\$ 59,681	\$ 58,817	\$ 55,829	\$ 61,407	\$ 65,484	\$ 71,410	\$ 58,340

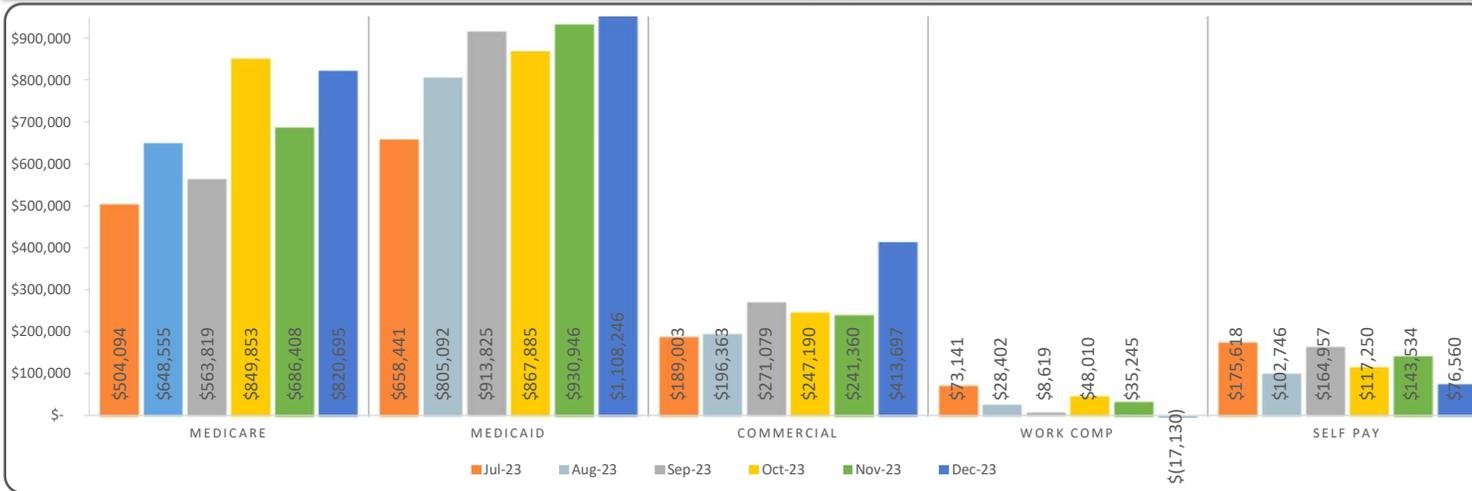
Gross Revenue



Payer Mix



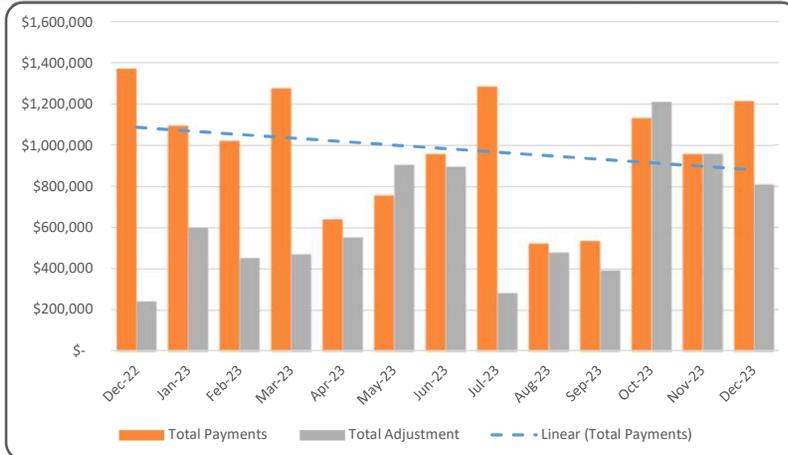
Revenue Trending By Payer



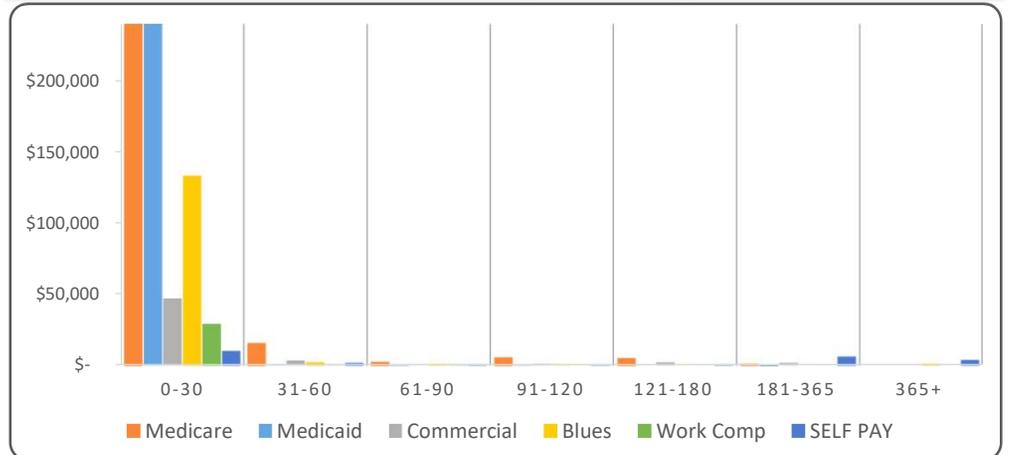
CASH DETAIL

PAYER	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
MEDICARE														
Payments	\$ 904,435	\$ 591,668	\$ 592,859	\$ 743,922	\$ 310,558	\$ 300,837	\$ 380,113	\$ 851,353	\$ 273,732	\$ 303,327	\$ 572,057	\$ 539,621	\$ 656,043	\$ 540,040
Adjustments	\$ (305,051)	\$ (87,776)	\$ (99,709)	\$ (134,234)	\$ 106,519	\$ 138,215	\$ 166,800	\$ (297,566)	\$ 14,075	\$ 40,065	\$ 133,024	\$ 129,515	\$ 2,826	\$ (14,869)
Collection %	151%	117%	120%	122%	74%	69%	70%	154%	95%	88%	81%	81%	100%	102%
MEDICAID														
Payments	\$ 264,924	\$ 314,806	\$ 255,109	\$ 277,640	\$ 193,806	\$ 300,483	\$ 275,555	\$ 192,283	\$ 90,923	\$ 92,296	\$ 313,889	\$ 229,010	\$ 310,938	\$ 239,359
Adjustments	\$ 433,745	\$ 547,064	\$ 449,945	\$ 461,105	\$ 361,576	\$ 609,604	\$ 571,141	\$ 466,985	\$ 399,800	\$ 295,314	\$ 971,132	\$ 641,672	\$ 700,680	\$ 531,520
Collection %	38%	37%	36%	38%	35%	33%	33%	29%	19%	24%	24%	26%	31%	31%
COMMERCIAL														
Payments	\$ 52,160	\$ 48,629	\$ 73,731	\$ 117,204	\$ 36,603	\$ 42,946	\$ 90,936	\$ 120,614	\$ 46,506	\$ 40,074	\$ 66,438	\$ 65,228	\$ 55,591	\$ 65,897
Adjustments	\$ 16,336	\$ 21,767	\$ 27,065	\$ 30,397	\$ 24,802	\$ 26,556	\$ 66,876	\$ 27,237	\$ 17,350	\$ 20,479	\$ 29,216	\$ 22,136	\$ 14,629	\$ 26,527
Collection %	76%	69%	73%	79%	60%	62%	58%	82%	73%	66%	69%	75%	79%	71%
BLUES														
Payments	\$ 116,673	\$ 92,264	\$ 63,385	\$ 96,727	\$ 54,673	\$ 79,624	\$ 162,086	\$ 89,306	\$ 55,087	\$ 76,601	\$ 120,414	\$ 68,971	\$ 137,865	\$ 93,360
Adjustments	\$ 44,446	\$ 44,703	\$ 43,122	\$ 51,765	\$ 30,285	\$ 68,579	\$ 62,281	\$ 55,589	\$ 28,987	\$ 29,422	\$ 43,963	\$ 37,046	\$ 59,992	\$ 46,168
Collection %	0%	0%	0%	0%	0%	0%	0%	0%	66%	72%	73%	65%	70%	69%
WORK COMP														
Payments	\$ 5,615	\$ 17,126	\$ 4,638	\$ 7,853	\$ 17,944	\$ 4,105	\$ 6,593	\$ 11,971	\$ 34,920	\$ 2,990	\$ 18,118	\$ 7,910	\$ 30,109	\$ 13,069
Adjustments	\$ 2,189	\$ 6,198	\$ 1,926	\$ 8,982	\$ 8,713	\$ 9,697	\$ 2,215	\$ 7,288	\$ 7,277	\$ 2,489	\$ 4,838	\$ 739	\$ 24,588	\$ 6,703
Collection %	72%	73%	71%	47%	67%	30%	75%	62%	83%	55%	79%	91%	55%	66%
SELF PAY														
Payments	\$ 29,312	\$ 30,943	\$ 31,426	\$ 33,213	\$ 27,729	\$ 28,466	\$ 42,832	\$ 19,754	\$ 22,724	\$ 20,294	\$ 40,894	\$ 47,308	\$ 24,138	\$ 30,695
Bad Debt Recoveries	\$ 694	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57
Adjustments	\$ 13,402	\$ 6,237	\$ 17,897	\$ 30,789	\$ 21,095	\$ 31,837	\$ 17,525	\$ 14,103	\$ 9,683	\$ 5,797	\$ 23,642	\$ 19,912	\$ 7,961	\$ 16,914
Charity Care	\$ 33,516	\$ 63,113	\$ 14,747	\$ 23,556	\$ 973	\$ 21,551	\$ 9,633	\$ 10,549	\$ 4,244	\$ 1,705	\$ 5,068	\$ -	\$ -	\$ 14,512
Bad Debt	\$ 5,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,610	\$ -	\$ 8,810
Total SP Adjustments	\$ 52,838	\$ 69,350	\$ 32,644	\$ 54,346	\$ 22,067	\$ 53,388	\$ 27,157	\$ 24,653	\$ 13,927	\$ 7,502	\$ 28,710	\$ 128,522	\$ 7,961	\$ 40,236
Collection %	36%	31%	49%	38%	56%	35%	61%	44%	62%	73%	59%	27%	75%	50%
TOTAL														
Total Payments	\$ 1,373,812	\$ 1,095,480	\$ 1,021,149	\$ 1,276,559	\$ 641,314	\$ 756,460	\$ 958,114	\$ 1,285,280	\$ 523,891	\$ 535,583	\$ 1,131,808	\$ 958,049	\$ 1,214,685	\$ 982,476
Total Adjustment	\$ 244,503	\$ 601,307	\$ 454,994	\$ 472,360	\$ 553,962	\$ 906,039	\$ 896,471	\$ 284,186	\$ 481,416	\$ 395,270	\$ 1,210,884	\$ 959,630	\$ 810,676	\$ 596,049
Total Collection %	85%	65%	69%	73%	54%	46%	52%	82%	52%	58%	48%	50%	60%	61%

Cash & Adjustment Trending

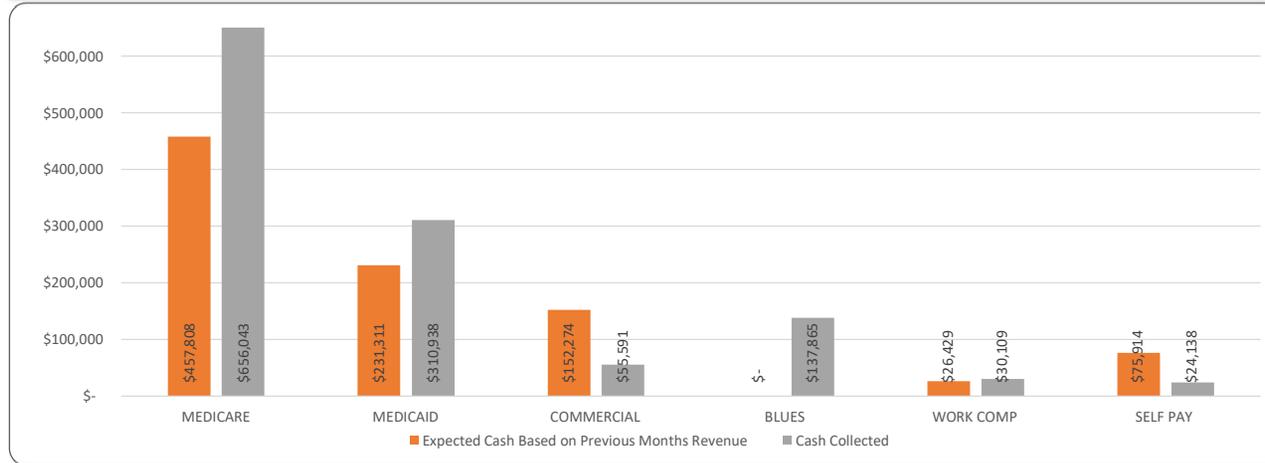


Cash Collections by Discharge Date

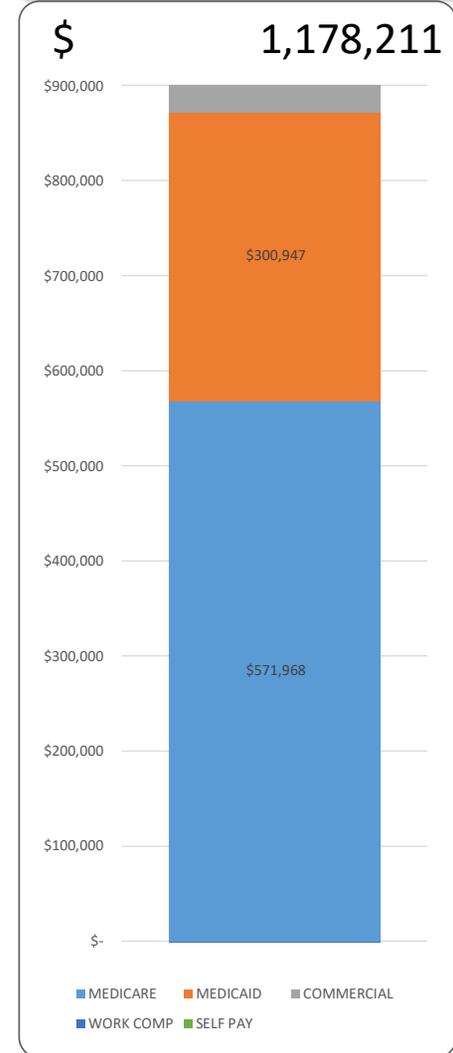


CASH FORECASTING

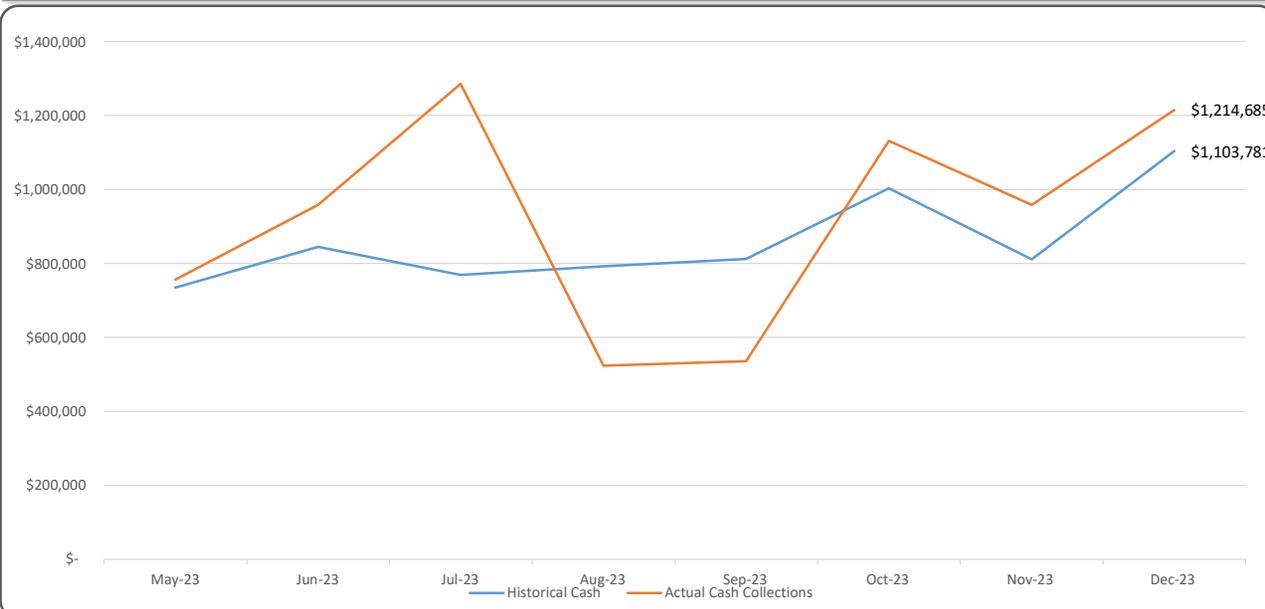
Expected Last Month vs Cash Collected (Based on Previous Months Revenue)



Cash Expected Next Month (Based on this Months Revenue)



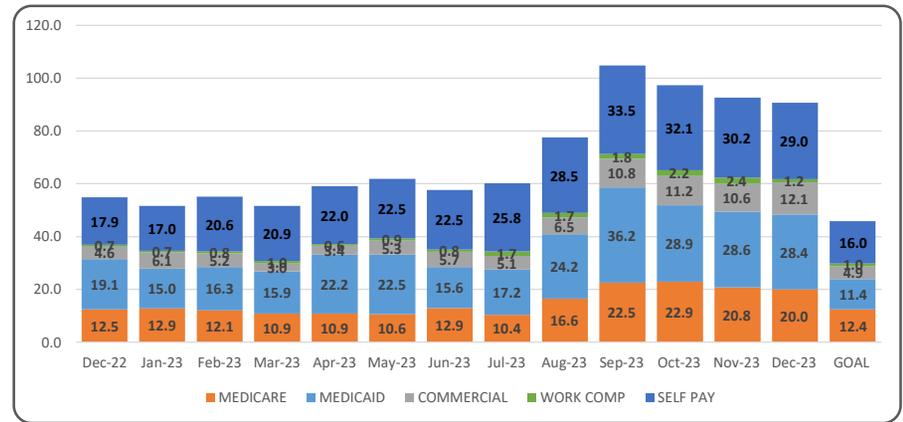
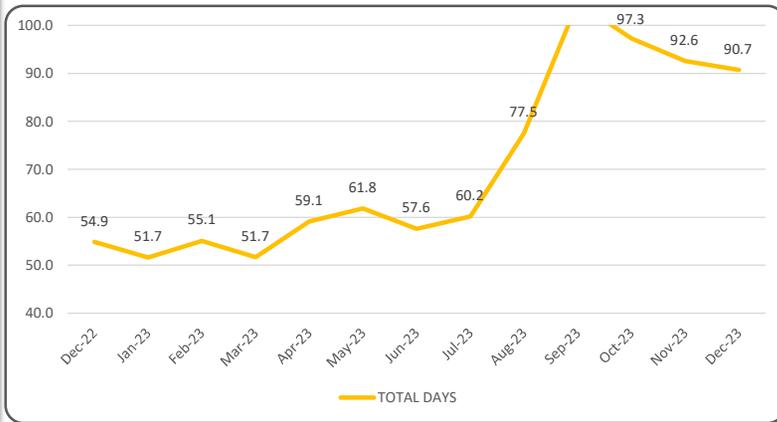
Actual Cash Based on Historical Collections



ACCOUNTS RECEIVABLE

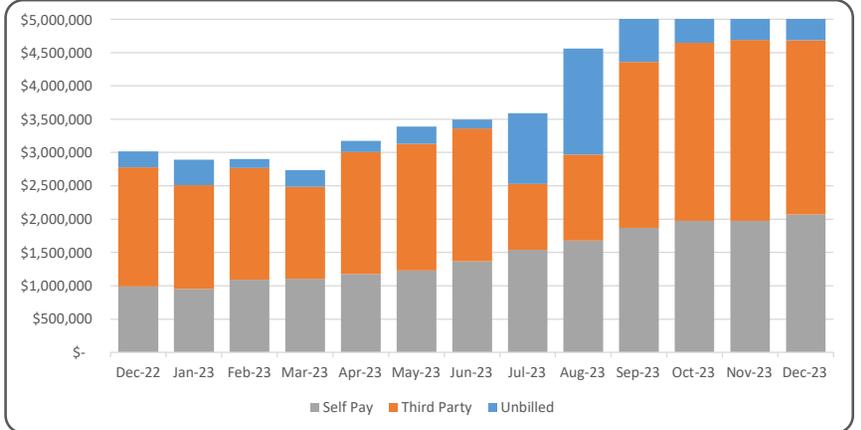
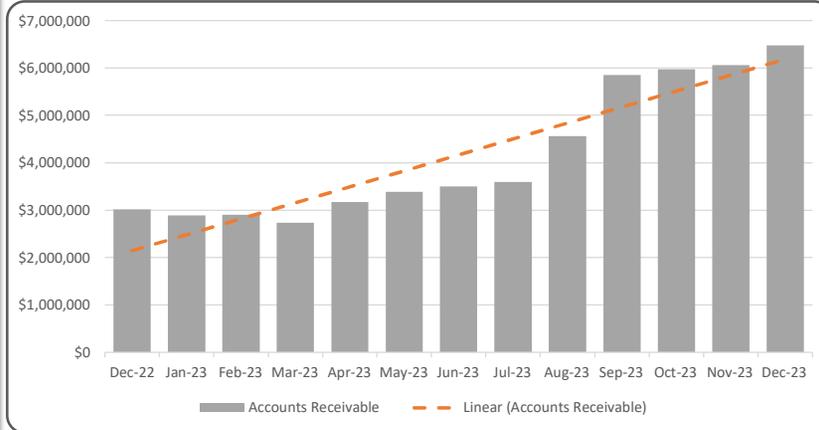
AR Days

PAYER	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
MEDICARE	12.5	12.9	12.1	10.9	10.9	10.6	12.9	10.4	16.6	22.5	22.9	20.8	20.0	15.1
MEDICAID	19.1	15.0	16.3	15.9	22.2	22.5	15.6	17.2	24.2	36.2	28.9	28.6	28.4	22.3
COMMERCIAL	4.6	6.1	5.2	3.0	3.4	5.3	5.7	5.1	6.5	10.8	11.2	10.6	12.1	6.9
WORK COMP	0.7	0.7	0.8	1.0	0.6	0.9	0.8	1.7	1.7	1.8	2.2	2.4	1.2	1.3
SELF PAY	17.9	17.0	20.6	20.9	22.0	22.5	22.5	25.8	28.5	33.5	32.1	30.2	29.0	24.8
TOTAL DAYS	54.9	51.7	55.1	51.7	59.1	61.8	57.6	60.2	77.5	104.8	97.3	92.6	90.7	70.4



AR Balance

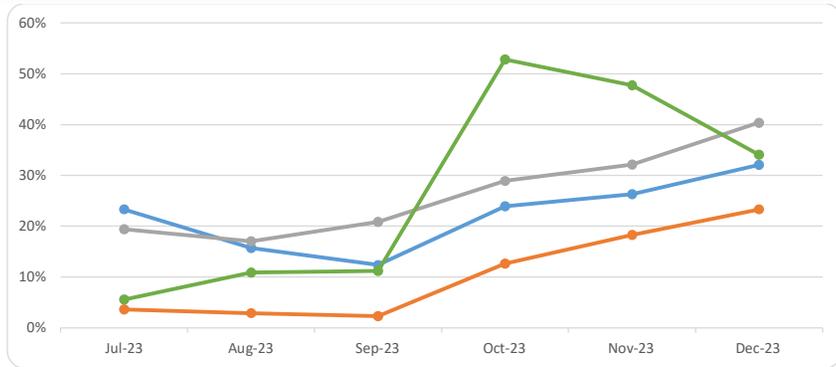
PAYER	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
MEDICARE	\$ 685,997	\$ 721,466	\$ 640,281	\$ 577,661	\$ 586,779	\$ 583,176	\$ 783,065	\$ 619,122	\$ 977,025	\$ 1,257,444	\$ 1,408,379	\$ 1,364,196	\$ 1,430,057	\$ 894,973
MEDICAID	\$ 1,050,271	\$ 840,983	\$ 858,761	\$ 841,757	\$ 1,191,120	\$ 1,231,780	\$ 946,990	\$ 1,024,807	\$ 1,425,127	\$ 2,019,041	\$ 1,774,925	\$ 1,873,656	\$ 2,027,427	\$ 1,315,896
COMMERCIAL	\$ 254,521	\$ 340,591	\$ 275,168	\$ 157,304	\$ 184,884	\$ 292,678	\$ 348,563	\$ 306,012	\$ 380,817	\$ 600,808	\$ 684,736	\$ 692,018	\$ 861,736	\$ 413,834
WORK COMP	\$ 39,097	\$ 38,788	\$ 40,808	\$ 55,187	\$ 31,871	\$ 48,923	\$ 50,878	\$ 102,360	\$ 97,414	\$ 101,908	\$ 133,125	\$ 155,295	\$ 87,612	\$ 75,636
SELF PAY	\$ 986,852	\$ 951,571	\$ 1,088,045	\$ 1,104,091	\$ 1,178,370	\$ 1,232,411	\$ 1,367,447	\$ 1,539,006	\$ 1,678,055	\$ 1,871,417	\$ 1,973,313	\$ 1,975,406	\$ 2,068,907	\$ 1,462,684
TOTAL	\$ 3,016,738	\$ 2,893,400	\$ 2,903,063	\$ 2,736,001	\$ 3,173,025	\$ 3,388,967	\$ 3,496,943	\$ 3,591,307	\$ 4,558,438	\$ 5,850,618	\$ 5,974,477	\$ 6,060,571	\$ 6,475,740	\$ 4,163,022



ACCOUNTS RECEIVABLE AGING

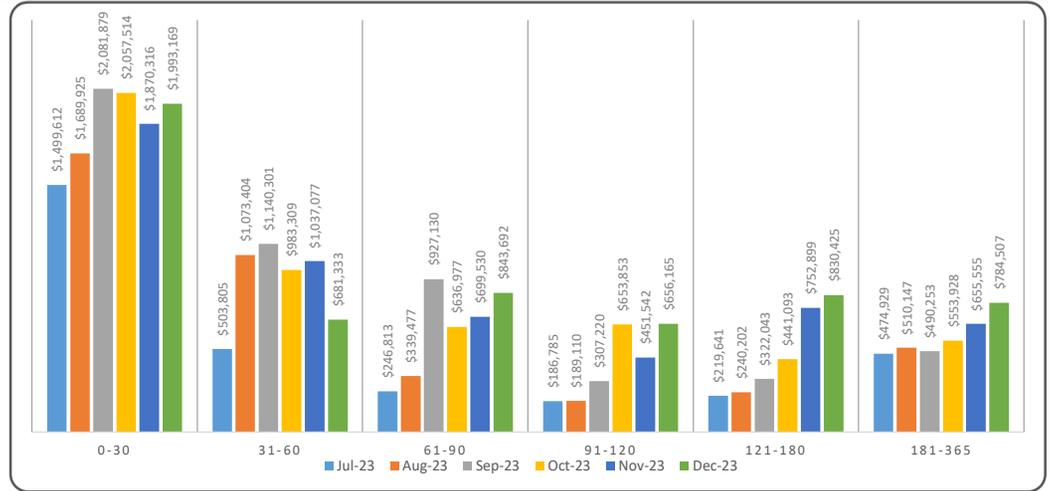
	0-30 Days		31-60 Days		61-90 Days		91-120 Days		121-180 Days		181-365 Days		366+ Days		Grand Totals	
	# Acts	\$	# Acts	\$	# Acts	\$	# Acts	\$	# Acts	\$	# Acts	\$	# Acts	\$	# Acts	\$
MEDICARE																
Non-Credit	239	\$ 666,335	87	\$ 207,640	80	\$ 249,612	40	\$ 112,570	72	\$ 183,548	27	\$ 41,731	10	\$ 3,727	555	\$ 1,465,162
Credit	0	\$ -	37	\$ (22,753)	5	\$ (7,320)	18	\$ (48)	8	\$ (79)	2	\$ (124)	8	\$ (4,781)	78	\$ (35,105)
TOTAL	239	\$ 666,335	124	\$ 184,886	85	\$ 242,292	58	\$ 112,521	80	\$ 183,468	29	\$ 41,608	18	\$ (1,054)	633	\$ 1,430,057
MEDICAID																
Non-Credit	219	\$ 899,651	94	\$ 290,480	58	\$ 199,562	76	\$ 229,177	116	\$ 210,581	104	\$ 163,912	67	\$ 52,801	734	\$ 2,046,164
Credit	0	\$ -	0	\$ -	2	\$ (2,568)	2	\$ (2,760)	4	\$ (11,124)	1	\$ (337)	13	\$ (1,949)	22	\$ (18,738)
TOTAL	219	\$ 899,651	94	\$ 290,480	60	\$ 196,995	78	\$ 226,417	120	\$ 199,457	105	\$ 163,575	80	\$ 50,851	756	\$ 2,027,427
COMMERCIAL																
Non-Credit	119	\$ 275,673	72	\$ 101,839	62	\$ 172,272	65	\$ 116,769	88	\$ 142,280	140	\$ 82,383	77	\$ 30,815	623	\$ 922,030
Credit	0	\$ -	3	\$ (405)	2	\$ (384)	0	\$ -	1	\$ (24)	29	\$ (5,722)	339	\$ (53,759)	374	\$ (60,294)
TOTAL	119	\$ 275,673	75	\$ 101,434	64	\$ 171,888	65	\$ 116,769	89	\$ 142,256	169	\$ 76,661	416	\$ (22,944)	997	\$ 861,736
WORK COMP																
Non-Credit	3	\$ 13,655	2	\$ 3,046	4	\$ 43,296	1	\$ 2,443	6	\$ 15,639	14	\$ 10,640	10	\$ 2,269	40	\$ 90,988
Credit	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	1	\$ (127)	15	\$ (3,248)	16	\$ (3,376)
TOTAL	3	\$ 13,655	2	\$ 3,046	4	\$ 43,296	1	\$ 2,443	6	\$ 15,639	15	\$ 10,512	25	\$ (979)	56	\$ 87,612
SELF PAY																
Non-Credit	49	\$ 138,064	81	\$ 101,625	89	\$ 190,444	79	\$ 199,238	192	\$ 289,814	690	\$ 499,293	1038	\$ 689,190	2218	\$ 2,107,668
Credit	2	\$ (208)	3	\$ (140)	1	\$ (1,223)	1	\$ (1,223)	2	\$ (208)	44	\$ (7,142)	253	\$ (28,616)	306	\$ (38,760)
TOTAL	51	\$ 137,856	84	\$ 101,485	90	\$ 189,221	80	\$ 198,015	194	\$ 289,605	734	\$ 492,151	1291	\$ 660,574	2524	\$ 2,068,907
ACCOUNTS RECEIVABLE																
Non-Credit	629	\$ 1,993,378	336	\$ 704,630	293	\$ 855,187	261	\$ 660,196	474	\$ 841,861	975	\$ 797,959	1202	\$ 778,801	4170	\$ 6,632,012
Credit	2	\$ (208)	43	\$ (23,298)	10	\$ (11,495)	21	\$ (4,031)	15	\$ (11,436)	77	\$ (13,452)	628	\$ (92,353)	796	\$ (156,273)
GRAND TOTAL	631	\$ 1,993,169	379	\$ 681,333	303	\$ 843,692	282	\$ 656,165	489	\$ 830,425	1052	\$ 784,507	1830	\$ 686,448	4966	\$ 6,475,740

Aged Over 90 Days Trending (excluding Credits)



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Medicare	3.6%	2.9%	2.3%	12.6%	18.3%	23.3%
Medicaid	23.3%	15.7%	12.4%	23.9%	26.3%	32.1%
Commercial	19.4%	17.0%	20.8%	28.9%	32.1%	40.4%
Work Comp	5.6%	10.9%	11.2%	52.8%	47.7%	34.1%

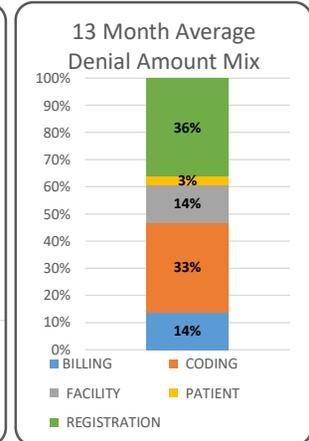
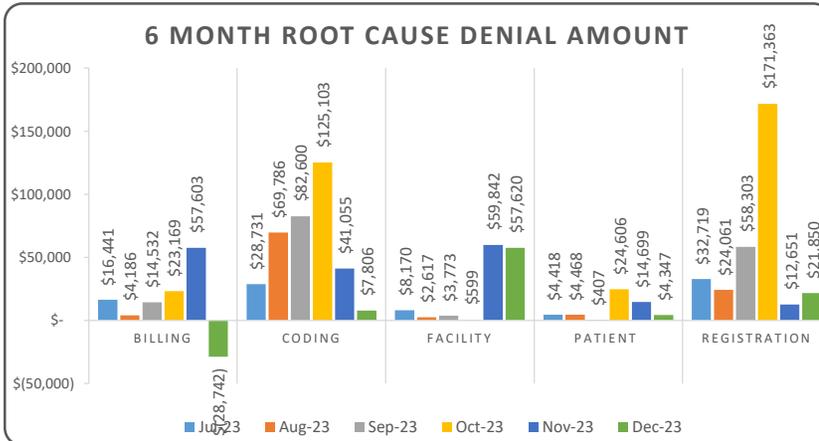
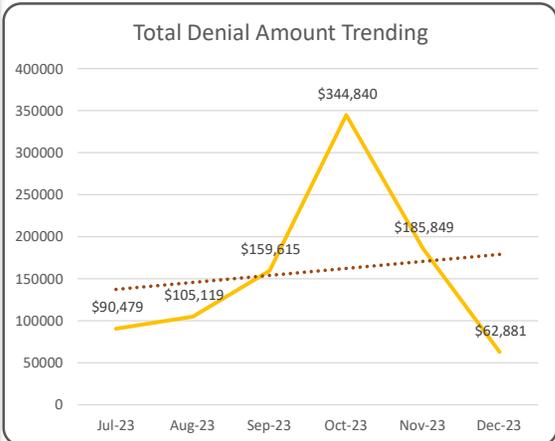
6 Month Aging



DENIAL MANAGEMENT

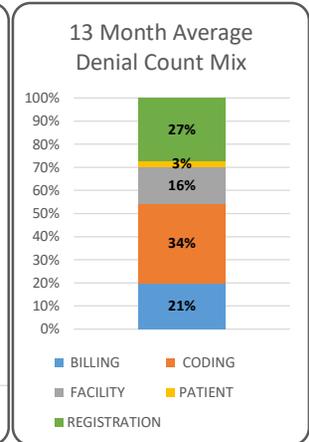
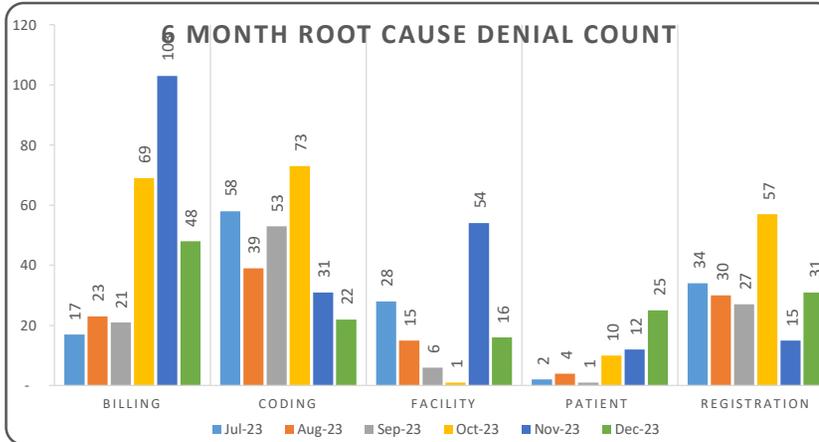
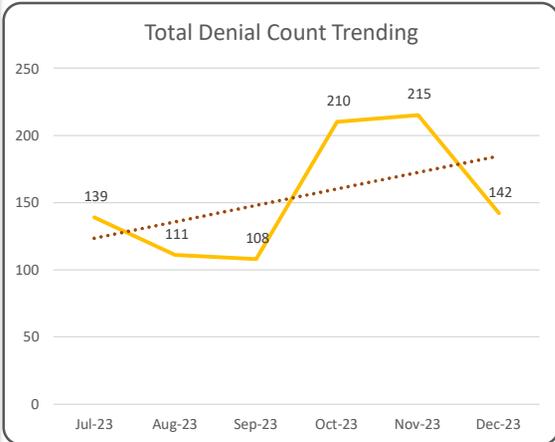
Denial Amount

AMOUNT	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
BILLING	\$ 37,445	\$ 14,934	\$ 15,559	\$ 11,555	\$ 16,802	\$ 33,824	\$ 20,119	\$ 16,441	\$ 4,186	\$ 14,532	\$ 23,169	\$ 57,603	\$ (28,742)	\$ 18,264
CODING	\$ 14,065	\$ 29,838	\$ 30,929	\$ 44,001	\$ 24,264	\$ 39,181	\$ 20,027	\$ 28,731	\$ 69,786	\$ 82,600	\$ 125,103	\$ 41,055	\$ 7,806	\$ 42,876
FACILITY	\$ 15,113	\$ 27,920	\$ 17,826	\$ 8,818	\$ 7,016	\$ 18,338	\$ 5,061	\$ 8,170	\$ 2,617	\$ 3,773	\$ 599	\$ 59,842	\$ 57,620	\$ 17,901
PATIENT	\$ -	\$ 180	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ 4,418	\$ 4,468	\$ 407	\$ 24,606	\$ 14,699	\$ 4,347	\$ 4,089
REGISTRATION	\$ 41,552	\$ 39,405	\$ 22,693	\$ 29,947	\$ 44,238	\$ 48,458	\$ 59,497	\$ 32,719	\$ 24,061	\$ 58,303	\$ 171,363	\$ 12,651	\$ 21,850	\$ 46,672
TOTAL	\$ 108,174	\$ 112,276	\$ 87,041	\$ 94,322	\$ 92,321	\$ 139,801	\$ 104,704	\$ 90,479	\$ 105,119	\$ 159,615	\$ 344,840	\$ 185,849	\$ 62,881	\$ 129,802



Denial Count

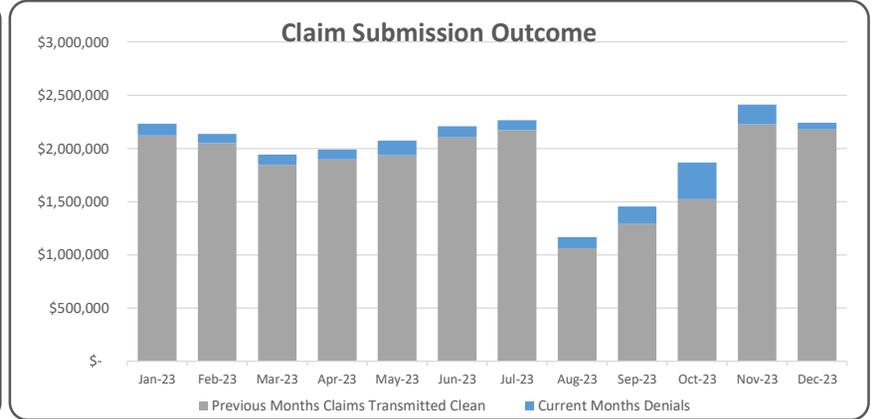
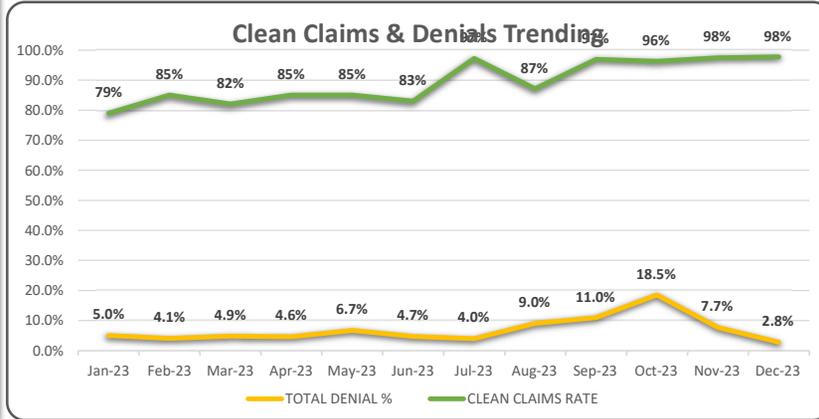
COUNT	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
BILLING	26	9	16	17	22	14	25	17	23	21	69	103	48	32
CODING	56	52	64	63	64	40	61	58	39	53	73	31	22	52
FACILITY	17	43	41	30	27	29	14	28	15	6	1	54	16	25
PATIENT	-	1	1	-	-	-	-	2	4	1	10	12	25	4
REGISTRATION	57	57	44	40	44	54	43	34	30	27	57	15	31	41
TOTAL	156	162	166	150	157	137	143	139	111	108	210	215	142	154



CLAIM SUBMIT EFFICIENCY & DENIAL RESOLUTION

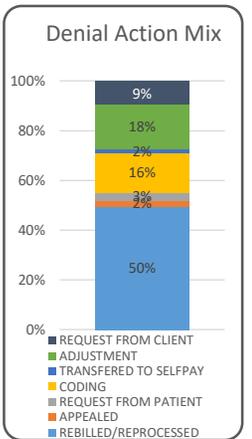
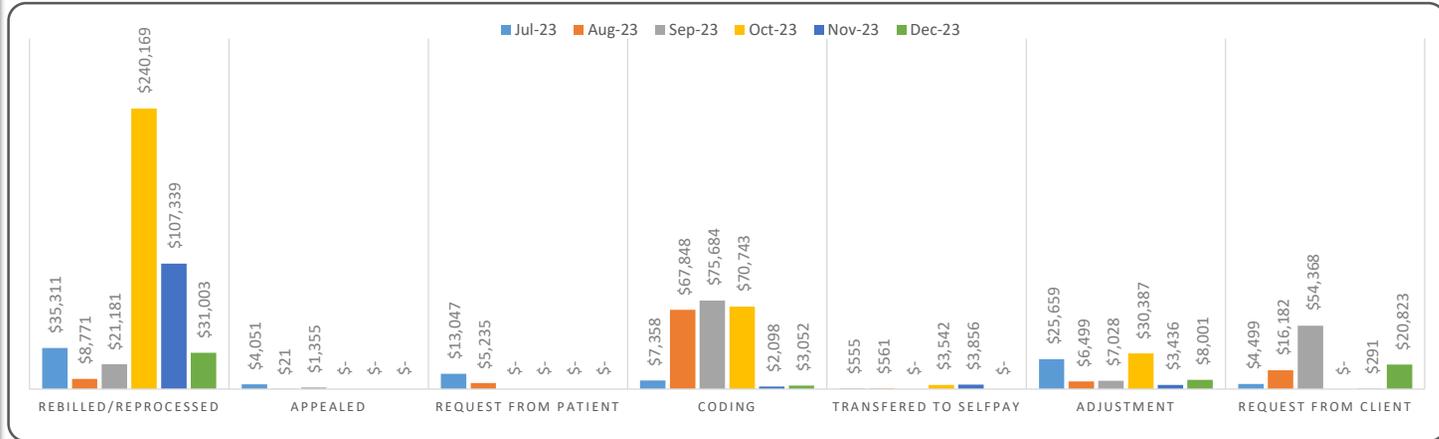
Denial & Clean Claim Trending

	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
DENIAL AMOUNT	\$ 108,174	\$ 112,276	\$ 87,041	\$ 94,322	\$ 92,321	\$ 139,801	\$ 104,704	\$ 90,479	\$ 105,119	\$ 159,615	\$ 344,840	\$ 185,849	\$ 62,881	\$ 129,802
PREVIOUS MONTH'S TRANSMITTED CLAIMS	\$ 2,012,812	\$ 2,232,303	\$ 2,135,776	\$ 1,941,893	\$ 1,988,632	\$ 2,074,118	\$ 2,207,031	\$ 2,264,169	\$ 1,167,844	\$ 1,454,165	\$ 1,867,928	\$ 2,411,329	\$ 2,241,921	\$ 1,999,994
TOTAL DENIAL %	5.4%	5.0%	4.1%	4.9%	4.6%	6.7%	4.7%	4.0%	9.0%	11.0%	18.5%	7.7%	2.8%	6.8%
CLEAN CLAIMS RATE	77%	79%	85%	82%	85%	85%	83%	97%	87%	97%	96%	98%	98%	88%



Action Taken on Denials

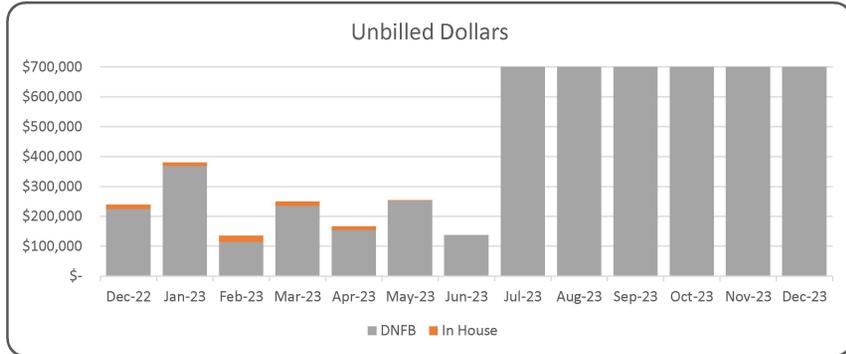
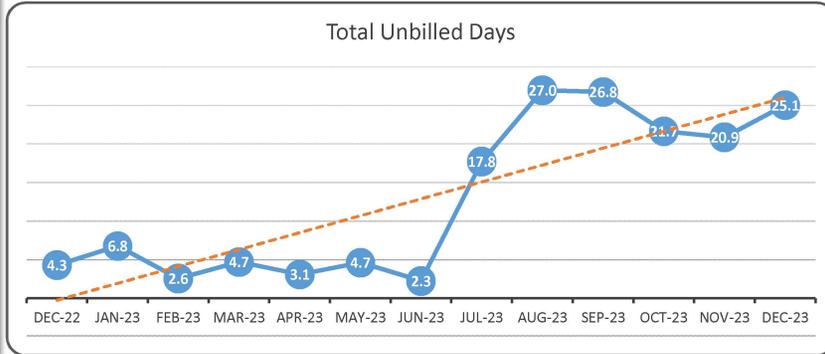
DENIAL ACTION	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
REBILLED/REPROCESSED	\$ 65,189	\$ 37,987	\$ 33,295	\$ 55,495	\$ 49,608	\$ 73,330	\$ 48,104	\$ 35,311	\$ 8,771	\$ 21,181	\$ 240,169	\$ 107,339	\$ 31,003	\$ 62,060
APPEALED	\$ 11,926	\$ 2,121	\$ 2,973	\$ 2,164	\$ 11,305	\$ 3,102	\$ 133	\$ 4,051	\$ 21	\$ 1,355	\$ -	\$ -	\$ -	\$ 3,012
REQUEST FROM PATIENT	\$ 3,128	\$ 12,289	\$ 2,001	\$ 1,293	\$ 1,180	\$ 3,499	\$ 10,114	\$ 13,047	\$ 5,235	\$ -	\$ -	\$ -	\$ -	\$ 3,984
CODING	\$ 2,836	\$ 13,654	\$ 4,149	\$ 2,209	\$ 2,394	\$ 438	\$ 4,991	\$ 7,358	\$ 67,848	\$ 75,684	\$ 70,743	\$ 2,098	\$ 3,052	\$ 19,804
TRANSFERRED TO SELFPAY	\$ 4,163	\$ 2,355	\$ 5,688	\$ 2,222	\$ 682	\$ 1,244	\$ 2,329	\$ 555	\$ 561	\$ -	\$ 3,542	\$ 3,856	\$ -	\$ 2,092
ADJUSTMENT	\$ 12,458	\$ 35,153	\$ 30,601	\$ 28,772	\$ 21,417	\$ 40,951	\$ 36,597	\$ 25,659	\$ 6,499	\$ 7,028	\$ 30,387	\$ 3,436	\$ 8,001	\$ 22,074
REQUEST FROM CLIENT	\$ 8,474	\$ 8,718	\$ 8,334	\$ 2,166	\$ 5,734	\$ 17,237	\$ 2,435	\$ 4,499	\$ 16,182	\$ 54,368	\$ -	\$ 291	\$ 20,823	\$ 11,482
TOTAL	\$ 108,174	\$ 112,277	\$ 87,041	\$ 94,322	\$ 92,321	\$ 139,801	\$ 104,704	\$ 90,479	\$ 105,116	\$ 159,615	\$ 344,842	\$ 117,020	\$ 62,880	\$ 124,507



UNBILLED & INVENTORY

Unbilled

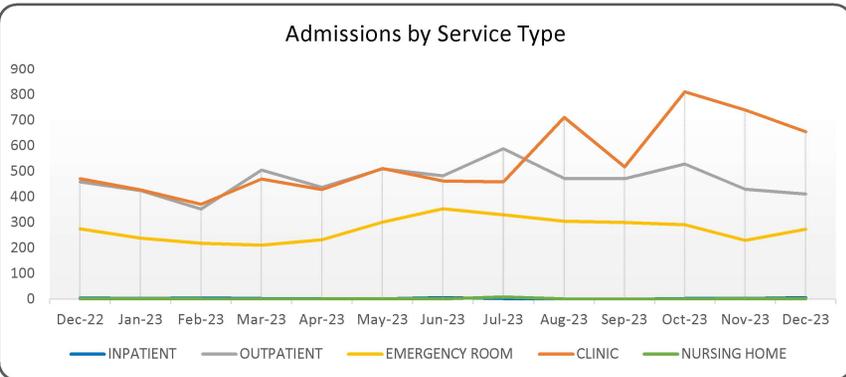
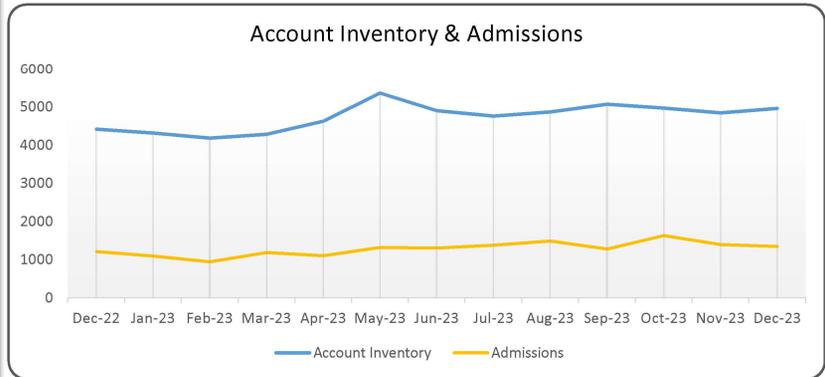
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
In House	\$ 13,804	\$ 11,990	\$ 21,812	\$ 15,908	\$ 13,120	\$ 2,240	\$ -	\$ 27,926	\$ 59,290	\$ 34,128	\$ 58,121	\$ 108,806	\$ 49,158	\$ 32,023
DNFB	\$ 224,970	\$ 368,997	\$ 114,332	\$ 234,498	\$ 153,558	\$ 252,579	\$ 137,865	\$ 1,032,055	\$ 1,528,438	\$ 1,460,193	\$ 1,272,278	\$ 1,259,714	\$ 1,740,429	\$ 752,301
Total Unbilled	\$ 238,775	\$ 380,987	\$ 136,143	\$ 250,407	\$ 166,678	\$ 254,819	\$ 137,865	\$ 1,059,981	\$ 1,587,728	\$ 1,494,321	\$ 1,330,399	\$ 1,368,520	\$ 1,789,587	\$ 784,324
Unbilled Days	4.3	6.8	2.6	4.7	3.1	4.7	2.3	17.8	27.0	26.8	21.7	20.9	25.1	12.9



Admissions & Account Inventory

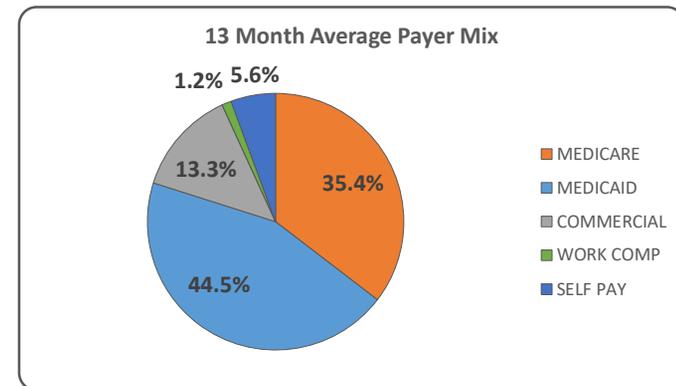
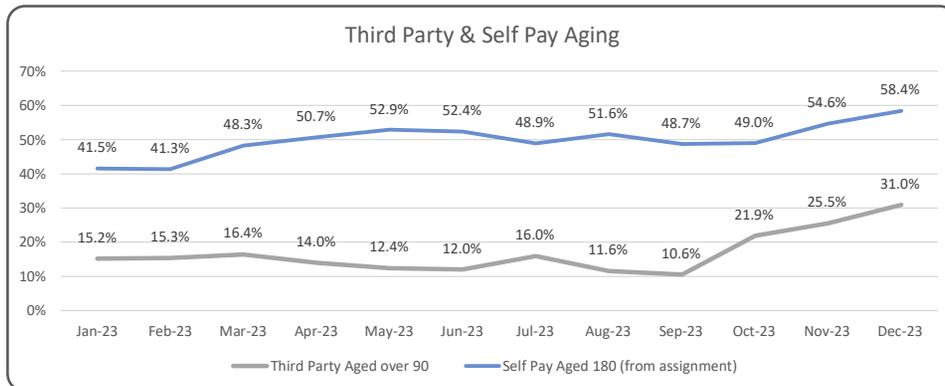
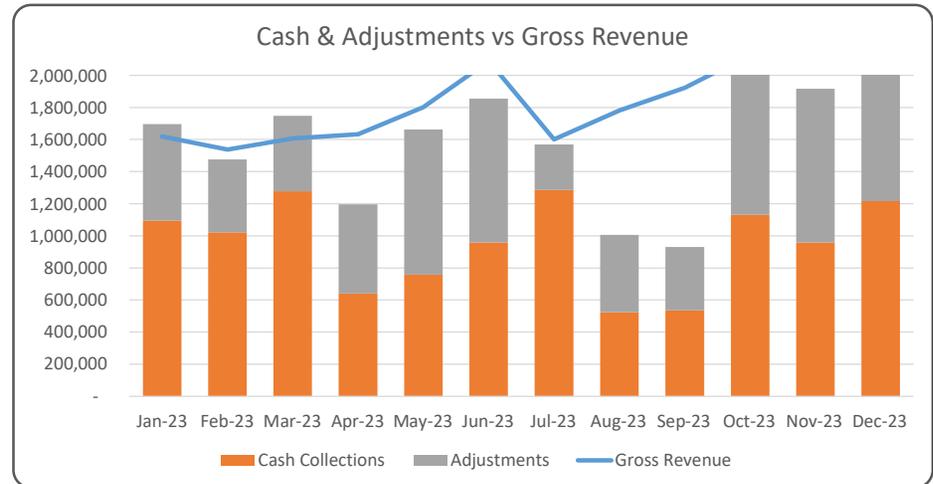
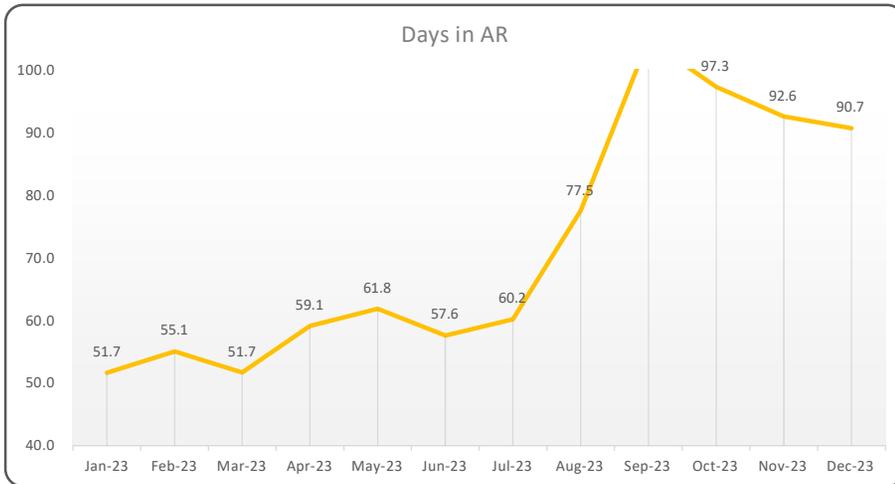
ADMISSIONS	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
INPATIENT	5	3	4	3	1	1	6	2	1	0	3	2	6	3
SWINGBED	4	2	4	4	4	0	4	2	7	1	4	1	5	3
OUTPATIENT	458	425	352	505	437	510	482	588	472	471	528	430	411	467
EMERGENCY ROOM	275	238	219	211	233	300	353	330	304	299	291	229	274	274
CLINIC	471	426	371	470	428	511	462	458	710	517	810	739	655	541
NURSING HOME	1	2	1	0	1	1	1	8	1	0	0	2	1	1
TOTAL	1,214	1,096	951	1,193	1,104	1,323	1,308	1,388	1,495	1,288	1,636	1,403	1,352	1289

ACCOUNT INVENTORY	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	13 Month Average
MEDICARE	453	497	417	438	494	547	485	387	519	598	579	556	633	508
MEDICAID	840	739	692	645	855	794	748	682	688	762	732	759	756	746
COMMERCIAL	912	871	814	857	903	914	997	862	838	887	897	942	997	899
WORK COMP	73	73	72	91	77	87	89	75	59	57	55	61	56	71
SELF PAY	2,136	2,139	2,191	2,260	2,303	2,461	2,584	2,752	2,767	2,772	2,708	2,527	2,524	2471
TOTAL	4414	4319	4186	4291	4632	5363	4903	4758	4871	5076	4971	4845	4966	4738



Southern Humboldt Community Healthcare District Executive Dashboard

	TARGET	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Days in AR	45.8	51.7	55.1	51.7	59.1	61.8	57.6	60.2	77.5	104.8	97.3	92.6	90.7
Gross AR		2,893,400	2,903,063	2,736,001	3,173,025	3,388,967	3,496,943	3,591,307	4,558,438	5,850,618	5,974,477	6,060,571	6,475,740
Gross Revenue		1,620,070	1,537,305	1,606,835	1,632,497	1,801,881	2,088,494	1,600,297	1,781,158	1,922,299	2,130,187	2,037,494	2,402,068
Cash Collections		1,095,480	1,021,149	1,276,559	641,314	756,460	958,114	1,285,280	523,891	535,583	1,131,808	958,049	1,214,685
Adjustments		601,307	454,994	472,360	553,962	906,039	896,471	284,186	481,416	395,270	1,210,884	959,630	810,676
Collection %		64.6%	69.2%	73.0%	53.7%	45.5%	51.7%	81.9%	52.1%	57.5%	48.3%	50.0%	60.0%
Late Charges	1%	0.0%	0.1%	0.3%	0.0%	0.0%	0.2%	2.2%	0.3%	0.7%	0.8%	0.2%	0.6%
Bad Debt	3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	0.0%
Charity Care	3%	3.9%	1.0%	1.5%	0.1%	1.2%	0.5%	0.7%	0.2%	0.1%	0.2%	0.0%	0.0%
Third Party Aged over 90	13%	15.2%	15.3%	16.4%	14.0%	12.4%	12.0%	16.0%	11.6%	10.6%	21.9%	25.5%	31.0%
Self Pay Aged 180 (from assignment)	25%	41.5%	41.3%	48.3%	50.7%	52.9%	52.4%	48.9%	51.6%	48.7%	49.0%	54.6%	58.4%





Finance Committee

Date: Friday, December 22, 2023

Time: 10:00 a.m.

Location: Sprowel Creek Campus Rm 105 and via Webex

Facilitator: Governing Board President Corinne Stromstad

Minutes

Finance Committee Present: Corinne Stromstad, Kevin Church, and Matt Rees

Not Present: Paul Eaves

Also Present: Darrin Guerra, Administrative Assistant and Barbara Truitt

By Webex: Kent Scown, COO

A. Call to Order – Corinne Stromstad called the meeting to order at 10:01 a.m.

B. Public Comment (3-minute limit per person) – none

C. Announcements - none

D. Previous Meeting Minutes – Minutes from November 17, 2023.

Motion: Corinne Stromstad moved to approve the November 17, 2023 Finance minutes.

Second: Kevin Church

Motion Carried

E. Discussion and Review

1. Financials – CEO Matt Rees

- The December financials were not available this month due to problems with the conversions of Net Suite and EPIC.
- Matt shared the frustration the other hospitals are facing with the conversion.
- OCHIN will be sending another team to assist in early January

2. December 2023 HRG Report – Marie Brown

- Marie will report the discrepancies on the HRG graphs to the team for corrections.

F. Discussion Items to Report to the Board – The December 2023 HRG Report will be submitted to the Governing Board for approval.

G. Next Meeting: Friday, January 19, 2024.

H. Adjourned at 10:39 a.m.

Southern Humboldt Community Healthcare District • 733 Cedar Street • Garberville, CA 95542 • (707) 923-3921 • sohumhealth.org



CNO Report January 2024

January 2024

Updates

The start of the new year has brought several ongoing projects initiated in the previous year. These include the new optometry, lab analyzer, and the upcoming SLS program. Furthermore, two new LCSWs will join us to help start the Behavioral Health program. Additionally, we will continue to focus on the new hospital project.

Infection Prevention/Employee Health

Infection Prevention:

Continues with survey prep, regular hand hygiene surveillance, and audits of those placed on transmission-based isolation precautions to ensure they are placed on correct transmission-based precautions and documented. IP Manual updated.

2023-2024 updated COVID vaccines continue to be offered:

43% of employees have received the updated COVID-19 vaccine and are considered current.

66% of contracted medical providers have received the updated COVID-19 vaccine and are considered current.

16% of contracted workers have received the updated COVID-19 vaccine and are considered current.

COVID: Weekly NHSN reporting of resident and employee COVID-19 vaccination numbers continues to be reported and participated in educational webinars related to NHSN reporting requirement changes.

ED/Acute:

The ED had 286 ED visits in December. There were five SWING patients and eight inpatients in December. We continue to work on expanding the SWING bed program and working on bringing more nurses to be able to open more bed availability. We continue doing monthly nursing and daily UR meetings to ensure communication and teamwork. We continue to work on finding new ways to improve patient care and patient satisfaction. The team strives for a culture of excellence, and we continue finding ways to improve patient care and overall visit experience. Our goal is that our patients and the community get the highest quality of care, and when they come to our hospital, they can see that the care reflects excellence, compassion, kindness, and love.

Laboratory

The laboratory has had significant success with EPIC and plans to proceed with the new analyzer in the coming months. The lab continues to work with the Quality team with the new grant that, as Adam mentions, "will allow us to test for high-priority infectious diseases like HIV, hepatitis, and syphilis in our lab on an urgent basis. The state is offering this grant support in recognition of the fact that quick test results and immediate treatment can significantly reduce the spread of these diseases and save lives. Our lab is excited to be a part of this effort! While implementing this grant would require significant changes to our lab's instrumentation, we are fortunate that our existing analyzers are over four years old and need an update. The state's support in covering some of the costs is a welcome opportunity for us."

Skilled Nursing

At Skilled Nursing, we are committed to delivering exceptional care to our community. We currently have seven residents, with one open bed, that we are actively working to fill. Despite the ongoing pandemic, we proudly report that our facility has remained COVID-free, with no reported cases among our residents. Residents continue to come together daily for lunch and engage in various activities.

Clinic

April reports, "In December, the clinic put on two separate vaccine clinics for flu and COVID-19. In addition, the mobile clinic could go out to Shelter Cove and Rio Dell to see patients. Unfortunately, we found in December that our beloved Leo, our substance use navigator, is going to be moving out of state. December 28th was her last day here with us. Leo was a fantastic asset to our team and all of Humboldt County. She will be dearly missed, but we wish her much happiness. The clinic would like to thank the EAC for putting together all the "holiday happening" activities for December. It was fun for everyone to gather and enjoy everyone's company. "

Radiology

Lora reports, "Radiology performed 152 x-ray exams, 96 CTs, 30 ultrasounds, and six mammograms in December. Work on the X-ray room continues.

The state has approved our annual Program Flex requests for CT.

Our annual MQSA, FDA, and CA State mammography inspection has been completed with no deficiencies."

Adela Yanez, RN, BSN, CNO