

# **GOVERNING BOARD MEETING**

## **OPEN SESSION**

November 21, 2024

*(In person and Via Webex  
Conferencing)*

**Sprowel Creek Campus, Rm 105  
286 Sprowel Creek Road  
Garberville, CA 95542**



**SoHum** Health

Southern Humboldt Community Healthcare District

## MEETING NOTICE Governing Board

A regular meeting of the Board of Directors of the Southern Humboldt Community Healthcare District will be held on November 21, 2024, at 2:00 p.m., by teleconference and in-person. Members of the public may participate virtually via Webex or telephone, or appear in person at the Sprowel Creek Campus at 286 Sprowel Creek Road, Garberville, California 95542.

Call-In Information:

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

Webex Link: <https://shchd.webex.com/shchd/j.php?MTID=m4958a1a2ee2f8ca1e8a2f95b1ae4b126>

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 <b>See below for Public Comment Guidelines</b>
	E. Board Member Comments <b>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.</b>
	F. Announcements
	G. Approval of Consent Agenda –
7 - 17	1. Approval of Previous Minutes a. Governing Board Meeting Minutes, October 31, 2024

- b. Special Governing Board Meeting Minutes, November 11, 2024
- c. Special Governing Board Meeting Minutes, November 12, 2024
- See Policy Packet 2. SHCHD New and Updated Policies  
Fortuna Optometry – Seth Miskin, O.D.
  - a. Comprehensive Eye Exam
  - b. Billing and Coding
  - c. Contact Lens Fit, Training, Follow Up
  - d. Diabetic Eye Exam
  - e. Glaucoma Screening
  - f. Opticianry
  - g. Patient Hx Procedure
  - h. Refraction Only Exam
  - i. Dilation and Irrigation
  - j. Epilation
  - k. Gland Expression
  - l. Photography and Tomography
  - m. Perimetry
  - n. Prescreening
  - o. Punctal Plugs
  - p. Chemical Burns
  - q. Foreign Body Removal
  - r. Infant and Child Eye Exam
  - s. Allergy Eyedrop Handouts
  - t. Allergy Eyedrop Handouts – SpanishEngineering – Shannon Baumann and/or Guy Vitello
  - a. Animals in the Hospital
- 3. Quarterly Reports - (Feb, May, Aug, Nov)
  - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
  - 18 -20 b. Human Resources – Season Bradley Koskinen, HR Manager
  - 21 - 22 c. Foundation – Chelsea Brown, Outreach Manager
  - d. Operations – Kent Scown, Chief Operations Officer
- 23 - 25 4. Measure F – Special Parcel Tax. Fiscal Year 2024/25 Final Levy Summary Report

H. Last Action Items for Discussion – None

I. Correspondence, Suggestions, or Written Comments to the Board

J. Administrator’s Report – Matt Rees, CEO

- 1. Department Updates
  - a. Milestones
  - b. November Employee Anniversaries – CLS Jennifer Henry,

Construction Laborer Ash Thomas, Optometry Tech Bianca Juarez-Nieto, 1 Year, and RN Maria Briseno and Medical Staff Coordinator Karen Johnson 5 Years.

- c. Approval of Monthly Financial Statements and October HRG Report
- d. Nursing – Adela Yanez, CNO
- e. Quality and Risk Management – Kristen Rees, CQO
- f. Family Resource Center – Amy Terrones – Mar and Oct

K. Old Business

L. New Business

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- 1. Resolution 24:11 Signing Rights for Kent Scown
- 2. December Board/Finance Meeting Schedule

M. Parking Lot

- 1. Sprowel Creek Campus parking

N. Meeting Evaluation

O. New Action Items

P. Next Meetings

- 1. Medical Staff Committee – Policy Development – Thursday, December 5, 2024, at 3:00 p.m
- 2. QAPI Meeting – Wednesday, December 11, 2024, at 10:00 a.m.
- 3. Medical Staff Committee – Thursday, December 12, 2024, 12:30 p.m.
- 4. Finance Committee – TBD
- 5. Governing Board Meeting – TBD

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
  - a. Patient Safety – Mar., June, Sept., Dec.
  - b. Medication Error – Feb., May, Aug., Dec.
- 5. Approval of Medical Staff Appointments/Reappointments [**H&S Code § 32155**]
  - a. Clarification of Specialty Board waivers for:
    - i. Dr. Raison
    - ii. Dr. Hein, locum

- iii. Dr. Gettler
- iv. Dr. Murphy, locum
- b. Approval of time-limited reappointment of Dr. Daniel Lucas, Telemedicine with Diagnostic Radiology privileges, December 1, 2024 to January 31, 2025
- c. Approval of time-limited reappointment of Dr. Jose Ospina, Telemedicine with Diagnostic Radiology privileges, December 1, 2024 to January 31, 2025
- d. Approval of Initial Appointment of Dr. Peter Hein to the Medical Staff, Provisional with Clinic/Ambulatory and Inpatient privileges, December 1, 2024 to November 30, 2025

6. Personnel Matter –Evaluation § 54957

- a. CQO Kristen 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>CQO</i>	Chief Quality and Compliance Officer
<i>EMR</i>	Electronic medical record	<i>ER</i>	Emergency Room
<i>FTE</i>	Full Time Equivalent/Full Time Employee	<i>HIM</i>	Health Information Management
<i>HRG</i>	Healthcare Resource Group	<i>HVAC</i>	Heating, Ventilation and Air Conditioning system
<i>IGT</i>	Intergovernmental transfer	<i>IT</i>	Information Technology
<i>JPCH</i>	Jerold Phelps Community Hospital	<i>LCSW</i>	Licensed Clinical Social Worker
<i>LVN</i>	Licensed Vocational Nurse	<i>MPH</i>	Master of Public Health
<i>OBS</i>	Observation	<i>PALS</i>	Pediatric Advanced Life Support Certification
<i>PFS</i>	Patient Financial Services	<i>QAPI</i>	Quality Assurance Performance Improvement
<i>QIP</i>	Quality Improvement Project/Program	<i>RN</i>	Registered Nurse
<i>SHCC</i>	Southern Humboldt Community Clinic	<i>SHCHD</i>	Southern Humboldt Community Healthcare District
<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 Friday, November 15, 2024*

## Governing Board

**Date:** October 31, 2024  
**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, Kevin Church, Barbara Truitt, and Jay Sooter, all in-person

**Not Present:** Galen Latsko

**Also in person:** FRC Worker Piper Keener, Yvonne Hendrix, CNO Adela Yanez, Vice Chief of Staff Joseph Rogers, Laura Lasseter, Medical Staff coordinator Karen Johnson, PFS Manager Marie Brown, FRC Manager Amy Terrones, CHW Brandy Bremer, and FRC Employee Michelle Pouge

**Also via Webex:** Quality Specialist Adam Dias, CQO Kristen Rees, HIM Manager Remy Quinn, HR Manager Season Bradley-Koskinen, COO Kent Scown, CFO Paul Eves, and Chief of Staff 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: Barbara Truitt motioned to approve the agenda.  
Second: Kevin Church  
Ayes: Corinne Stromstad, Kevin Church, Jay Sooter, 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

Barbara Truitt Pulled item G. 1.A. for discussion.

1. Approval of Previous Minutes
  - a. Governing Board Meeting Minutes, September 23, 2024
  - b. Special Governing Board Meeting Minutes, October 1, 2024
2. SHCHD New and Updated Policies - None
3. Quarterly Reports – (Feb., May., Aug., Nov) - None
  - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager – Not Received
  - b. Human Resources – Rachel Wells, Interim HR Manager
  - c. Foundation – Chelsea Brown

Motion: Barbara Truitt motioned to approve the Consent Agenda.  
Second: Kevin Church  
Ayes: Corinne Stromstad, Kevin Church, Jay Sooter, and Barbara Truitt  
Noes: None  
Not Present: Galen Latsko  
Motion Carried

Motion: Kevin Church motioned to approve the September 23 Governing Board Minutes with the removal of Susan Duprat's name from the Motion and Line-item L.3. Approval of Medical Staff Attorneys Kenny Pedroza and Susan Duprat.  
Second: Barbara Truitt  
Ayes: Corinne Stromstad, Kevin Church, Jay Sooter, and Barbara Truitt  
Noes: None  
Not Present: Galen Latsko  
Motion Carried

H. Last Action Items for Discussion

1. Approval to Allow the Acting Administrator to Grant Temporary Privileges on Behalf of the Governing Board Upon the Chief of Staff’s Recommendation. (Medical Staff Bylaws 1.4-5)

Motion: Kevin Church motioned to approve allowing the Administrator to Grant Temporary Privileges on Behalf of the Governing Board Upon the Chief of Staff’s Recommendation in Accordance with the Medical Staff Bylaws Section 1.4-5  
Second: Jay Sooter  
Ayes: Corinne Stromstad, Kevin Church, Jay Sooter, and Barbara Truitt  
Noes: None



Not Present: Galen Latsko  
Motion Carried

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

J. Action Items for Discussion - None

K. Administrator’s Report – Matt Rees, CEO

Matt Rees introduced Items 1-2, presented his staff report, and shared that he was given an opportunity to go on our local radio station K-MUD with Chelsea Brown to talk about the Hospital and the Annual Benbow Wine Auction.

1. Department Updates

- a. Milestones
- b. Employee Anniversaries
  - i. The Governing Board congratulated and presented anniversary awards to RN Tanya Wilmont for 1 year and PFS Manager Marie Brown for 22 years!
- c. September HRG Report/Discussion of the Next Steps to Rectify the Monthly HRG Report – Marie Brown
  - i. Marie Notified the Board that Trubridge has identified their internal problem and is currently working to rectify it. No action was taken
- d. Approval of the July and August Income Statements and Balance Sheets – Paul Eves, CFO
  - i. Board discussion with the administrative team centered on the July and August Financials.

Motion: Barbara Truitt motioned to approve the July and August Income Statements and Balance Sheets.

Second: Kevin Church

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

Noes: None

Not Present: Galen Latsko

Motion Carried

- d. Nursing – Adela Yanez, CNO
  - i. Adela Yanez presented her Board report.
- e. Quality and Risk Management – Kristen Rees, CQO - None
- f. Family Resource Center – Amy Terrones – (Mar and Oct)

L. Old Business - None

M. New Business

1. SHBID Presentation and Petition – Laura Lassater
  - a. Laura Lassater presented the Petition for the Sothern Humboldt Business Improvement District and answered Board follow-up questions.

No action was taken

N. Parking Lot

O. Meeting Evaluation - Alright

P. New Action Items

1. Approval of a Monthly Budget of up to \$1,000 for Medical Staff Attorney Fees.

Q. Next Meetings

1. Medical Staff Committee – Policy Development – Thursday, November 7, 2024, at 3:00 p.m
2. QAPI Meeting – Wednesday, November 13, 2024, at 10:00 a.m.
3. Medical Staff Committee – Thursday, November 14, 2024, 12:30 p.m.
4. Finance Committee – Canceled
5. Governing Board Meeting – Thursday, November 21, 2024, at 1:30 p.m.

R. Corinne Stromstad Adjourn to Closed Session

1. Closed Session Opened
2. Reports of Quality Assurance Committees [**H&S Code § 32155**]
3. Compliance and Risk - Kristen Rees, CQO
4. Quarterly Reports - Adela Yanez, CNO
  - a. Clinic – Jan., Apr., July, Oct.
  - b. Patient Safety – Mar., June, Sept., Dec.
  - c. Medication Error – Feb., May, Aug., Nov
5. Approval of Medical Staff Appointments/Reappointments [**H&S Code § 32155**]
  - a. Dr. Michael Murphy, Initial Appointment as a Medical Staff member, Provisional status in Clinic/Ambulatory and Inpatient privileges, November 1, 2024 to April 30, 2025. (6 month appointment only)
  - b. Dr. Tahir Alkhairy, Reappointment with Telemedicine for Diagnostic Radiology privileges, November 1, 2024 to October 31, 2026.
  - c. Dr. Paul Lampert, Reappointment with Telemedicine for Diagnostic Radiology privileges, November 1, 2024 to October 31, 2026.
  - d. Dr. Jonathan Meyer, Reappointment with Telemedicine for Diagnostic Radiology privileges, November 1, 2024 to October 31, 2026.
  - e. OD Seth Miskin, initial appointment to Allied Health Practitioners staff, provisional optometry privileges, November 1, 2024 to October 31, 2025.
6. Personnel matter –Evaluation § 54957 - None
  - a. CEO Matt Rees

S. Corinne Stromstad Adjourned Closed Session

T. Corinne Stromstad Resumed Open Session

**Motion:** Barbara Truitt motioned to approve Dr. Michael Murphy's initial Appointment as a Medical Staff member, Provisional status in Clinic/Ambulatory and Inpatient privileges, November 1, 2024 to April 30, 2025. (6-month appointment only), Dr. Tahir Alkhairy, Reappointment with Telemedicine for Diagnostic Radiology privileges, November 1, 2024, to October 31, 2026, Dr. Paul Lampert, Reappointment with Telemedicine for Diagnostic Radiology privileges, November 1, 2024, to October 31, 2026, Dr. Jonathan Meyer, Reappointment with Telemedicine for Diagnostic Radiology privileges, November 1, 2024, to October 31, 2026, and Seth Miskin, initial appointment to Allied Health Practitioners staff, provisional optometry privileges, November 1, 2024 to October 31, 2025.

**Second:** Jay Sooter

**Ayes:** Corinne Stromstad, Kevin Church, Jay Sooter, 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
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<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
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<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		

## Special Governing Board Meeting

**Date:** Monday, November 11, 2024  
**Time:** 11:30 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, Kevin Church, and Jay Sooter in-person

**Not Present:** Galen Latsko

**Also in person:** CQO Kristen Rees, Business Development Director Ryan Staples, COO Kent Scown, FRC Manager Amy Terrones, Clinic Manager Shawna Kloiber, PFS Manager Marie Brown, Pual Eves, Ryan Stock, Rob Eskridge Administrative Assistant Darrin Guerra, and CEO Matt Rees

**Also via Webex:** HIM Manager Remy Quinn and CNO Adela Yanez

- 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:** Jay Sooter 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. New Business

1. Strategic Planning
  - i. Review 2023 -2024 Key Accomplishments, for each Priority Objective – Matt Rees
  - ii. 2023 Strategic Planning Meeting Recap – Darrin Guerra
  - iii. Business Development Update – Ryan Staples
  - iv. Clinic Outreach Capabilities with EPIC – Adela Yanez and Team
  - v. CHNA: Community Health Needs Assessment -Rob Eskridge and Ryan Stock

The Administrative Team, Strategic Planning Team, and Governing Board discussed the Strategic Plan from the previous year and reviewed possible programs for the following year.

No action was taken.

H. Board president Corinne Stromstad Adjourned to Closed Session.

I. Closed Session

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>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

**Governing Board Meeting Minutes**

November 11, 2024

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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
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<i>DO</i>	Doctor of Osteopathic Medicine		

## Special Governing Board Meeting

**Date:** Monday, November 12, 2024  
**Time:** 9:30 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, Kevin Church, and Jay Sooter in-person

**Not Present:** Galen Latsko

**Also in person:** CQO Kristen Rees, HR Manager Season Bradley-Koskinen, Business Development Director Ryan Staples, COO Kent Scown, FRC Manager Amy Terrones, Clinic Manager Shawna Kloiber, PFS Manager Marie Brown, CFO Paul Eves, Ryan Stock, Rob Eskridge Administrative Assistant Darrin Guerra, and CEO Matt Rees

**Also via Webex:** Vice Chief of Staff Dr. Joseph Rogers, HIM Manager Remy Quinn, and CNO Adela Yanez

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, 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. New Business

1. Strategic Planning
  - i. Priority Objectives Update

The Administrative Team, Strategic Planning Team, and Governing Board discussed the potential changes to bring to the Manager's Meeting for staff input. After the next Managers Meeting the Administrative team will present a Draft Strategic Plan to the Governing Board.

No action was taken.

H. Board president Corinne Stromstad Adjourned to Closed Session.

I. Closed Session

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

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<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



**Governing Board Meeting Minutes**

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<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		



# SoHum Health

## HUMAN RESOURCES QUARTERLY REPORT Q3

### Statistics

	July	August	September	Qtr Total
New Hires	4	1	7	12
Separations from Employment	4	0	2	6
Injuries/Illness	1	2	4	7



### Third Quarter Separation Reasons

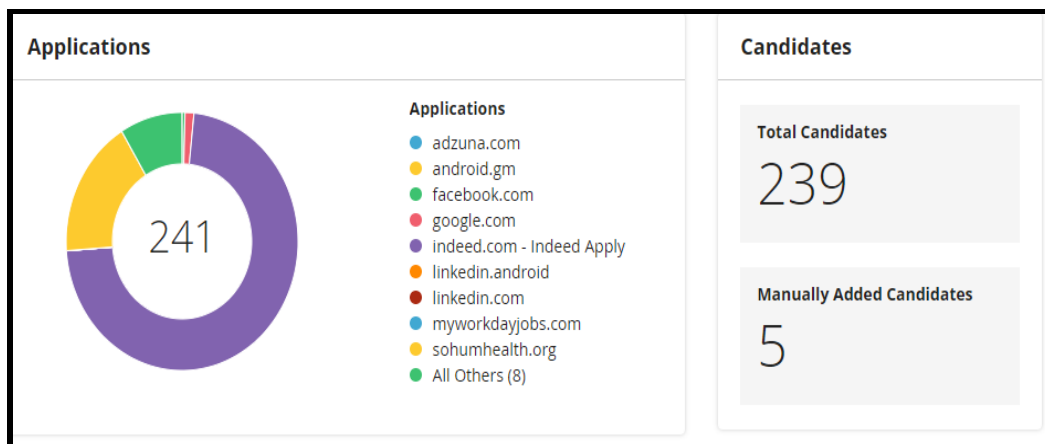
Moved – 1; Retired – 0; Other -- 1

We had six employees leave the District during Q3, and their exit interview reasons were:  
**Other (5) Moved (1).**

### Recruiting

**We had up to 25 total published jobs during Quarter three.**

One of HR's key focus areas of focus for 2024 is to broaden the reach of our job postings, thereby expanding our pool of applicants to include a more diverse and extensive range of candidates. This initiative aims to provide our hiring managers with a larger selection of highly qualified applicants to choose from and fill the open position faster.



## We received applications from the following sources:

The average time to fill a position is currently 95 days.

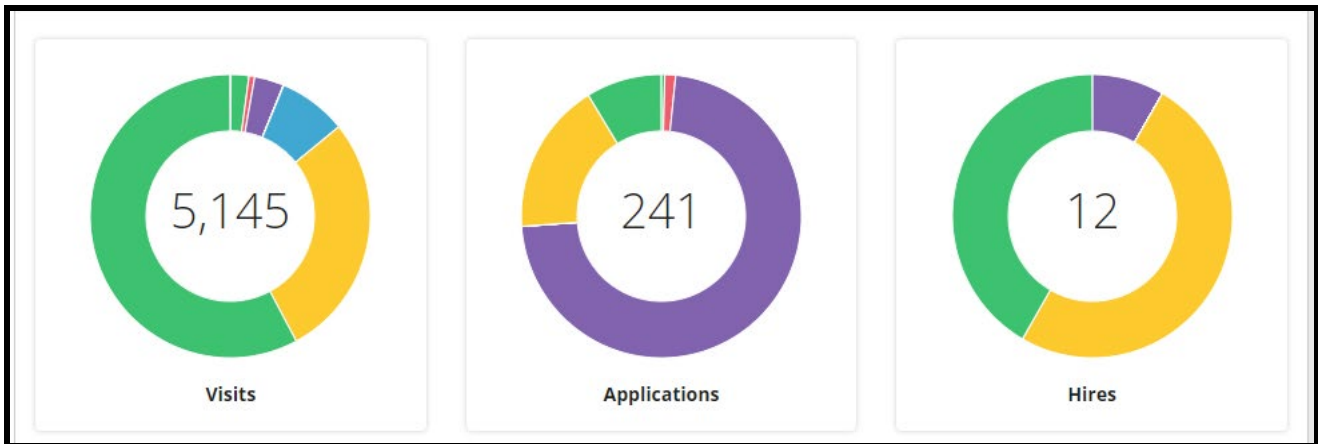
The quickest position to fill was the Licensed Vocational Nurse, with an average time of 0 days to hire.

In contrast, the position of Optometrist took the longest to fill, with an average time of 178 days.

Please note that these averages exclude the time required for background checks and employee health physicals after the candidate moves to onboard status.

### Candidate Source Detail

To broaden our reach, we are exploring the number of visits the sources are getting and what sources our applicants are coming from. We will focus on changing how we post positions to increase visits.



Source*	Visits	Applications	Hired
adzuna.com	2	0	0
android.gm	3	0	0
facebook.com	106	1	0
google.com	34	3	0
indeed.com - Indeed Apply	174	174	1
linkedin.android	2	0	0
linkedin.com	1	0	0
myworkdayjobs.com	405	0	0
sohumhealth.org	1,444	42	6
All Others (8)	2,974	21	5

\* Top 10 sources displayed.



# SoHum Health

## Summary

Filling entry-level positions is generally less challenging compared to roles requiring specialized credentials, certifications, or licenses, a trend reflected in the District's Average Time to Fill reports. To address these recruitment challenges, HR will prioritize building talent pipelines in Humboldt and surrounding counties through active participation in career fairs at local colleges and universities and by leveraging widely used career boards. Efforts will include maintaining engaging job postings targeted at recent graduates and those interested in moving to the area. As well as exploring networking opportunities to increase SoHum Health's visibility among local professionals. Strengthening these pipelines helps support the District and the Community we serve.

HR remains committed to retaining top talent by focusing on career development and employee support. Key strategies include providing clear career pathing opportunities to help employees advance internally, thereby fostering long-term engagement and growth within the District.

The CARES Act's \$5,250 loan reimbursement benefit, set to sunset on December 31, 2025, has been a valuable retention and recruitment tool. HR will review the current policy to explore extending or replacing this benefit, as continued support for financial wellness (loan reimbursement/forgiveness, financial planning, or increased retirement) has proven to be effective in retaining and attracting skilled staff throughout the industry.

HR is dedicated to boosting employee satisfaction and engagement through creative benefits and initiatives. Guided by insights from Workhuman and Gallup, we understand that consistent and meaningful recognition helps reduce burnout and strengthen coworker relationships. To ensure fairness, we have revamped our Employee Appreciation Program, focusing on equitable recognition. Regular employee feedback surveys will help us continuously refine and enhance these programs, with plans to further develop them into 2025.

# Governing Board Report

Submitted by Chelsea Brown  
 Development Director & Outreach Manager  
 November 2024



## Foundation Report:

- Benbow Wine Auction** - The Benbow Wine Auction on November 9th was a smash success, with over 200 guests, four caterers, and a dozen wineries in attendance. Our proceeds jumped significantly in sponsorships and the live auction. We are happy that our partnership with the Benbow Inn is continuing under the new ownership and look forward to next year.

	2024	2023	2022
<b>Sponsorships</b>	\$28,250	\$21,000	\$1,750
<b>Tickets</b>	\$4,990	\$4,095	\$3,533
<b>Silent Auction</b>	\$9,814	\$10,188	\$10,228
<b>Live Auction</b>	\$27,450	\$17,300	\$21,000
<b>Fund-a-Need</b>	\$21,400	\$21,230	\$10,700
<b>Other donations</b>	\$269	\$50,000	\$160
<b>Total</b>	<b>\$92,173</b>	<b>\$123,813</b>	<b>\$47,371</b>

- In September the Foundation welcomed Yvonne Hendrix, ED of Southern Humboldt Chamber of Commerce onto the Board of Directors. We now have 9 Board Members.
- The District is hiring a full-time Grant Writer who will begin their position under the Foundation Development Director in January to expand and formalize the District's grant-seeking efforts.

3rd Quarter (Jul-Aug-Sept 2024)	Beginning Balance	Income	Expense	Quarterly Ending Balance	Total Quarterly Change	Pending	Pending Balance
HAF Mid-Term	\$ 736,420.71	\$ 66,264.31	\$ (3,367.50)	\$ 799,317.52		\$ -	\$ 799,317.52
Vocality Savings	\$ 81.63	\$ 0.03	\$ -	\$ 81.66		\$ -	\$ 81.66
Vocality Checking	\$ 30,005.83	\$ 250,210.21	\$ (255,177.49)	\$ 25,038.55		\$ (1,421.68)	\$ 23,616.87
Vocality Money Market	\$ 689,958.89	\$ 83,994.44	\$ (250,000.00)	\$ 523,953.33		\$ -	\$ 523,953.33
Vocality CD 01 (24mo)	\$ 197,736.03	\$ 1,978.41	\$ -	\$ 199,714.44		\$ -	\$ 199,714.44
Vocality CD 02 (18mo)	\$ 53,958.28	\$ 7,810.93	\$ -	\$ 61,769.21		\$ -	\$ 61,769.21
Coast Central Savings	\$ 25.18	\$ 0.13	\$ -	\$ 25.31		\$ -	\$ 25.31
Coast Central CD (07/29/2024)	\$ 250,000.00	\$ 2,162.23	\$ -	\$ 252,162.23		\$ -	\$ 252,162.23
<b>Totals</b>		\$ 412,420.69	\$ (508,544.99)	\$ 1,862,062.25	\$ (96,124.30)	\$ (1,421.68)	\$ 1,860,640.57

## Outreach Report:

- **Blood Drive with NCCBB Bloodmobile** – Tuesday, December 3rd at Garberville Pharmacy 11:00am-5:00pm. Our blood drive in September had 29 donors, so outreach is exploring making it a regular partnership to encourage more people to donate blood in Southern Humboldt.
- As part of our support of local economic development, we have posted a large map of Southern Humboldt in the Humboldt Hunnies storefront and developed a brochure version which is being distributed at locations around the area.
- Outreach is developing materials for the launch of mobile optometry services in early 2025. We're also building out the optometry portion of our website.
- Tabling and events slow down in the winter but this Fall we have been present at North Country Fair, Garberville's Halloween event, and the Farmer's Market. Our primary focus has been on promoting laboratory and radiology services in advertising and outreach.

# SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT

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*Fiscal Year 2024/25 Final Levy Summary Report For:*

**MEASURE F – SPECIAL PARCEL TAX**

**October 2024**

Prepared by:



**Corporate Headquarters**  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516

# FISCAL YEAR 2024/25 LEVY SUMMARY

On May 8, 2007, voters within the boundary of Southern Humboldt Community Healthcare District (the “District”) approved the imposition of a special parcel tax (the “Special Tax”), authorizing the levy of the Special Tax upon parcels within the District for ten years. On June 5, 2018, voters approved Measure F, renewing the Special Tax for another ten years beginning with July 1, 2018 and ending on June 30, 2028.

The Special Tax was approved to fund continued local access to emergency room care, acute hospital care, community clinic, skilled nursing facility, laboratory services, physical therapy, CT, X-ray, mammography imaging services visiting nurse program, and other healthcare services for residents of the District and visitors to the area. The revenues from this Special Tax will only be used to defray operating expenses, capital improvement and facility-related expenditures and debt repayment to accomplish the foregoing purposes.

The following table provides a summary of the Fiscal Year 2024/25 final levy amount by County.

County	Parcel Count <sup>(1)</sup>	FY 2024/25 Levy
Humboldt	8,786	\$1,094,874.82
Mendocino	123	15,375.00
<b>Totals:</b>	<b>8,909</b>	<b>\$1,110,249.82</b>

(1) Excludes parcels within the District not subject to the Special Tax.

**NBS**  
 Charmane Custodio, Administrator  
 Darrylanne Zarate, Project Manager  
 Tim Seufert, Client Services Director





# SB 165: LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY ACT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the “Act”). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1.

Some of the requirements of the Act are handled at the formation of the special tax district and others are handled through annual reports. This section of this report intends to comply with Section 50075.3 of the California Government Code that states:

“The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1.”

The requirements of the Act apply to the funds for the following:

Southern Humboldt Community Healthcare District  
Measure F – Special Parcel Tax

## Purpose of Special Tax

The special tax provides funding for continued local access to emergency room care, acute hospital care, community clinic, skilled nursing facility, laboratory services, physical therapy, CT, X-ray, mammography imaging services, visiting nurse program, and other health care services for residents of the District and visitors to the area.

The project(s) are ongoing on an annual basis.

## Collections and Expenditures

County	07/01/2023 Balance	Amount Collected	Amount Expended	06/30/2024 Balance <sup>(1)</sup>
Humboldt <sup>(2)</sup>	\$1,355,778.67	\$1,397,278.16	\$2,132,461.23	\$620,595.60
Mendocino	0.00	\$15,500.00	\$15,500.00	\$0.00

(1) The District intends to fully expend the 6/30/2024 balance when billed for healthcare services.

(2) Amounts shown provided by the District.





# SoHum Health

733 Cedar Street  
Garberville, CA 95542  
(707) 923-3921  
shchd.org

Southern Humboldt Community Healthcare District

## GOVERNING BOARD RESOLUTION 24:11

### APPROVAL OF SIGNING AUTHORITY FOR KENT SCOWN ON BEHALF OF SOHUM HEALTH

A RESOLUTION OF SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT  
AUTHORIZING SIGNING AUTHORITY TO KENT SCOWN

WHEREAS, **Southern Humboldt Community Healthcare District** has determined that it is in its best interest to grant Kent Scown signing Authority for the District

WHEREAS, the “Authorized Agent” intends to use said signing authority for the purpose of but not limited to: Building Permits, Post Approval Documents, Notice of Start of Construction and other HCAI OSH forms and required documents, for facilities currently operated, and those proposed to be constructed, under the ownership of the Southern Humboldt Community Healthcare District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Authorized Agent as follows:

Section 1. **Kent Scown, Chief Operating Officer** (an "Authorized Agent") is hereby authorized and directed, for and on behalf of SoHum Health, to do any and all things and to execute and deliver any and all documents that the Authorized Agent deems necessary or advisable in order to expedite and/or otherwise to effectuate the purposes of this Resolution and the transactions contemplated hereby.

PASSED AND ADOPTED by the Board of Directors of SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT, this 21<sup>st</sup> day of November 2024, by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Witnessed by: Corinne Stromstad, President

\_\_\_\_\_  
Witnessed by: Barbara Truitt, Vice-President/Secretary