

MEETING NOTICE

Governing Board

A regular meeting of the Board of Directors of the Southern Humboldt Community Healthcare District will be held on March 4, 2025, at 2:30 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:

<https://shchd.webex.com/shchd/j.php?MTID=mf67b3a22d08784a22d0856ab9904f208>

Join by phone +1-415-655-0001 US Toll

Webex Link:

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 Agendas
- 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. Approval of Previous Minutes
 - a. Governing Board Meeting Minutes, January 30, 2025

2. SHCHD New and Updated Policies

New Policies and Procedures

RADIOLOGY/MAMMOGRAPHY:

- a. Disposal of Contrast Media and Components
- b. Abnormal Mammogram Reports
- c. Augmented Breast Mammogram
- d. Diagnostic Mammography
- e. Image Quality (Phantom)
- f. Mammography Technique Chart
- g. OnRAD Teleradiology Mammography Protocol
- h. Patient History
- i. Patient Selection Criteria
- j. Qualified Responsible Personnel
- k. Quality Control Equipment
- l. Radiation Dosimeter Badge

COMPLIANCE:

- m. Complaints and Grievances

LAB:

- n. General Laboratory Systems

Obsolete Policies for Retirement

Clinic Manual:

- o. Blood Pressure Monitoring
- p. Cervical Cancer Screening
- q. Chaperones
- r. Clinic Intake Work Aid
- s. Colposcopy Cervical Biopsy
- t. Confidentiality of Patient Information
- u. Endometrial Biopsy
- v. Guidelines for Preventative Healthcare Services
- w. Hypertension Diagnosis & Treatment
- x. Immunization Policy and Procedure
- y. Mantoux Tuberculin Skin Testing
- z. Minor Surgical Procedures
- aa. Oxygen Administration
- bb. Protime Dosing Guidelines
- cc. Referrals
- dd. Specialists

- ee. Test Results
- ff. Tobacco Cessation Monitoring & Education
- gg. Employee Vaccination & TB Testing
- hh. Animal Bite Treatment
- ii. Code Blue
- jj. Electrical Power Failure
- kk. Key Access
- ll. Abusive and/or Assaultive Patients
- mm. Allergy Injections

Skilled Nursing:

- nn. Care of Diabetic Patient
- oo. Care of Resident with Cardiovascular Disease
- pp. Care of Resident with Genitourinary Tract Disorders
- qq. Care of Resident with Neurological Disorders
- rr. CNA Documentation
- ss. Elastic Bandages
- tt. Notification of a Change in a Resident's Condition or Status
- uu. Oral Hygiene
- vv. Orientation of a Blind Resident

ER Manual:

- ww. Administration of Potassium Chloride Intravenously
- xx. Assessment and Vital Signs Guidelines
- yy. Assisting with Abdominal Paracentesis
- zz. Care of the Patient W Burns
- aaa. Caregiver-Child Separation During a Disaster
- bbb. Central Venous Catheter Care
- ccc. Chest Pain
- ddd. Chest Tube Insertion in the ED
- eee. Controlled Substance and Ambulances
- fff. Crash Carts and Emergency Patient Care Equipment
- ggg. Discharge Instructions
- hhh. ED Triage
- iii. ED Follow Up
- jjj. Envenomation Rattlesnake Bites
- kkk. Initial Management of Amputations
- lll. Observation of Patients
- mmm. Pediatric Medication Safety
- nnn. Pediatric Standards of Care
- ooo. Pelvic Exams in the ED
- ppp. Penetrating Injuries from Missile
- qqq. Postmortem Care

- rrr. Precipitous Delivery
- sss. Procedural Sedation
- ttt. Referrals from the ED
- uuu. Stroke
- vvv. Valuables and Personal Effects

Nursing Manual:

- www. Discharge Instructions for Acute In-Patients and Swing Patients
 - xxx. Enteral Tube Feeding
 - yyy. Insertion and Maintenance of Peripheral Intravenous Catheters
 - zzz. Patient or Resident Fall
 - aaaa. Abusive and/or Assaultive Patients
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 – Season Bradley Koskinen, HR Manager - None
 - c. Foundation – Chelsea Brown, Outreach Manager - None
 - d. Operations – Kent Scown, Chief Operations Officer

H. Last Action Items for Discussion

- 1. 360 Reviews - HR

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

J. Administrator's Report – Matt Rees, CEO

- 1. Department Updates
 - a. Milestones
 - b. February Employee Anniversaries – Tommy Graney, Security and Menchie Crosiar, CNA 5 years and Amy Terrones, Community Resources Director 10 years
 - c. Approval of the January Financials – Paul Eves
 - d. CNO Report – Adela Yanez
 - e. Quality and Risk Management – Kristen Rees
 - f. Family Resource Center – Amy Terrones – Mar and Oct

K. Old Business - None

L. New Business

1. Board Orientation Process - Darrin

M. Parking Lot

1. Sprowel Creek Campus parking

N. Meeting Evaluation

O. New Action Items

P. Next Meetings

1. Medical Staff Policy Development Committee – Tuesday, March 11, 2025, 10:00 a.m
2. QAPI Meeting – Wednesday, March 12, 2025, at 10:00 a.m.
3. Medical Staff Committee – Thursday, March 13, 2025, at 12:30 p.m
4. Finance Committee – TBD, 2025
5. Governing Board Meeting – TBD, 2025

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. – None
5. Approval of Medical Staff Appointments/Reappointments **[H&S Code § 32155]**
6. 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>CPHQ</i>	Certified Professional in Healthcare Quality	<i>COO</i>	Chief Quality and Compliance Officer
<i>EMR</i>	Electronic medical record	<i>ER</i>	Emergency Room
<i>FTE</i>	Full Time Equivalent/Full Time Employee	<i>HIM</i>	Health Information Management
<i>HRG</i>	Healthcare Resource Group	<i>HVAC</i>	Heating, Ventilation and Air Conditioning system
<i>IGT</i>	Intergovernmental transfer	<i>IT</i>	Information Technology
<i>JPCH</i>	Jerold Phelps Community Hospital	<i>LCSW</i>	Licensed Clinical Social Worker
<i>LVN</i>	Licensed Vocational Nurse	<i>MPH</i>	Master of Public Health
<i>OBS</i>	Observation	<i>PALS</i>	Pediatric Advanced Life Support Certification
<i>PFS</i>	Patient Financial Services	<i>QAPI</i>	Quality Assurance Performance Improvement
<i>QIP</i>	Quality Improvement Project/Program	<i>RN</i>	Registered Nurse
<i>SHCC</i>	Southern Humboldt Community Clinic	<i>SHCHD</i>	Southern Humboldt Community Healthcare District
<i>SNF</i>	Skilled Nursing Facility	<i>SWG</i>	Swing beds
<i>DO</i>	Doctor of Osteopathic Medicine		

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

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

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

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

**Times are estimated*

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

Posted February 28, 2025