

MEETING NOTICE

Governing Board

A regular meeting of the Board of Directors of the Southern Humboldt Community Healthcare District will be held on April 24, 2025, 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: 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 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
 - 1. Board Resignation

G. Approval of Consent Agenda –

PG 8 - 18

1. Approval of Previous Minutes
 - a. Governing Board Meeting, March 4, 2025
 - b. Special Governing Board Meeting, March 27, 2025

2. SHCHD New and Updated Policies
 - a. New Policies and Procedures
 - INFECTION PREVENTION:** Supplemental PG 4-6
 1. Transmission Based Isolation
 - RADIOLOGY/MAMMOGRAPHY:-** Supplemental PG 7-24
 2. Compression
 3. Consumer Complaints
 4. Responsibilities of Quality Assurance Personnel
 5. Ancillary On-Call Services
 6. Confidentiality Patient Privacy
 7. Fluoroscopy
 8. Infection Prevention in CT
 9. Infection Prevention
 10. Negative or Benign Mammography Reports
 11. Critical Findings
 12. Mandatory Reporting
 13. Quality Assurance in CT
 14. Scope of Practice in CT
 15. Lead Interpreting Physician
 16. ED/Inpatient Transport for CT Services
 17. Power Outages in CT
 - OUTREACH:** Supplemental PG 25
 18. Community Volunteering
 - MATERIALS:** Supplemental PG 26-31
 19. Scope of Service
 20. Back Orders
 21. Infection Control
 22. Inventory
 23. Organizational Structure

24. Departmental Access/Visitor

ENGINEERING: Supplemental PG 32 - 49

25. Equipment Inspection

26. Approved Cleaning Products List

27. Medical Waste Management

28. Occupied Room Cleaning

29. Terminal Cleaning

30. Communications During a Disaster

31. Electrical Power Outages

32. Extension Cords and Adapters

DIETARY: Supplemental PG 50 - 91

33. Dishwashing

34. Cooling Large Cuts of Meat

35. Disaster Plan

36. Employee Health

37. Dietary Policy and Procedure Manual

38. Purchasing Policy

39. Equipment Maintenance

40. Food Preparation (Area)

41. Food preparation (Storage)

42. Garbage and Rubbish Disposal

43. Hiring Orientation and Training

44. Nutrition Orders

45. Nutrition Risk Screening

46. Patient Meal Service

47. Potentially Hazardous Foods

48. Processing Diet orders

49. Records, Maintenance, and Retention

50. Safe Cooking Temps

51. Safety Precautions

52. Sanitation and Safety Standards

53. Cleaning Procedures

LAB: Supplemental PG 92- 110

54. Lab Testing

- 55. Compliance
- 56.** Retention of Records and Lab Specimens
- 57. Laboratory Use of Epic, Beaker, and Other Information Systems
- 58. Referring Specimens to Outside Laboratories
- 59. Laboratory Quality Assurance
 - QUALITY:** Supplemental PG 111 - 112
- 60. Data Governance
 - CLINIC:** Supplemental PG 113 - 114
- 61. Empanelment
 - POLICIES SCHEDULED FOR RETIREMENT**
 - HOSPITAL PHARMACY:** Supplemental PG 115 - 143
- 62. Compassionate Access to Medical Cannabis
- 63. Compounding Medications
- 64. Crash Cart.
- 65. Defective Medications
- 66. Disposition of Medications
- 67. Drug Recall
- 68. End of Life Comfort Care
- 69. Furnishing Medication Orders
- 70. General Medication Room Operations
- 71. High-Risk Medication
- 72. Impaired Pharmacy Licensee
- 73. Loss and Diversion
- 74. Managing Temperature Excursion
- 75. Medication Administration
- 76. Medication Monitoring and Storage
- 77. Patients Own Medication
- 78. Prescription Pads
- 79. Procurement of Pharmaceuticals
- 80. Pyxis Medication Maintenance and Access
- 81. Pyxis Policy
- 82. Pyxis Technology Access Procedure
- 83. Reporting Medication Errors and Adverse Events

3. Quarterly Reports - (Feb, May, Aug, Nov) – None
 - a. Quality and Risk Management – Kristen Rees, Chief Quality and Compliance Officer and Risk Manager
 - b. Human Resources – Season Bradley Koskinen, HR Manager
 - c. Foundation – Chelsea Brown, Outreach Manager
 - d. Operations – Kent Scown, Chief Operations Officer

H. Last Action Items for Discussion

PG 19

1. Board Meeting Schedule Resolution 25:01

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

J. Administrator’s Report – Matt Rees, CEO

1. Department Updates
 - a. Milestones
 - b. April Employee Anniversaries – Nanine Beal, LVN, Sierra Early Physical Therapist, and PJ Simanian, Inpatient Pharmacist, 10 years
 - c. Approval of the February and March Financials – Paul Eves - See Report
 - d. CNO Report – Adela Yanez – See Report
 - e. Quality and Risk Management – Kristen Rees
 - f. Family Resource Center – Amy Terrones – Mar and Oct See Report

PG 20 - 23

PG 24 - 25

PG 26 - 27

K. Old Business - None

L. New Business - None

M. Parking Lot

1. Sprowel Creek Campus parking

N. Meeting Evaluation

O. New Action Items

P. Next Meetings

1. Medical Staff Committee – Thursday, May 8, 2025, at 12:30 p.m
2. Medical Staff Policy Development Committee – Tuesday, May 13,

2025, 10:00 a.m

3. QAPI Meeting – Wednesday, May 14, 2025, at 10:00 a.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 - None
 - 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. Dr. Christopher Whitney, OD Appointment as Provisional Staff for Optometry Privileges, May 1, 2025 – April 30, 2026.
 - b. Dr Abhijit Patil, MD, Appointment as Telemedicine for Diagnostic Radiology Privileges, May 1, 2025 – April 30, 2026.
 - c. Dr. Leonard Ranasinghe, MD, Reapplying for Appointment as Provisional Staff for Emergency Medicine Privileges, May 1, 2025 – April 30, 2026.
 - d. Dr. David Reiner, MD, Appointment as Telemedicine for Diagnostic Radiology Privileges, May 1, 2025 – April 30, 2026
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>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>OAPI</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 April 21, 2025