

## MEETING NOTICE

### Governing Board

A regular meeting of the Board of Directors of the Southern Humboldt Community Healthcare District will be held on December 10, 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](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 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. Consent Agenda –

7-27

1. Approval of Previous Minutes
  - a. Governing Board Meeting, September 30, 2025
  - b. Special Governing Board Meeting, October 22, 2025
  - c. Governing Board Meeting, October 30, 2025
2. SHCHD New and Updated Policies – **See Policy Packet**
  - Radiology and Mammography: Page 3-10**
    - a. Medical Outcomes
    - b. Consumer Complaints
    - c. Radiology CT Scheduling
    - d. Personnel Verification
    - e. Exams with IV Contrast
    - f. Contrast Administration and Supervision
  - Nursing: Page 11-12**
    - g. Physician Orders for Life Sustaining POLST
  - Human Resources: Page 13-18**
    - h. Employee Group Health and Life Insurance Benefits
    - i. Smoke Free
    - j. Commute/Commuter Pay
  - Employee Health: 19-36**
    - k. Employee Immunization and Tuberculosis (TB) Screening Program
    - l. Blood, Body, or Substance Exposure and Management
    - m. Employee Health Procedures
    - n. Respiratory Protection Program
  - Hospital Pharmacy: 37-62**
    - o. Crash Cart
    - p. Furnishing Medication Orders
    - q. High-Risk Medication
    - r. Impaired Pharmacy Licensee
    - s. Loss and Diversion
    - t. Managing Temperature Excursion
    - u. Medication Administration
    - v. Medication Monitoring and Storage
    - w. Patient's Own Medication
    - x. Prescription Pads
    - y. Procurement of Pharmaceuticals
    - z. Pyxis Downtime
    - aa. Pyxis Education
    - bb. Pyxis Medication Maintenance and Access
    - cc. Pyxis Reports and Data
    - dd. Pyxis Technology Access

ee. Pyxis User Maintenance

ff. Compounding Medications

**Security and Transportation: 63-66**

gg. Patient Transport and Vehicle Safety

hh. Vehicle Maintenance

**Materials: 67-69**

ii. Materials Approval Process

**Outreach: 70-73**

jj. Use of Personal Social Media Accounts

kk. Managing Social Media Presence

3. Quarterly Reports - (Feb, May, Aug, Nov)

a. Human Resources – Season Bradley Koskinen, HR Manager -  
Not Received

b. Foundation – Chelsea Brown, Outreach Manager – See Report

c. Operations – Kent Scown, Chief Operations Officer – See Report

28-29

30-31

## Approval of Consent Agenda

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. August Employee Anniversaries

1 Year: PFS Rep Joseph Hoaglin-Shelley

c. Approval of the October Financials - Paul Eves – See Report

d. CNO Report – Adela Yanez – See Report

e. Family Resource Center – Amy Terrones – Mar and Oct – None

32-35

36-40

K. Old Business

1. Medstaff Coordinator Update

L. New Business

41-43

1. Approval of Resolution 25:10 Loan of up to 2 Million from  
Equipment Leasing Group of America

44-49

2. CEO Retention Contract Negotiation

3. USDA Update

50-51

4. SB 707 Brown Act Update – Darrin

M. Parking Lot -None

N. Meeting Evaluation

O. New Action Items

P. Next Meetings

1. Medical Staff Committee – Thursday, December 11, 2025, at 12:30 p.m

2. Medical Staff Policy Development Committee – Tuesday, December 13, 2025, 10:00 a.m

3. QAPI Meeting – Wednesday, December 10, 2025, at 10:00 a.m.

4. Finance Committee – Friday, January 23, 2025, at 10:00 a.m.

5. Governing Board Meeting – Thursday, January 29, 2025, at 1:30 p.m.

Q. Adjourn to Closed Session

1. Closed Session

2. Update on Peer Review, Credentialing, and Appointment/Reappointments – Medstaff

3. Compliance, Risk, and Reports of Quality Assurance Committees [H&S Code § 32155] - Kristen Rees, CQCO

4. Quarterly Reports - None

a. Quality and Risk Management H&S Code § 32155 – Feb., May, Aug., Dec.

b. Patient Safety – Mar., June, Sept., Dec.

c. Medication Error – Feb., May, Aug., Dec.

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

a. Approval of Megan Tresenriter, MD, Provisional Privileges - Emergency Department and Inpatient privileges, December 10, 2025 - November 30, 2026

b. Approval of Nicholas Kanaan, MD, Provisional Privileges - Emergency Department and Inpatient privileges, December 10, 2025 - November 30, 2026

c. Approval of Wallace McKinney, MD, Provisional Privileges - Emergency Department and Inpatient privileges, December 10, 2025 - December 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>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	<i>Resident</i>	Patients Residing in the Skilled Nursing Facility

**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 December 5, 2025*