



733 CEDAR STREET  
GARBERVILLE, CA 95542  
(707) 923-3921

**GOVERNING BOARD MEETING**  
**Thursday, November 30, 2017**  
**1:00 p.m. – 733 Cedar Street, Garberville, CA**  
**Dimmick Conference Room**

**MINUTES**

**Governing Board Present:** Corinne Stromstad, David Ordoñez, Jack Foster and Alison Rivas  
**Also Present:** Matt Rees, Paul Eves, Susan Gardner, Kristen Rees, Barbara Truitt, Judy Gallagher, Jessica Willis, Hunter Tucker, Amy Terrones, Michelle Pogue, Felicia Stansbury, and Keith Easthouse

**Item**

- A. Call to Order – Board President Corinne Stromstad called the meeting to order at 1:00 p.m.
- B. Public Comment - none  
**See below for Public Comment Guidelines**
- C. Board Member Comments - none  
**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.**
- D. Announcements
- There will be no December board meeting due to the holidays.
  - The next regular Governing Board meeting will be Thursday, January 25, 2018.
- E. Consent Agenda
1. Approval of Agenda
  2. Approval of Previous Meeting Minutes
    - a. Special Governing Board Meeting Tuesday, October 10, 2017
    - b. Governing Board Meeting Tuesday, October 26, 2017
- Motion:** David Ordoñez moved to approve the complete Consent Agenda and the previous minutes as submitted.  
Second: Jack Foster  
Ayes: David Ordoñez, Corinne Stromstad, Jack Foster and Alison Rivas  
**Motion carried.**
- F. Compliance Training Presentation – Diane Meredith-Gordon – (This took place after the Family Resource Center)
- Diane Meredith-Gordon gave an extensive PowerPoint presentation about compliance requirements for the facility.
  - CNO Judy Gallagher is our Compliance Manager and will be working on various items to present to the board monthly.

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- G. Family Resource Center – Amy Terrones – (Moved up before Compliance Training)
- Amy Terrones, manager of the Family Resource Center introduced two new employees.
  - Michelle Pogue is the new Cal Fresh Outreach Coordinator.
  - Felicity Stansbury is the new Prevention Coordinator from HSU.
  - FRC received almost \$8,000 from a Union Labor Grant to help at Miranda Junior High and South Fork High schools.
  - There are currently 26 students signed up for the backpack program.
  - The holiday food baskets will be distributed at the Redway Baptist Church on December 15. Amy placed a container in the breakroom of the hospital for those who would like to contribute.
- H. Correspondence, Suggestions or Written Comments to the Board – none
- I. Foundation Report – Barbara Truitt
- Barb Truitt submitted a written report.
  - All the financials and minutes have been updated.
  - She encouraged everyone to come enjoy the Holiday Truck Parade on Friday, December 8 and to stop in at Stone Junction – where there will be a pint night with proceeds going to the hospital.
  - The Foundation is planning an art and wine event and a golf tournament for 2018.
  - They continue to recruit members and work on various fundraising ideas.
- J. Finance Report – Corinne Stromstad, Paul Eves, and Matt Rees
1. October Financials – Paul Eves, CFO
    - Paul Eves presented the October financials.
    - He also reported that the Cost Report was filed on November 30.
    - We have some PRIME money coming in January.
  2. CBO Update (October) – Diane Meredith-Gordon – written report

**Motion:** David Ordoñez moved to approve the October Financial reports.  
Second: Jack Foster  
Ayes: David Ordoñez, Corinne Stromstad, Jack Foster and Alison Rivas  
**Motion carried.**
- K. Chief Nursing Officer's Report – CNO Judy Gallagher
- Judy Gallagher reported that we currently have three traveling nurses.
  - One of those travelers has accepted a full-time job with us.
  - We also have a per diem nurse who is certified in wound care.
  - John Finney is now on fulltime at night.
  - Our new Skilled Nursing Manager, Lourdes Santiago, is still in training.
  - Vanessa King will be the new resource nurse coordinator and Super User for Healthland and will coordinate with nursing to keep them up to date.
  - She will also work on Disaster Preparedness and as the hospital nurse coordinator.
  - It is hoped once some of these projects have been completed she will move in to the role of Emergency Department manager.
  - We are holding Nursing Skills Day this whole week in conjunction with the employee in-service training. There will be one makeup day yet to be determined. The in service is a requirement for "all" employees to remain on the work schedule.
  - Lab Manager Pepe Olano gave a wonderful presentation for the nursing staff.
  - We are looking in to possibly getting an ultrasound technician to come to the facility on a regular basis.
1. Annual Periodic Evaluation and Quality Assurance Review for FY 2017 – CNO Judy Gallagher – (See Printed Handout)

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- Judy presented an extensive hospital evaluation for 2017.
  - This was one of the requirements in the recent POC and was completed for Med Staff and the Governing Board to review.
2. Quality Assurance Performance Improvement Committee (QAPI) – Kristen Rees
    - Kristen Rees said PRIME reporting is coming up very soon.
    - We are now on a pay-for-performance schedule for the metrics we do well on.
    - She encouraged the board to send one member on a rotation basis to attend the monthly QAPI meetings.
  3. Quality Assurance Performance Improvement Plan – Kristen Rees
    - Kristen Rees presented a detailed written report to the board.
    - She has put in for three grants and we have been awarded:
      - just over \$2,700 from the CARE grant
      - travel for CEO Matt Rees to attend the Rural Health Symposium and the FLEX Conference and
      - approximately \$9,000 from the SHIP grant, which will help us purchase a new autoclave and new ER refrigerator.
    - The QAPI plan was approved by the board.
  4. Survey Readiness Committee (SRC) – Judy Gallagher, CNO
    - Judy Gallagher reported the SRC is continuing to meet the first Tuesday of every month in preparation for the upcoming state survey early in 2018.
  5. Infection Prevention and Employee Health Third Quarter Report – Mary McKenzie
    - Mary McKenzie went through the attached report.
- L. Administrator's Report – Matt Rees, CEO
1. Department Updates
    - CT site construction
      - Work has begun on the CT site with installation hopefully in January.
    - We had a meeting with Optima representatives and we have not had a claim since 2013. We should have a rebate check coming soon.
    - HR's Hunter Lehnert said the online employee satisfaction survey should be up and ready this week.
    - The goal is to raise employee satisfaction by 5% by involving employees in QAPI and employee meetings.
    - It is very helpful to send thank you notes to employees when they have done something exceptional.
    - Hunter said the number of kudos has increased. These are then printed in our in-house District Vitals newsletter each month.
    - We are still working with VSee to get HumboldtMD up and running.
    - Matt has asked for a policy and procedure for the telemedicine and Dr. Rucker has requested that she read it before the program starts.
  2. Strategic Plan Update – no update
- M. Old Business
1. Acknowledgement of \$10,000 donation from the Foundation for courtyard renovations.
    - The board thanked the Foundation for the donation.
    - New benches will be installed for residents.
    - There was a suggestion to hold a check presentation in the courtyard to publish in local media.
- N. New Business
1. Approval of Governing Board candidate
    - The board voted unanimously to approve the appointment of Jessica Willis to the

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board, which will become effective on Thursday, December 7, 2017.

2. Approval of **Resolution 17:23** Policy and Procedures
  - a. See Addendum Packets A and B

**Motion:** Alison Rivas moved to approve Resolution 17:23 Policy and Procedures Packets A and B.

Second: Jack Foster

Ayes: David Ordoñez, Corinne Stromstad, Jack Foster and Alison Rivas

**Motion carried by roll call**

3. Approval of **Resolution 17:24** to adjust district boundary lines
  - The board was provided with information and the revised map from LACO regarding the adjustment of board boundaries eliminating the Blocksburg area parcels.

**Motion:** Alison Rivas moved to approve Resolution 17:24 to adjust the district boundary lines, eliminating the Blocksburg parcels.

Second: Jack Foster

Ayes: David Ordoñez, Corinne Stromstad, Jack Foster and Alison Rivas

**Motion carried by roll call**

4. Committee appointments
  - The following appointments were made to the governing board committees:
    - Finance Committee: Corinne Stromstad, Chair and Jack Foster
    - Board Policy and Bylaws Committee: Corinne Stromstad and David Ordoñez
    - Northern California Healthcare Authority (JPA): Corinne Stromstad and Alison Rivas
    - New Facility Advisory Committee: David Ordoñez and Jack Foster
    - Community Outreach Committee: David Ordoñez and Jessica Willis
5. Employee appreciation luncheon hosted by Governing Board
  - The employee appreciation luncheon will be held on Monday, December 18 and will be put on by the Governing Board and Administration. (However, this was later changed to Tuesday, December 19 due to a conflict with the Dimmick Room).
6. Acknowledgement of donation of piano located in the Dimmick Room
  - Kent Scown is trying to find someone to tune the piano he donated to the Healthcare District. He said anyone is welcome to try to play it but it will sound better once it is tuned.
  - A plaque will be put above the piano to honor longtime SNF resident Catherine Beale, who was a piano teacher for many, many years in Garberville.
7. Approval of Policy and Procedure Manual and Revisions – Pepe Olano and Judy Gallagher
  - Both the Swing Bed and Laboratory Policy and Procedure binders were updated and approved by the board as per the schedule. Getting all the department binders and P&Ps up to date was part of our recent POC issued at our August survey.
8. ACHD's 2018 Leadership Academy
  - It was recommended that newest board members Jack Foster and Jessica Willis attend this down in Sacramento in February.

O. Next Meeting Thursday, January 25, 2018.

P. Meeting Evaluation

- The board expressed what a good meeting this was and a lot of important decisions were made.

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- Q. Parking Lot Items – none
- R. Adjourned Open Session at 4:18 p.m.
- S. Closed Session
  - 1. Approval of Previous Closed Session Minutes
    - a. Closed Session Governing Board Meeting Thursday, October 26, 2017.
  - 2. Quality/Risk Management Report [H&S Code § 32155 – Judy Gallagher
  - 3. Mylene Rucker, MD - Contract
  - 4. Medical Staff Reappointments/Appointments [Gov. Code § 54957] – none
  - 5. Confidential Correspondence to the Board – none
  - 6. Personnel matter – CEO evaluation – pursuant to Government Code § 54957
- T. Adjourned Closed Session at 5:00 p.m.
- U. Resumed Open Session at 5:02 p.m. with no reportable actions.
- V. Adjourned at 5:03 p.m.

*Submitted by Susan Gardner*