



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

GOVERNING BOARD MEETING
Thursday, January 25, 2018
1:00 p.m. – 733 Cedar Street, Garberville, CA
Dimmick Conference Room

MINUTES

Governing Board Present: Corinne Stromstad, David Ordoñez, Jack Foster, Alison Rivas and Jessica Willis
Also Present: Kathryn Donahue, Matt Rees, Hunter Lehnert, Judy Gallagher, Paul Eves, Ann Parmelee, Kent Scown, Kristen Rees, Keith Easthouse, Julia Minton, and Susan Gardner

Item

- A. Call to Order – Board President Corinne Stromstad called the meeting to order at 1:04 p.m.
- B. Public Comment
See below for Public Comment Guidelines
 - Kathryn Donahue, R.N., spoke about SB6562, the Healthy California Act, a single-payor form of health insurance coverage. She brought printouts of the program and asked to be put on the next month's agenda.
- 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
 - New board member Jessica Willis was sworn in.
- E. Consent Agenda
 1. Approval of Agenda
 2.
Motion: Jack Foster moved to approve the complete Consent Agenda as submitted.
Second: David Ordoñez
Ayes: David Ordoñez, Corinne Stromstad, Jack Foster, Alison Rivas and Jessica Willis
Motion carried.
 3. Approval of Previous Meeting Minutes
 - a. Special Governing Board Meeting Thursday, November 30, 2017
 - b. Governing Board Meeting Thursday, November 30, 2017
Motion: David Ordoñez moved to approve the previous minutes as submitted.
Second: Alison Rivas
Ayes: David Ordoñez, Corinne Stromstad, Jack Foster, Alison Rivas and Jessica Willis
Motion carried.
- F. Family Resource Center – Amy Terrones – no report
- G. Correspondence, Suggestions or Written Comments to the Board – none

Item

H. Board Reports on Travel and Education

- There was no report this month.
- Jack Foster and Jessica Willis will be attending the ACHD Conference in Sacramento on February 8-9 and will report back to the board at the March 1, 2018 meeting.

I. Foundation Report – Julia Minton and Barbara Truitt

- Julia Minton read the report submitted by Barbara Truitt, which include a financial statement

J. Finance Report – Corinne Stromstad, Paul Eves, and Matt Rees

1. November and December Financials – Paul Eves, CFO

- Paul Eves presented both the November and December financials.
- Over the last 8-9 years all the improvements and seismic retrofits at the facility have been paid with funds collected from the parcel tax.
- He also said it is remarkable that we only have two long-term debts.
- Matt Rees reported that he is working on negotiating a better Partnership Health Plan rate.

2. CBO Update (November and December) – Diane Meredith-Gordon – written report

Motion: Jack Foster moved to approve the November and December Financial reports.

Second: Jessica Willis

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

Motion carried.

K. Chief Nursing Officer's Report – CNO Judy Gallagher

- Judy Gallagher reported there are currently 8 residents in the Skilled Nursing with one on comfort care.
- We are currently recruiting for a SNF manager and have had two phone interviews with scheduled interviews in person.
- We are also looking for nursing assistants.
- We currently have 3 swing bed patients, 2 PHP, and one for antibiotic treatment for three weeks. She is from Ferndale and has remarked how great the care has been.
- The emergency department is going well and we currently have two traveling nurses.
- Vanessa King is in Minnesota for Healthland training.
- The district is participating in the Health Fair at the Bayshore Mall in Eureka on Saturday, February 3 with volunteers taking part to spread the word about our services.
- We had a pediatric code in the ER where neither parent knew CPR. It is hoped we can offer some public CPR training, especially for those who live out in the rural areas.
- An out-of-state patient said we gave her the best treatment she has ever had at a hospital.

1. Quality Assurance Performance Improvement Committee (QAPI) – Kristen Rees

- Kristen Rees presented a detailed written report.
- She is now providing staff with satisfaction surveys to be filled out first by our patients and then by staff.
- She is happy with the response from the different department managers who are providing the needed reports and data to help with quality control.

2. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Hunter Lehnert – (This was moved up in the agenda right after the approval of the Consent Agenda in order for Hunter to leave)

- a. Hunter provided a printout of the report.
- b. Administration was very pleased with the results from the Employee Satisfaction Survey.

Item

- c. We had the highest percentage of participation to date and our average scores were higher than in the past years.

3. Annual Hospital Evaluation Report – (Aug) – Judy Gallagher

L. Correspondence, Suggestions or Written Comments to the Board - none

Break at 2:37 p.m. – resume at 2:48 p.m.

M. Administrator's Report – Matt Rees, CEO

1. Department Updates

- Sarah Beach, PA, has completed the instruction phase of the DOT testing. Now, all she has to do is find a location to take the test and then we can start doing commercial drivers' physicals, hopefully by the end of the month.
- Lab manager Pepe Olano is ready to go with the drug testing part of it.
- The Foundation is working on holding local fundraising events.
- Time studies are taking place to improve our cost report reimbursements.
- Administration is very pleased with the employee survey participation and results. It shows the staff is engaged in the facility.
- We are planning a health fair with Redwoods Rural Health Center tentatively scheduled for Friday, May 4. The CR Playhouse was a suggested location.
- In response to guest speaker Kathryn Donahue, Matt said the single-payor program could be detrimental to critical access hospitals, but we just don't know how the Medicare reimbursements will work. It is very important for staff to get involved and contact their governmental representatives.
- The construction site for the CT is moving along, with some delays due to rain. The lot needs to be paved before the building can be put on the foundation.
- The one thing that is holding it up is the custom switch PG&E is making for it.
- We have a new ER physician, Dr. Leonard Ranasinghe, who has been receiving very high praise from everyone he has worked with.
- Board member Dave Ordoñez asked how the Visiting Nurse Program was going. CNO Judy Gallagher said the numbers are down at the moment. We need to notify St. Joe's, Redwood Memorial, U.C. Davis and Stanford that we have this service available.

N. Old Business - none

O. New Business

1. Swearing in of new Governing Board member Jessica Willis

- This was moved up under Announcements.
- Jessica was sworn in and welcomed to the board.

2. Approval of Organizational Charts

3. Approval of **Resolution 18:01** Policy and Procedures

- i. Packet A¹ (From Med Staff 12.20.17)
- ii. Packet B¹ (From Med Staff 12.20.17)
- iii. Packet A
- iv. Packet B
- v. Packet C
- vi. Packet D

Motion: David Ordoñez moved to approve Resolution 18:01 Policy and Procedures Packets A¹, B¹, A, B, C, and D

Second: Jack Foster

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

Motion carried by roll call

P. Next Meeting March 1, 2018 – Change to 1:30 p.m. for starting time.

Item

Q. Meeting Evaluation

R. Parking Lot Items – none

S. Closed Session

1. Approval of Previous Closed Session Minutes
Closed Session Governing Board Meeting November 30, 2017
2. Quality/Risk Management Report [H&S Code § 32155 –Judy Gallagher, CNO
3. Medical Staff Appointments/Appointments [Gov. Code § 54957

Approval of **Resolution 18:02**

- a. Joshua Albrektson, MD – Associate – Diagnostic Teleradiology - 03/01/18 - 02/28/20
- b. Leonard Ranasinghe, MD – Locum Tenens – Emergency Department/Inpatient/Skilled Nursing – 01/01/18 – 02/28/20
- c. Jennifer L. Davis, MD – Provisional Associate – Diagnostic Teleradiology – 01/25/18 – 01/24/20

4. Confidential Correspondence to the Board – none

5. Personnel matter – CEO evaluation – pursuant to Government Code § 54957

T. Adjourned to Closed Session at 3:20 p.m.

U. Resumed Open Session at 5:00 p.m. with no reportable actions.

V. Adjourned at 5:02 p.m.

Submitted by Susan Gardner