



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

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

**MINUTES**

**Governing Board Present:** Alison Rivas, Corinne Stromstad, Gary Wellborn, David Ordoñez and Jack Foster  
**Also Present:** Susan Gardner, Matt Rees, Paul Eves, Barbara Truitt, Kristen Rees, Judy Gallagher and Keith Easthouse

**Item**

- A. Call to Order – Board President Alison Rivas 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
  1. Swearing in of new board member Jack Foster.
    - Board clerk Susan Gardner performed the oath of office welcoming Jack Foster as the newest member of the governing board. Foster replaced the retiring Barbara Truitt.
- E. Consent Agenda
  1. Approval of Agenda
  2. Approval of Previous Meeting Minutes
    - a. Governing Board Meeting Tuesday, February 28, 2016
    - b. Special Governing Board Meeting Tuesday, March 14, 2017

**Motion:** Gary Wellborn moved to approve the complete Consent Agenda and the previous minutes as submitted.  
Second: David Ordoñez  
Ayes: Alison Rivas, David Ordoñez, Corinne Stromstad, Gary Wellborn and Jack Foster  
**Motion carried.**
  3. Community Reports
    - Kristen Rees presented a written report titled Quality Corner updating the board on various projects including the new RL Solutions reporting program that will take place of the paper Quality Review Reports currently being used.
  4. Earthquake Retrofit/HAZUS/Disaster Report – no report
  5. Human Resources Quarterly Report – (Jan/Apr/Jul/Oct) – Dan Ebert – no report

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6. Annual Hospital Evaluation Report – Chris Hammond – (Aug 2017) – no report
- F. Correspondence, Suggestions or Written Comments to the Board - none
- G. Finance Report – Corinne Stromstad, Gary Wellborn, Paul Eves, and Matt Rees
  1. February Financials – Paul Eves, CFO
    - Paul Eves presented the February financials with slight corrections from those presented at the Tuesday, March 28 finance committee meeting.  
  
**Motion:** Corinne Stromstad moved to approve the February financials as corrected from the finance committee meeting.  
Second: Jack Foster  
Ayes: Alison Rivas, David Ordoñez, Gary Wellborn, Corinne Stromstad and Jack Foster  
**Motion carried.**
  2. FYE 2015 Audit Update – Paul Eves, CFO
    - Paul received the draft audit for FYE 2015. The final will be sent soon.
  3. Feasibility Study with WIPFLi – Matt Rees
    - Matt Rees reported that OSHPD has accepted and approved our report and was being shipped to us.
    - He also reported that the USDA interest loan rate will remain at 3.4%.
  4. CBO Update – Paul Eves, CFO
    - Diane Meredith-Gordon presented a written report for February.
    - CFO Paul Eves commented that although the goal is to get the AR days down, it should not be done at the risk of writing off more accounts than necessary. It is more important to collect as much as we can.
  5. 340B Pharmacy Program Update – Paul Eves and Matt Rees
    - CEO met with Keith from Keith's Pharmacy and things are ready to start Saturday, April 1.
    - We have received a formulary list showing what medications we can purchase.
- H. Administrator's Report – Matt Rees, CEO
  1. Department Updates
    - a. QAPI – Quality Assurance Performance Improvement – Kristen Rees
      - Kristen Rees presented a packet from four different departments showing their goals and achievements.
      - Each department will present their goals, plans and status every quarter, which Kristen will present to the board monthly.
    - b. SRC – Survey Readiness Committee
      - The minutes from the SRC monthly meeting held on March 7 were presented.
    - c. Matt, Judy and Susan met with a recruiter to discuss the search for a new family practice provider for the clinic.
    - d. We received the grant money from Partnership Health Plan for the new ADA exam table for the clinic and the new vaccine refrigerator.
  2. New Facility Committee Report
    - Matt Rees passed around the preliminary drawings of the new facility.
    - He has received the preliminary architectural report and is going to send it to the board.
  3. Foundation Report – Barbara Truitt
    - a. Approval of Foundation Board recommendations – no new members
    - b. Updates from Public Relations department
      - Foundation Director Barbara Truitt reported that the town hall meetings are

## Item

ongoing with two more planned for April 8 at the CR site and April 13 in Shelter Cove. She encouraged everyone to check out the Wecanbuildit website, Facebook and our own website.

- The Yes on W campaign is going well with the help of volunteers and some staff members who are helping on their own time. They are tabling in front of Jacob Garber Square (Live Oak Plaza), making phone calls and handing out and putting up lawn signs.
- The Voucher postcards were delayed but should all be delivered soon.
- The Yes on W postcards are scheduled to arrive at the same time as the mail-in ballots.
- There were a bunch of favorable letters to the editor in the local papers.
- We are receiving a lot of positive feedback from people on the street.

### 4. Strategic Plan Update – Kristen Rees

- Kristen Rees updated the rivers on the board in the Dimmick Room showing the progress of the different projects.

## I. Old Business

### 1. VersaBadge System – Matt Rees

- As requested by the board at last month's meeting Matt presented statistics from two hospitals on how the VersaBadge System is working for them.
- He estimated we should receive up to \$150,000 per year if we institute the system for our ER physicians and nurses.
- The contract is \$25,000 per year and after deductions, etc. it should cost approximately \$14,000.

**Motion:** David Ordoñez moved to approve the purchase of the VersaBadge System.

Second: Gary Wellborn

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

**Motion carried.**

## J. New Business

### 1. Approval of **Resolution 17:04**, Policy and Procedures

#### a. See Addendum Packet

**Motion:** David Ordoñez moved to approve **Resolution 17:04** Policy and Procedures

Second: Corinne Stromstad

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

**Motion carried with a roll call vote.**

### 2. Approval of **Resolution 17:05** Revised Voucher Policy and Procedure

**Motion:** David Ordoñez moved to approve **Resolution 17:05** Revised Voucher Policy and Procedure as an interim policy to replace the existing policy dated 7/1/16, with this interim policy to become null and void upon the final approval of the Voucher Policy and Procedure to be initiated by the Patient Accounting Department.

Second: Corinne Stromstad

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

**Motion carried with a roll call vote.**

## K. Next Meeting

- Thursday, April 27, 2017

**Item**

L. Meeting Evaluation - none

M. Parking Lot Items – none

N. Adjourned at 3:14 p.m. for Closed Session

O. Closed Session

1. Approval of Previous Closed Session Minutes
  - Closed Session Governing Board Meeting Thursday, January 26, 2017.
2. Quality/Risk Management Report [H&S Code § 32155 – Kristen Rees – no report
3. Medical Staff Appointments/Appointments [Gov. Code § 54957

**Resolution 17:06**

a. Lu, Nghi, MD – Associate – Diagnostic Teleradiology – 03/30/17 – 03/29/19

4. Confidential Correspondence to the Board - none
5. College of the Redwoods [Gov. Code § 54957] APN 032-091-014-000  
Purchase proposal for property located at 286 Sprowel Creek Road,  
Garberville, CA 95542
6. Personnel matter – Annual CEO evaluation – pursuant to Government Code § 54957
7. Adjourn to Closed Session at 3:14 p.m.

P. Resume Open Session at 4:16 p.m.

- The appointment of Lu, Nghi, MD – Provisional Associate –  
Diagnostic Teleradiology – 03/30/17 – 03/29/19 was approved by the board.

Q. Adjourned at 4:18 p.m.