

## Governing Board

**Date:** Thursday, January 31, 2019  
**Time:** 2:00 p.m.  
**Location:** Dimmick Room, Jerold Phelps Community Hospital

## Minutes

**Governing Board Present:** Corinne Stromstad, Alison Rivas, Katie McGuire, David Ordoñez and Jessica Willis

**Also Present:** Judith Whitlow, Doug Heaton, Melissa Swartz, Kristen Rees, Judy Gallagher, Matt Rees, Julia Minton, Keith Easthouse, Kent Scown and Hunter Lehnert

### Item

1. Call to Order – Board President Corinne Stromstad called the meeting to order at 1:35 p.m.
2. Public Comment
  - Senior Apartment resident Doug Heaton addressed the board regarding vehicles and people making noise late at night in the CT parking lot. He stated when he called the security staff, they suggested he call the Sheriff's office. Security staff did go out and tell the group to leave. Doug suggested larger signs stating this is a QUIET SIGN in large letters.
  - Senior Apartment resident Judith Whitlow once again brought up the problem of cigarette smoke coming in to her windows. She stated it is most likely from District employees, who gather around the picnic table during their smoke breaks.
  - Melissa Swartz, RN, is working on a senior program through Western Governor University. She has been trying to connect with our visiting nurse, Courtney Embry, but has been unable to do so. Judy Gallagher explained there had been a change in staff in that position and suggested she email her and she would make sure Courtney gets the message.
3. Board Member Comments
  - Board member David Ordonez remarked about the Strategic Plan and how professional the documentation is compared to years past before Growth Management Center took on the project.
4. Announcements - none
5. Consent Agenda
6. Approval of Previous Meeting Minutes and Consent Agenda
  - a. Governing Board Meeting Thursday, November 29, 2018.

**Motion:** David Ordoñez moved to approve the Consent Agenda and the Previous Minutes as submitted.

Second: Katie McGuire

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Ayes: Corinne Stromstad, Alison Rivas, David Ordoñez, Jessica Willis and Katie McGuire

**Motion carried.**

7. Family Resource Center – (August, November, February, May) - Amy Terrones
8. Correspondence, Suggestions or Written Comments to the Board - none

H. Foundation Report – CEO Matt Rees

- Matt reported the capital campaign is moving forward with the silent portion. Briefings will be held and more asks are forthcoming. Board members and district managers, along with two physicians have made pledges so far.

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

1. October, November and December 2018 - Paul Eves
  - Paul went over the financials with the board.
2. PFS/HRG report – November and December - Jennifer Melvoen
  - Matt went over the PFS and HRG reports.
3. Financing up to \$400,000 with Regents Capital Corporation for Nurse call system, Computer Backup system, carpet and Med-cart distribution system.

**Motion:** David Ordoñez moved to approve financing up to \$400,000 for the items requested.

Second: Alison Rivas

Ayes: Corinne Stromstad, Alison Rivas, David Ordoñez, Jessica Willis and Katie McGuire

**Motion carried.**

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

- CNO Judy Gallagher presented her written report and discussed it with the board.

K. Administrator's Report – Matt Rees, CEO

1. Department Updates

- CT - In the first 30 days, we performed 45 CTs, an average of 1.5 per day, with 58 done in January. According to the analysis which I provided almost 3 years ago, we estimated a low usage of 1.35 per day, which would bring in just under \$400,000 in additional income. We are above that and approaching the 2.2 average (midrange volume estimate) on the analysis I provided, which showed an estimated \$750,000 per year additional income. I am very excited about what the CT has done.
- Matt and Kent are looking at various repairs and upgrades necessary at the CR site in preparation of Senior Solutions start date in April.
- We will hopefully be closing escrow on the property in March.
- He is looking forward to his trip back to D.C. with David Ordoñez and Jessica Willis next week for the DHLF conference, which is a subgroup of ACHD. They will be setting up appointments with various legislators.
- Matt will be lobbying for 5 more years of funding for Critical Access Hospitals. Larger hospitals received 10 years, but CAHs were only given 5.
- Matt also said he and Corinne, David, Jessica and Katie had a great time at the Leadership Conference in Sacramento.
- Board Member Katie McGuire said it was all new information to her with great ideas. She is eager to learn all she can and if feeling much more comfortable in

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her roll on the board. She said Matt gave her a crash course in finance on their drive.

- Jessica Willis said they were all certified in the newest workplace harassment program. She said this was the second time she had taken something similar but she garnered even more information from this time.
- Board Member David Ordoñez appreciated the team building they had while there. He said he would like more time discussing the differences in our board members and the boards' relation to the CEO.
- Board President Corinne Stromstad also appreciated the harassment training. She said you learn something new from each speaker.
- Matt Rees announced to the board that we checked on those providers offering DMV physicals in the Eureka area. There are two places and once we found out their rates were lower we adjusted ours. These physicals are cash-only at the time of service meaning there is no billing expenses involved.

## 2. Strategic Plan

- Outreach Committee/Senior Initiative Committee – Julia Minton
  - Julia said she has been working with our area seniors requesting feedback on what they would most like to see in our community.
  - She also met with 19 Medicare enrollees and asked them questions about what works well and what doesn't. They said the good things were the automatic payments and less in medical costs.
  - Many were not aware that just because they have Medicare doesn't mean you won't also qualify for Medi-Cal. Julia said some of the regulations regarding this have changed. Many people are reluctant to sign up for Medi-Cal for fear of family members losing their inheritance including their homes.
  - Some of the negatives are the limited palliative care available unless you have a supplemental policy, which can be costly when you are on a very fixed income.
  - There is also no dental, vision or hearing services with Medicare, which most seniors will have issues with as they age.
  - Unfortunately the only human contact some of our elderly have are with the Meals-on-Wheels program or from the visiting nurse if they are in need.
  - The big question is, "How do we help our aging population stay active and independent in their own homes?"
  - Some of the seniors expressed the desire for a public pool, more exercise programs including weight lifting, walking groups, and yoga.
  - Their hobbies included reading, dancing, volunteering, gardening and intergenerational gatherings.
  - Julia said she has found that most senior resources stop at Rio Dell from the north and Willits from the south, leaving a big gap in services.
  - She is working with the Area I Agency on Aging to expand those services along with other agencies and groups.
  - Another major shortfall in Southern Humboldt and Northern Mendocino are in-home healthcare workers. It would be nice to have a list available of those who can offer this service.
  - As Outreach Coordinator, Julia, said she did a massive mailing to providers and healthcare offices announcing our new CT service with no waiting for appointments. Radiology manager Lora Simone, said we have received some referrals from those providers.
  - Matt said the plan is to have two Strategic Plan leads report at each board meeting. He said he would make it clear that they have a 10-minute time limit.

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3. Human Resources Quarterly Report – (**January**/April/July/October) – Hunter Lehnert Employee Satisfaction Survey
  - Hunter went over her report with the board and was happy to announce our separations from employment are down indicating we are doing a better job of employee retention.
- L. Old Business – none
- M. New Business
  1. Approval of Revised Strategic Plan and Ongoing Support Agreement
    - The board agreed to the Support Agreement with Growth Management Center including the stipulation to terminate with 30-days' notice as stated in the agreement.  
  
**Motion:** Katie McGuire moved to approve the Ongoing Support Agreement with Growth Management Center.  
Second: Jessica Willis  
Ayes: Corinne Stromstad, Alison Rivas, David Ordoñez, Jessica Willis and Katie McGuire  
**Motion carried.**
  2. Approval of **Resolution 19:01** Policy and Procedures – Packets "A"  
  
**Motion:** Alison Rivas agreed to approve Resolution 19:01 with the postponement of the two Human Resources travel policies.  
Second: Katie McGuire  
Ayes: Corinne Stromstad, Alison Rivas, David Ordoñez, Jessica Willis and Katie McGuire  
**Motion carried by roll call.**
- N. Next Meeting March 28, 2019 – (February meeting will be held on Feb. 22 for Strategic Planning)
  1. QAPI Meeting Tuesday, February 12, 2019 at 10:00 a.m.
    - Board Member Jessica Willis will attend.
  2. Med Staff Meeting Wednesday, February 20, at 12:00 p.m.
    - Board Member Katie McGuire has agreed to attend.
- O. Meeting Evaluation
  - Board Member David Ordoñez would like a clearer overview of the financials at each meeting.
  - He would also like to make sure presenters give short and concise explanations when reporting.
  - It was suggested we add quarterly board trainings to the agenda.
- P. Parking Lot Items
- Q. Adjourn to Closed Session at 4:20 p.m.
- R. Closed Session
  1. Approval of Previous Closed Session Minutes
    - a. Closed Session Governing Board Meeting November 29, 2018
  2. Quality/Risk Management Report [H&S Code § 32155 –Judy Gallagher, CNO

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3. Medication Error Reduction Plan Committee Report – Judy Gallagher, CNO
4. Quality Assurance Performance Improvement Committee Report – Kristen Rees, Data Coordinator – (October, **January**, April, July)
5. Discussion regarding Employee Survey comments.
6. Medical Staff Appointments/Reappointments [Gov. Code § 54957

Approval of **Resolution 19:02**

- a. Bavuso, Frank, MD – Associate – Anatomical and Clinical Pathology (Lab Director) – 2/1/19 – 3/1/19 (Temporary privileges)
  7. Confidential Correspondence to the Board – none
  8. Next meeting March 28, 2019. A special board and foundation training will be held on February 21, 2019 replacing the regular board meeting.
  9. Personnel matter – CEO evaluation – pursuant to Government Code § 54957
- S. Adjourned Closed Session at 5:28 p.m.
- T. Resumed Open Session at 5:29 p.m.
1. Actions Taken -
    - a. Approval of Resolution 19:02, the temporary reappointment of Lab Director Frank Bavuso, MD until the end of February 2019.
- U. Adjourned at 5:30 p.m.

*Submitted by Governing Board Clerk, Susan Gardner*