

Chief Executive Officer  
Louis Ward, MHA



**Board of Directors**  
Beatriz Vasquez, PhD, President  
Abe Hathaway, Vice President  
Laura Beyer, Secretary  
Allen Albaugh, Treasurer  
Jeanne Utterback, Director

Board of Directors  
**Quality Committee**  
**Minutes**

Full Remote Teleconference  
May 13, 2020 @ 12:00 PM  
Fully Remote Zoom Meeting

*These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.*

- 1 **CALL MEETING TO ORDER:** Board Chair Laura Beyer called the meeting to order at 12:00 pm on the above date.

**BOARD MEMBERS PRESENT:**

Laura Beyer, Secretary  
Jeanne Utterback, Director

**STAFF PRESENT:**

Louis Ward, CEO  
Candy Vculek, CNO  
Keith Earnest, CCO  
Jack Hathaway, DOQ  
Dawn Jacobson  
Jessica DeCoito, Board Clerk

**ABSENT:**

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- 2 **CALL FOR REQUEST FROM THE AUDIENCE – PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS**  
None

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3 **APPROVAL OF MINUTES**

- 3.1 A motion/second carried; committee members accepted the minutes of April 8, 2020 **Utterback, Hathaway Beyer – Y**  
**Utterback – Y**

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4 **Quality Facilities Reports:**

- 4.1 **Marketing:** submitted written report. Kudos to Val on the keeping everyone up to date with Emergency Preparedness and messaging going out.

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5 **Quality Staff Reports**

- 5.1 **Employee Health:** submitted written report. Annual physicals will start soon. Working out the details with HR while COVID-19 restrictions are still in place.
- 5.2 **Work Comp Quarterly:** submitted written report. Comparison to previous quarter and does COVID-19 restrictions have an effect on any employee related incidents. Louis to follow up with Libby and report back.
- 5.3 **Safety Quarterly:** submitted written report. No additional questions or comments.
- 5.4 **Staff Development:** Jessica to ask Brigid for full report outside of the PDF report template. And share report in minutes for May meeting. CNA training has been transitioned into a remote training. Onsite training will begin August for CNA's through Shasta College.

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6 **Quality Patient Services**

- 6.1 **Volunteer Services:** submitted written report. During COVID-19 what is the volunteer situation? – Not many volunteers are being used especially with the Gift Shop and Thrift Shop being closed. But they have stepped up elsewhere with making masks, etc.
- 6.2 **Social Services:** submitted written report. We have seen some increased depression from residents but we are getting around to each resident to check in with them, in addition to keeping families up to date. Activities is stepping up to help moral as well.

- 6.3 **Activities:** submitted written report. There are employees from multiple departments helping out with Activities when their workloads aren't heavy because of COVID-19 restrictions. Candy to follow up with Sondra on reporting to Quality Committee with LEAN project.
- 6.4 **SNF Events/Survey:** Things are going well because we have a great team of employees. LEAN work is getting picked back up. We have some changes with CNA workflows to look at as well. CDPH is requiring a COVID-19 mitigation plan and our team is working on getting that completed and turned in.
- 6.5 **Infection Control:** went live for HSN for mandatory reporting. This includes daily reporting.
- 6.6 **Blood Transfusion:** submitted written report. Candy to follow up on Vitals Document (N) reporting from November 2019. Will report back once information is received.

7 **Quality Finances Reports: No Department Reports**

8 **Quality Program Reporting and Initiatives**

- 8.1 **Quality/Performance Improvement:** working through COVID-19. Telemedicine Quality work: process improvement through COVID-19 situation, because we are now able to get students into their tele-therapy program in the Physical Therapy building, and we do not have to collect data as we had before COVID-19. 100% of the students who started with tele-therapy have continued through this program even with COVID-19.
- 8.2 **PRIME:** submitted and received an initial approval. A deeper clinical review is now taking place. Some questions may come up but no issues are foreseen.
- 8.3 **Compliance Quarterly:** submitted report. Clarification on investigations.
- 8.4 **CMS Core Measures Quarterly Report:** submitted report. One measure has been dropped off on Imaging – OP-14, but the two other measures will still be looked at and relevant to our facility.
- 8.5 **5 Star Rating Monitoring Quarterly Report:** submitted written report. Issues have been remedied.

9 **NEW BUSINESS:** none

10 **ADMINISTRATIVE REPORT:** Happy Hospital Week (May 11 – May 15) – lots of fun activities while social distancing. COVID-19: Shasta Co. is in Phase 2. Alternative Care site has been dismantled but equipment is ready in case we do need it. Surgery is reopening on May 18<sup>th</sup> and expect to see surgeries beginning first part of June. Retail Pharmacy will reopen for in store visits, date TBD. Construction updates: Burney Clinic remodel has begun as of May 11<sup>th</sup>. Entrance and exit has been moved – Burney Fire and SEMSA has been altered and walked through in case of emergency. NHW – progress is coming along. Schedule reflects a July 7<sup>th</sup> completion date but crews are working all day and night. Administration & Finance building is coming along for completion around end of June. Laundry Facility restoration will begin shortly as well. Working on 1135 Waiver – allows us as hospitals and SNFs to not have to put in FLEX's for certain situations. Louis will represent Critical Access and Rural Hospitals in a National Press Conference on May 14<sup>th</sup> – will talk through MMHD's response to COVID-19.

11 **OTHER INFORMATION/ANNOUNCEMENTS:** None

12 **ADJOURNMENT: 1:33 pm** - Next Regular Meeting – June 10, 2020 (Fall River Mills)