



**Mayers Memorial Hospital District**

**Chief Executive Officer**

Matthew Rees, MBA

**Board of Directors**

Abe Hathaway, President  
 Michael D. Kerns, Vice President  
 Allen Albaugh, Treasurer  
 Beatriz Vasquez, PhD, Secretary  
 Art Whitney, Director

BOARD of DIRECTORS  
MEETING AGENDA  
 June 24, 2015 1:00 PM  
 Board Room (Burney)

*Mission Statement*

*Mayers Memorial Hospital District serves the Intermountain area providing outstanding patient-centered healthcare to improve quality of life through dedicated, compassionate staff and innovative technology.*

1	<b>CALL MEETING TO ORDER – Abe Hathaway, President</b>	
2	<b>CALL FOR REQUEST FROM THE AUDIENCE: PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS:</b> Persons wishing to address the Board are requested to fill out a "Request Form" prior to the beginning of the meeting (forms are available from the Clerk of the Board (M-W), 43563 Highway 299 East, Fall River Mills, or in the Board Room). If you have documents to present for the members of the Board of Directors to review, please provide a minimum of nine copies. When the President announces the public comment period, requestors will be called upon one-at-a time, please stand and give your name and comments. Each speaker is allocated five minutes to speak. <b>Comments should be limited to matters within the jurisdiction of the Board.</b> Pursuant to the Brown Act (Govt. Code section 54950 et seq.) <b>action or Board discussion cannot be taken</b> on open time matters other than to receive the comments and, if deemed necessary, to refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.	
3	<b>APPROVAL OF MINUTES:</b> 3.1 Regular Meetings – May 27, 2015 ( <b>ATTACHMENT A</b> ) .....	<b>ACTION ITEM</b>
4	<b>OPERATIONS</b> ► Chief's Reports (CEO, CNO, CCO, COO,CCO) ( <b>ATTACHMENT B</b> ) <b>WRITTEN REPORT PROVIDED – ADDITIONAL COMMENTS AS NEED VERBALLY</b>	Information
5	<b>BOARD COMMITTEES:</b>  <b>5.1 Finance Committee – Chair Allen Albaugh</b> 5.1.1 Committee Meeting Report 5.1.2 April/May 2015 Financial review and acceptance of financials ( <i>dispersed separately</i> ) 5.1.3 <b>Board Quarterly Finance Review</b> (binder)—verify and accept review of payments made to ALPHA Fund (workers comp), CAHHS (unemployment liabilities, EDD (annual premiums; IRS (FICA, Medicare, withholdings), State Board of Equalization (sales tax), CEO expenditures/reimbursement 5.1.4 Building Options/Updates..... 5.1.5 Credit Line ( <b>Attachment C</b> ) .....	Information <b>ACTION ITEM</b> <b>ACTION ITEM</b>  Info/ <b>ACTION</b> <b>ACTION ITEM</b>
	<b>5.2 Strategic Planning Committee – Chair Abe Hathaway</b> 5.2.1 Committee Meeting Report – (Hathaway)..... 5.2.2 SSV/Trauma/Base Station status.....	Information Information/ <b>Action</b>
	<b>5.3 Quality Committee – Chair Mike Kerns</b> 5.3.1 Committee Meeting Report.....	Information

6	<b>6.1 INFORMATION/REPORTS/BOARD EDUCATION/ANNOUNCEMENTS</b> ▶ Board Education – QHR Webinar 2 <sup>nd</sup> Tuesdays 2015, 10 a.m.	Information/ Discussion
7	<b>7.1 AD HOC COMMITTEES: (Appoint).....</b> ▶ Employee Health Benefits Plan ▶ CEO Evaluation Process & Format	<b>ACTION ITEM</b>
8	<b>ANNOUNCEMENT OF CLOSED SESSION:</b> <b>8.1 Government Code Section 54952</b> Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. AJ Weinhold, Chief of Staff), and to consider and approve <b>Medical Staff Credentials:</b>  <b>Medical Staff Appointment:</b> <ul style="list-style-type: none"> <li>• Dr. Ralph Lane, MD</li> </ul> <b>8.2 Government code section 54957 personnel: CEO Evaluation – Executive Session</b>	<b>ACTION ITEMS</b>
9	<b>RECONVENE OPEN SESSION: REPORT ACTIONS TAKEN DURING CLOSED SESSION</b>	
10	<b>ADJOURNMENT:</b> Next Regular Meeting July22, 2015 – Fall River Mills	

Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk to the Board of Directors, 43553 Highway 299 East, Fall River Mills CA 95028.

This document and other Board of Directors documents are available online at [www.mayersmemorial.com](http://www.mayersmemorial.com).

Posted/Distributed: 06/18/15

Date: May 27, 2015  
Time: 1:00 P.M.  
Location: Mayers Memorial Hospital  
Fall River Mills, California

*(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:** Vice President Kerns called the regular meeting to order at 1:01 p.m. on the above date with the following present:

Mike Kerns, Vice President  
Beatriz Vasquez, Secretary  
Allen Albaugh, Treasurer  
Art Whitney

**Board Members Absent:** Abe Hathaway, President

**Staff Present:** Valerie Lakey, Board Clerk; Travis Lakey, CFO; Sherry Wilson, CNO; Keith Earnest, CCO, Louis Ward, COO; Caleb Johnson, CCO; Marlene McArthur, IHF CEO; Mary Ranquist, Hospice Manager;

**2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS:**

**3. APPROVAL OF MINUTES** – A motion/second (*Vasquez, Whitney*), and carried, the Board of Directors accepted the minutes for the Regular meeting – April 22, 2015 **Approved All**

**4. Hospice Quarterly Report – Mary Ranquist, Hospice Manager – Census Report (Exhibit A)**  
It has been very busy since January. The department is looking at purchasing new CAD pumps – current ones are 15 years old. They will cost about \$1500 each and they will buy 2 and recondition 2 pumps. There is a continued effort to update equipment. Ranquist reported that \$3587.56 was raised at the Hospice dinner. Additionally, she reported they are working on cleaning up the Riverview House. Hospice has also been working with finance on reporting. (Cost Report and CAPS report.)

**5. OPERATIONS REPORT:**

***In addition to the written operations report included in the board packet, the following verbal reports and discussions are summarized below:***

- ▶ **Matt Rees, CEO:** Working on the building and financing. We will be addressing that issue later on the agenda.
- ▶ **Sherry Wilson, CNO:** CNA class finished last week –students will be testing soon. We have started the interview process to hire some of the graduates. We received 2 grants for the patios in Burney. The Alzheimer's Unit patio will be a larger project.  
BJ Macey is back to work. We have been receiving several intakes. We are at 76 for SNF census now.
- ▶ **Keith Earnest, CCO:** Huge progress in E-Prescribe in ER. Orienting the physicians one at a time.  
Food – Drug interaction reports are in place; dietary gets the reports. This allows for adjustments to be made.  
Earnest noted that Gail Leonard, Hospice Social Worker filled in for BJ Macey as Acute Social Worker while Macey was out on medical leave.
- ▶ **Louis Ward, Chief Operating Officer:** Fall River clinic about 95% complete. Exam tables will be here next Tuesday. He invited board members to come and see. We are still working on plans, etc. for the Burney clinic.

IT – now live with electronic prescriptions. We are connected with California Immunization registry.

Sac Valley Med Share – Health Information Exchange – merging with North Valley Health connect. Ward is interested in serving on that board.

Purchasing – purchased new beds with grant from the foundation. New resident beds.

Environmental Services – Aramark now comes out of Sacramento instead of Redding. Some adjustments with delivery time, etc.

- ▶ **Caleb Johnson, Chief Compliance Officer:** Johnson has been working on applying for NPI for the clinic. He addressed a phone conference with Wipfli regarding a needs assessment. Possible grant money available to pay for the assessment if we include demographics out of our service area. The assessment will use our demographics and the OSHPD data we received.

We fell short on cash collections this last month. With LTC and the new rate, there was a glitch that resulted in us not getting paid. In the ER – one of our doctors became “unlinked” we were not being paid for him. This is making our AR higher than normal (increased by 117,000 over previous month). The linking issue is just with medicare.

- ▶ **Marlene McArthur, IHF Chief Executive Officer:** Written report attached. (*Exhibit B*)

## 6. BOARD COMMITTEES:

### 6.1 Finance Committee – Chair Allen Albaugh

**6.1.1 Committee Meeting** – Corrected errors in the reports. Last month wasn't a good collections month. Statistically – the committee looked at FTE's – increased by 20-30% since 2012. It was noted we still have a lot of work to do on expenses.

**6.1.2 April 2015 Financials – Approval tabled to June pending corrections**

**6.1.3 Building Options – (*Exhibit C*)** Ward presented a couple of different options and a timeline. Building permit needs to be issued by April 1, 2017. Meets \$15.2 million dollar budget – including the seismic wall.

#### **Option #5**

Tear down existing Station 3 wing and add to it – toward the highway. ER, lab and radiology. Repurposing old space and bringing it up to code would be costly.

#### **Option #7 (*The favored option*)**

- Build off of the west side of the building (9200 sq. feet)
- ER patient flow is important
- PAR has been turned in
- Need to have everything in by August – before USDA goes to another budget
- This plan allows for growth
- \$15 million for the building and the seismic wall (already approved by OSHPD)– but does not meet NPC 2030 requirements.
- USDA package will be \$22.8 million (Refinance AP bond)
- Rees addressed projects that would be included in fundraising projects. (Helipad, ambulance garage, NPC 2030 improvements)
- Would need \$2 mil from GO Bond – this will keep taxes at \$50 per \$100,000
- We are including \$1 mil of fundraising in the figures.
- Working with 2 architects to get plans and ideas
- USDA said if the project is fully secured then the state can sign off – it does need to go to national to get a sign off for the design build.
- Discussion about fire suppression – that cost should be quite a bit smaller since it is a smaller building.

***Next steps – Design Build legislation, RFP, decide on architect***

(A lot of the preliminary work is already done.)

**6.1.4 IGT Documents** – Recommend the approval of the signatures on the IGT documents (*Albaugh, Whitney*) – **Approved All** Timeline would hopefully see payment in November. We have to pay off current line of credit to get a new one to put in for IGT

## **6.2 Strategic Planning Committee –Vice Chair Mike Kerns**

**6.2.1 Committee meeting** – Much of the same information covered in regular meeting was covered in the SP Committee meeting. See minutes as sent.

**6.2.2 SSV Trauma/Base Station** – Tabled to June when Abe Hathaway is here with his expertise. (see Albaugh’s notes) There was some discussion. Albaugh noted that this hospital is based on our ER. No change in the level of care. Med Staff was concerned – until it was discussed and explained. Would be able to have more available ER nurses. We were behind several years on paperwork due to SSV. We are not meeting requirements of Trauma status. Kerns asked if the board needs to make the decision. Rees needs to see if this is an operational issue or a board issue. Whitney wants to make sure it doesn’t affect Quality.

**6.2.3 LAFCO Update** – Marlene McArthur was present to explain the current status of district expansion and LAFCO. There is a change in LAFCO management again. McArthur’s calls were referred to attorney Jim Underwood. LAFCO was scheduled to come to MMHD’s May board meeting before this change in management happened. MMHD’s original resolution for district expansion was in January 2012. If we are interested in proceeding – we need to take action and have a new resolution. Kerns asked to continue efforts to get appropriate people here from LAFCO to answer our questions on how we should proceed.

## **6.3 Quality Committee – Chair Mike Kerns**

**5.3.1 Committee Meeting Report** – See minutes as distributed

**5.3.2 Policies & Procedures** – (*Kerns, Vasquez*) **Approved All**

- AHP Reappointment

## **7. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS**

- ▶ Board Education – QHR Webinar 2<sup>nd</sup> Tuesday each month, 10 a.m. PST
- ▶ Vasquez attended ACHD Annual Meeting in Monterey May 6-8, 2015. She reported on the meeting. (*Exhibit D*) Ideas from meeting: Use Mission and Vision statements at the beginning of meetings. Community Health, coalitions, etc. Quality presentation on fiduciary responsibility is also about quality. Rees was given award for advocacy.
- ▶ Lakeview Board Training

## **8. ANNOUNCEMENT OF CLOSED SESSION: 2:55 PM**

## **9. RECONVENE OPEN SESSION – ANNOUNCE ACTION TAKEN IN CLOSED SESSION**

**10. ADJOURNMENT:** There being no further business, at the hour of 3:01 p.m., President Hathaway declared the meeting adjourned. Next meeting June 24, 2015 – Burney

End of Month Census Report  
For 03/01/15 Thru 05/31/15

Program: <No Program>

Team: <ALL>

	EOM Census	EOM Pending	EOM NH Census	EOM Non Cancer Census	Avg Daily Census	Current Month Avg LOS	12 Month Avg LOS	Admits	Discharges	Deaths
	0	1	0	0	.00	0	0	0	0	0
Hospice Team	4	6	1	4	4.76	29.62	493.36	7	1	7
VACATION PATIENT	1	0	0	1	.18	0	0	1	0	0
Totals	5	7	1	5	4.94	29.62	493.36	8	1	7

## Mayers District Board Update – May 27, 2015

Below information and attachments provides you a brief overview on Mayers IHF business during the past couple of months. Please take a few minutes to update yourself on foundation activities:

- ≥ Foundation board met May 18<sup>th</sup>—and meets every other month with a written update similar to this report that is emailed to them the month there is no meeting.
- ≥ Eleven board members with two ex-officio directors (Mike Kerns & Matt Rees) (non-voting)
- ≥ New foundation office location: McArthur Square, 44160 Highway 299 East, McArthur
- ≥ Margaret Truan, Volunteer Services Coordinator & Grant Writer, retired on May 21<sup>st</sup>. Please welcome Kandie Dekker to the Mayers' team! Kandie has been a volunteer for many years and worked primarily in the thrift store and gift shops. ***Kandie has been hired on a part-time basis as the Foundation Programs Assistant***, with focus in the four stores operated through the foundation. She has inherited many of the tasks Margaret handled and will be an asset to assist in the many programs offered through the foundation that support the hospital.
- ≥ Barbara Spalding will be taking on some of Margaret's responsibilities as well, and added to her title: Volunteer Services & Events Coordinator.
- ≥ Margaret Truan will be contracted to write grants on behalf of the District and Foundation effective July 1, 2015.

Capital Campaign: Currently, \$277,000 is in the bank earmarked for the capital campaign raised from the "family" phase of the campaign—board members, physicians, management, and employees. Approximately \$31,000 is projected to be collected by March 2016 from employee payroll deductions. The community phase of the campaign is pending until the project is finalized.

Other foundation activities:

- ≥ 2015 Grant Year...good news!
  - **Grants Report (Attachment #1):** CY2015 to-date \$154,708 awarded to the District and the Foundation. FY2014 totaled \$106,000.
  - **Foundation Awards to the District CY2015 to-date:** \$30,424 (**Attachment #2**)
  - **Ambulance Project Budget (Attachment #3)**
- ≥ Foundation Award Applications is scheduled to be dispersed to hospital management to apply for equipment funding. There is \$30,000 available to be awarded to the District.
- ≥ **Scholarship Program (Attachment #4):** Six scholarship funds totaling approximately \$21,000 are available. Additionally, a new scholarship/program is currently being developed, the Violet Hanna Scholarship, totals \$17,750. The Hanna's requested it be used to recruit and/or retain RNs. The program is currently being reviewed and structured.
- ≥ **Stores Report (Attachment #5):**
  - Gifts Shops, Burney & FRM facilities
  - Thrift Store, FRM (next to Fall River Trophies)
  - Resale Store (Lucky Finds on 299), McArthur
- ≥ Community Health Fair: 23 vendors, 250 lab draw patients

Events/Fundraising:

- ≥ **August 15...Golf Tourney!!** We would love your participation, on or off the course. First task will be seeking sponsorships.





#2

<b>2015 Mayers IHF Funding for MMHD Projects</b>				
<b>Department</b>	<b>Purpose</b>	<b>Dollar Amount Applied For</b>	<b>Funding Source</b>	<b>Approved Amount</b>
Acute	ADA Toilets	\$2,167.20	Unrestricted Funds	\$2,167
SNF	5 Hill Rom LTC320 Beds	\$13,367.70	SNF Restricted & Equipment Unrestricted	\$13,367.70
SNF	Hoyer Lift w/Scale	\$5,659.99	SNF Restricted/Equipment Unrestricted	\$5,651
SNF	Exam Tables	\$9,238.12	Equipment Unrestricted	\$9,238
			<b>TOTAL AWARDED</b>	<b>\$30,424</b>

# NEW AMBULANCE PROJECT

Organization	Funding Level
Mayers Memorial Hospital District	\$15,923.56
Indian Gaming Grant Funds (District)	\$51,830
Sierra Health Foundation Grant (District)	\$15,000
Intermountain Healthcare Foundation (Annual Appeal, Golf Tourney, Chocolate Festival, Anonymous Donor, Community Donors)	\$61,416.84
Rotary District 5160 Grant (Mayers IHF)	\$10,000
Rotary Club of Burney-Fall River Fundraising (Mayers IHF)	\$15,000
TOTAL	\$169,170.40

(As of 3/15/15)

#3



## SCHOLARSHIP PROGRAM

The Mayers Intermountain Healthcare Foundation (MIHF) was established in 1998 as a nonprofit corporation organized to meet the philanthropic needs of Mayers Memorial Hospital District. All scholarships are made possible by MIHF fundraising efforts and through its generous contributors. The following are scholarship funds from which scholarships are typically awarded:

<p><b>Anna Conde Memorial Scholarship</b> The Anna Conde Scholarship was established in honor of a member of the first LVN class held at Mayers Memorial Hospital who was killed in a local traffic accident prior to her graduation. <b>Eligibility:</b> Students enrolled in an LVN program with plans to work at Mayers Memorial Hospital District.</p>	<p>Application deadlines: <b>November 1</b> for the Winter/Spring term; <b>May 1</b> for the Fall term.</p>
<p><b>Dr. Dan Dahle Scholarship</b> Mayers employees pursuing educational or training opportunities to improve their clinical abilities. It may also be available for other job-related expenses incurred by staff in the acute or emergency departments. <b>Eligibility:</b> Available to acute nursing personnel or EMTs of Mayers Memorial Hospital.</p>	<p>Open. No deadline.</p>
<p><b>Julie McCullough Memorial Scholarship</b> Julie McCullough worked as an EMT in the Emergency Department at Mayers Memorial Hospital for many years. In honor of Julie, who loved to run, employees and friends participate in a half marathon annually to fund this scholarship. <b>Eligibility:</b> Available for current Emergency Department staff of Mayers Memorial Hospital who wish to further their education by enrolling in continuing education, certification, or training programs.</p>	<p>Open. No deadline.</p>
<p><b>Leland Kerns Memorial Scholarship</b> Mr. Leland Kerns was a long-time resident of the Intermountain area who, upon his passing, requested contributions be made to this scholarship fund. <b>Eligibility:</b> Available for current nurses of Mayers Memorial Hospital District who wish to further their education by enrolling in continuing education, certification, or training programs.</p>	<p>Open. No deadline.</p>
<p><b>Ms. Johanna Desmond Memorial Scholarship</b> Ms. Johanna Desmond was a nurse at Mayers Memorial Hospital for many years. Upon her passing, she donated a portion of her estate to Mayers Intermountain Healthcare Foundation. <b>Eligibility:</b> Current nurses of Mayers Memorial Hospital who wish to further their education by enrolling in continuing education, certification, or training programs.</p>	<p>Open. No deadline.</p>
<p><b>Mayers Intermountain Healthcare Foundation General Scholarship</b> This scholarship is funded through the generosity of community members through private contributions for students majoring in studies within the medical and health care fields. <b>Eligibility:</b> Graduating high school seniors who have graduated from high schools within the Fall River Joint Unified School District or the Big Valley Joint Unified School District enrolled in an accredited school/program.</p>	<p>Application deadlines: <b>November 1</b> for the Winter/Spring term; <b>May 1</b> for the Fall term.</p>



## SCHOLARSHIP PROGRAM

### Section 5 - Certification

I hereby certify that to the best of my knowledge, all information submitted for this scholarship is true and correct. If applicable, I authorize the Scholarship Office at: \_\_\_\_\_ (school name) to release information which is pertinent to the application in regard to the educational program and/or financial circumstances that are needed to consider me for this scholarship.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Contact Information

If you have questions, please contact Marlene McArthur at 530-336-7515 or [mmcarthur@mayersmemorial.com](mailto:mmcarthur@mayersmemorial.com)

PLEASE PRINT OUT, COMPLETE THE FORM, AND INCLUDE ATTACHMENTS. EITHER MAIL TO THE ADDRESS PROVIDED ABOVE OR SCAN AND EMAIL TO THE EMAIL ADDRESS PROVIDED. BE SURE TO INCLUDE ALL SUPPORTING DOCUMENTATION REQUESTION.

**\*\*\*INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED\*\*\***

#5

Time Period: 1/1/2014 - 5/27/15  
Thrift/Gift based on 333 business days  
Resale based on 62 business days

**Stores Summary Report (1/1/2014 - 5/27/15)**

	Gift Shops (Stores)	Resale Store (Stores)	Thrift Shop (Stores)	Total Stores
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43400 · Direct Public Support				
43450 · Individ, Business Contributions	0.00	2,100.00	0.00	2,100.00
43400 · Direct Public Support - Other	0.00	0.00	0.00	0.00
<b>Total 43400 · Direct Public Support</b>	<b>0.00</b>	<b>2,100.00</b>	<b>0.00</b>	<b>2,100.00</b>
46400 · Other Types of Income - Stores				
46420 · Gift Shop Inventory Sales	39,898.16	0.00	288.93	40,187.09
46430 · Thrift Store Revenue	61.06	0.00	36,070.85	36,131.91
46440 · Resale Store Proceeds	0.00	8,753.17	0.00	8,753.17
46400 · Other Types of Income - Stores -	0.00	1,976.29	0.00	1,976.29
<b>Total 46400 · Other Types of Income - Store</b>	<b>39,959.22</b>	<b>10,729.46</b>	<b>36,359.78</b>	<b>87,048.46</b>
<b>Total Income</b>	<b>39,959.22</b>	<b>12,829.46</b>	<b>36,359.78</b>	<b>89,148.46</b>
<b>Gross Profit</b>	<b>39,959.22</b>	<b>12,829.46</b>	<b>36,359.78</b>	<b>89,148.46</b>
<b>Expense</b>				
Returned Check Charges	50.00	0.00	0.00	50.00
60300 · Awards and Grants				
60300 · Awards and Grants - Other	0.00	0.00	738.71	738.71
<b>Total 60300 · Awards and Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>738.71</b>	<b>738.71</b>
62800 · Facilities and Equipment				
62890 · Rent, Utilities	105.16	3,389.88	2,838.60	6,333.64
<b>Total 62800 · Facilities and Equipment</b>	<b>105.16</b>	<b>3,389.88</b>	<b>2,838.60</b>	<b>6,333.64</b>
65000-1 · Foundation Operations - Closed	0.00	0.00	0.00	0.00
65000 · Operations				
65010 · Books, Subscriptions, Reference	89.10	0.00	0.00	89.10
65020 · Postage, Mailing Service	2,440.63	148.14	0.00	2,588.77
65030 · Printing and Copying	0.00	0.00	0.00	0.00
65040 · Supplies	262.80	745.68	0.00	1,008.48
<b>Total 65000 · Operations</b>	<b>2,792.53</b>	<b>893.82</b>	<b>0.00</b>	<b>3,686.35</b>
65100 · Other Types of Expenses				
65130 · Interest Expense - General	0.00	0.00	0.00	0.00
65160 · Other Costs				
Bank & Transaction Fees	0.00	116.63	0.00	116.63
sales tax expense-Gift Shop	20.07	1.55	0.00	21.62
sales tax expense-Thrift store	0.00	12.45	0.00	12.45
65160 · Other Costs - Other	10,402.76	0.00	0.00	10,402.76
<b>Total 65160 · Other Costs</b>	<b>10,422.83</b>	<b>130.63</b>	<b>0.00</b>	<b>10,553.46</b>
65100 · Other Types of Expenses - Other	0.00	0.00	0.00	0.00
<b>Total 65100 · Other Types of Expenses</b>	<b>10,422.83</b>	<b>130.63</b>	<b>0.00</b>	<b>10,553.46</b>
65110 · Advertising Expenses	0.00	236.44	0.00	236.44
65150 · Memberships and Dues	0.00	0.00	0.00	0.00
65161 · Gift Shop Mdse	25,798.84	1,381.60	0.00	27,180.44
65162 · Special Event expenses	0.00	166.00	0.00	166.00
66900 · Reconciliation Discrepancies	424.97	0.00	0.00	424.97
68300 · Travel and Meetings				
68320 · Travel	0.00	370.42	0.00	370.42
<b>Total 68300 · Travel and Meetings</b>	<b>0.00</b>	<b>370.42</b>	<b>0.00</b>	<b>370.42</b>
<b>Total Expense</b>	<b>39,594.33</b>	<b>6,568.79</b>	<b>3,577.31</b>	<b>49,740.43</b>
<b>Net Ordinary Income</b>	<b>364.89</b>	<b>6,260.67</b>	<b>32,782.47</b>	<b>39,408.03</b>
<b>Net Income</b>	<b>364.89</b>	<b>6,260.67</b>	<b>32,782.47</b>	<b>39,408.03</b>

**STORES SUMMARY**

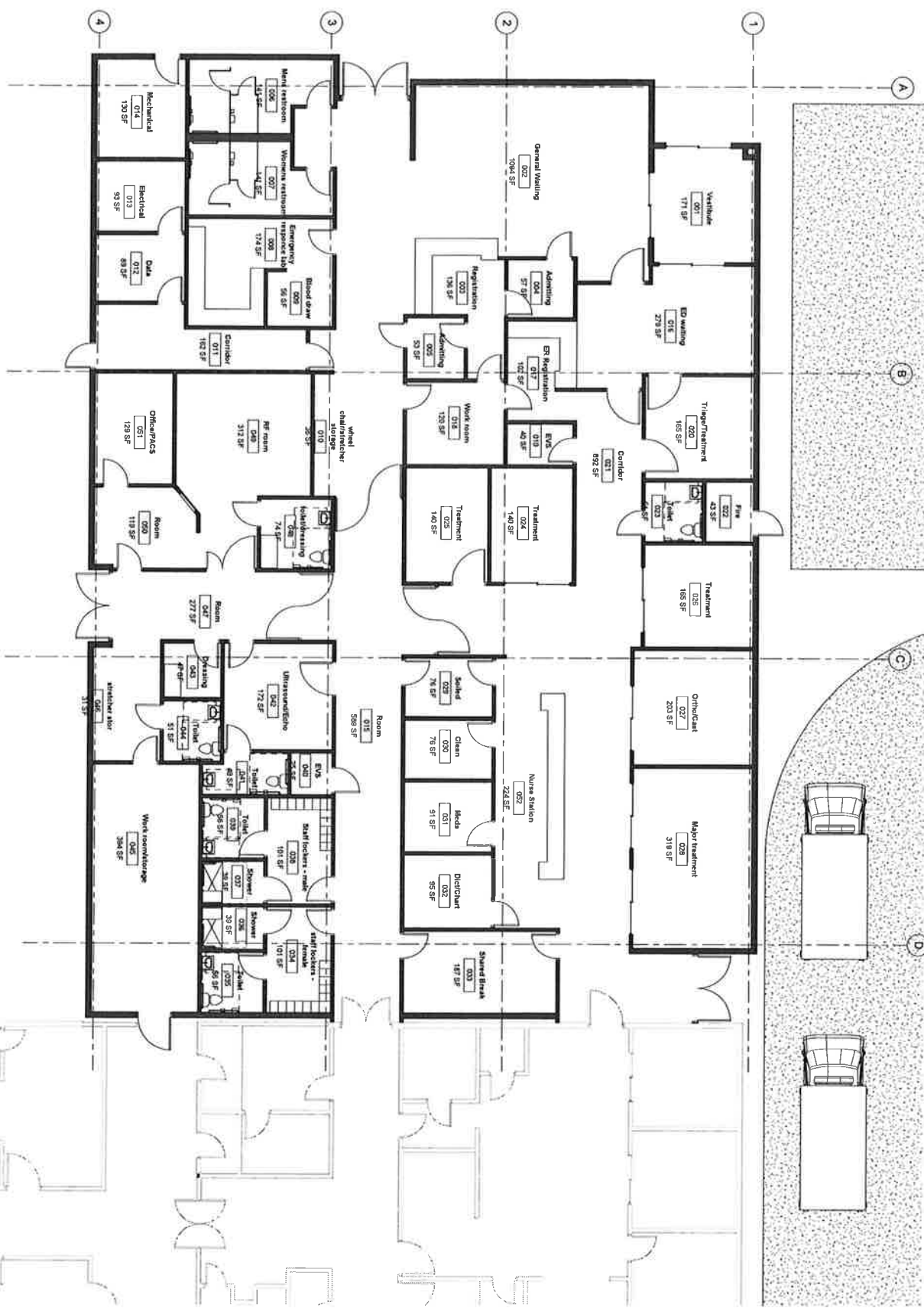
Gift Stores	Gross	Net
Thrift Store	\$120/day	
Resale Store	\$109.19/day	\$98.44/day
	\$173.05/day	\$101/day



## Mayers Hospital Expansion & Seismic Projects

### Timeline

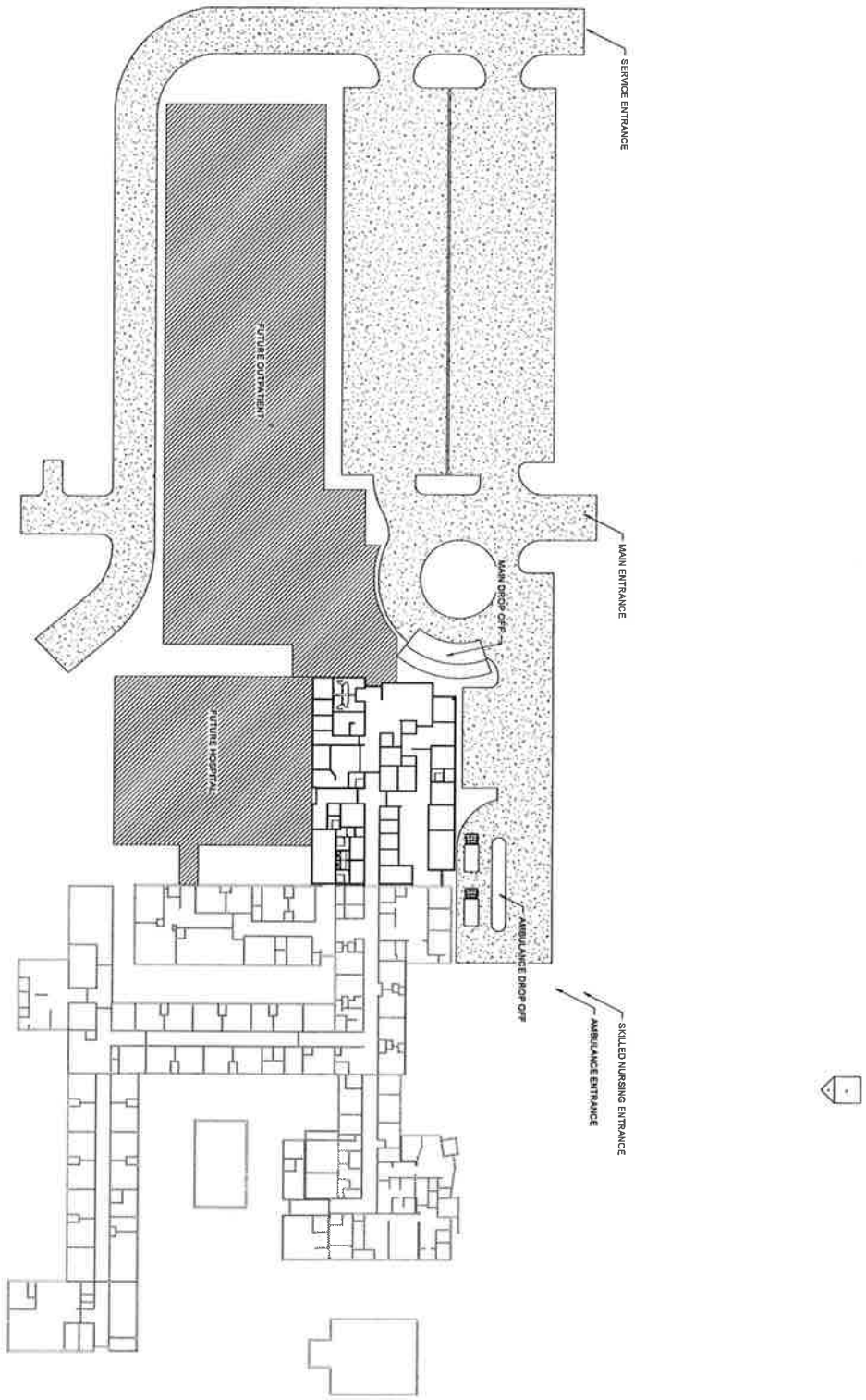
<b>MILESTONE</b>	<b>ANTICIPATED DATE</b>
Submission of Preliminary Architectural Review	<b>05/26/2015</b>
Passage of AB 1290	<b>Undetermined (June 2015)</b>
Selection of Architectural Firm	<b>June Board Meeting</b>
Submission of Funding Package to USDA	<b>06/15/2015</b>
Development and Distribute RFP	<b>10/31/2015</b>
Selection of Building Design	<b>12/31/2015</b>
Submit plans to OSHPD	<b>03/31/2016</b>
Issuance of building permit (Expansion project)	<b>04/01/2017</b>
Issuance of building permit (Seismic separation)	<b>04/01/2017</b>
Start of construction (Expansion project)	<b>07/01/2017</b>
Start of construction (Seismic separation)	<b>10/01/2018</b>
Construction complete (Expansion project)	<b>07/01/2019</b>
Construction complete (Seismic separation)	<b>07/01/2019</b>




**Masterplan  
option 5 rev 6A**

 <p>Greenbough Design 15010 Drum St. MRF Checked by: [Signature] Date: 5-24-15 Issue Purpose: Masterplan option 5 rev 6A</p>	<p>Sheet Name <b>Concept plan</b></p> <p>Sheet Number <b>A101</b></p>	<p>Project Name <b>Mayers Memorial Hospital Hospital PAR Masterplan</b></p> <p>Location <b>Fall River Mills, CA</b></p>	<p>Consultant Info <b>Greenbough Design</b></p> <p>Phone 530-633-6744 - PO Box 1368 Shingler Springs, CA 95642 - www.GreenboughDesign.com</p>
	<p>No. _____ Description _____ Date _____</p>	<p>Revision table # _____</p>	<p>Copyright © Greenbough Design 2014</p>

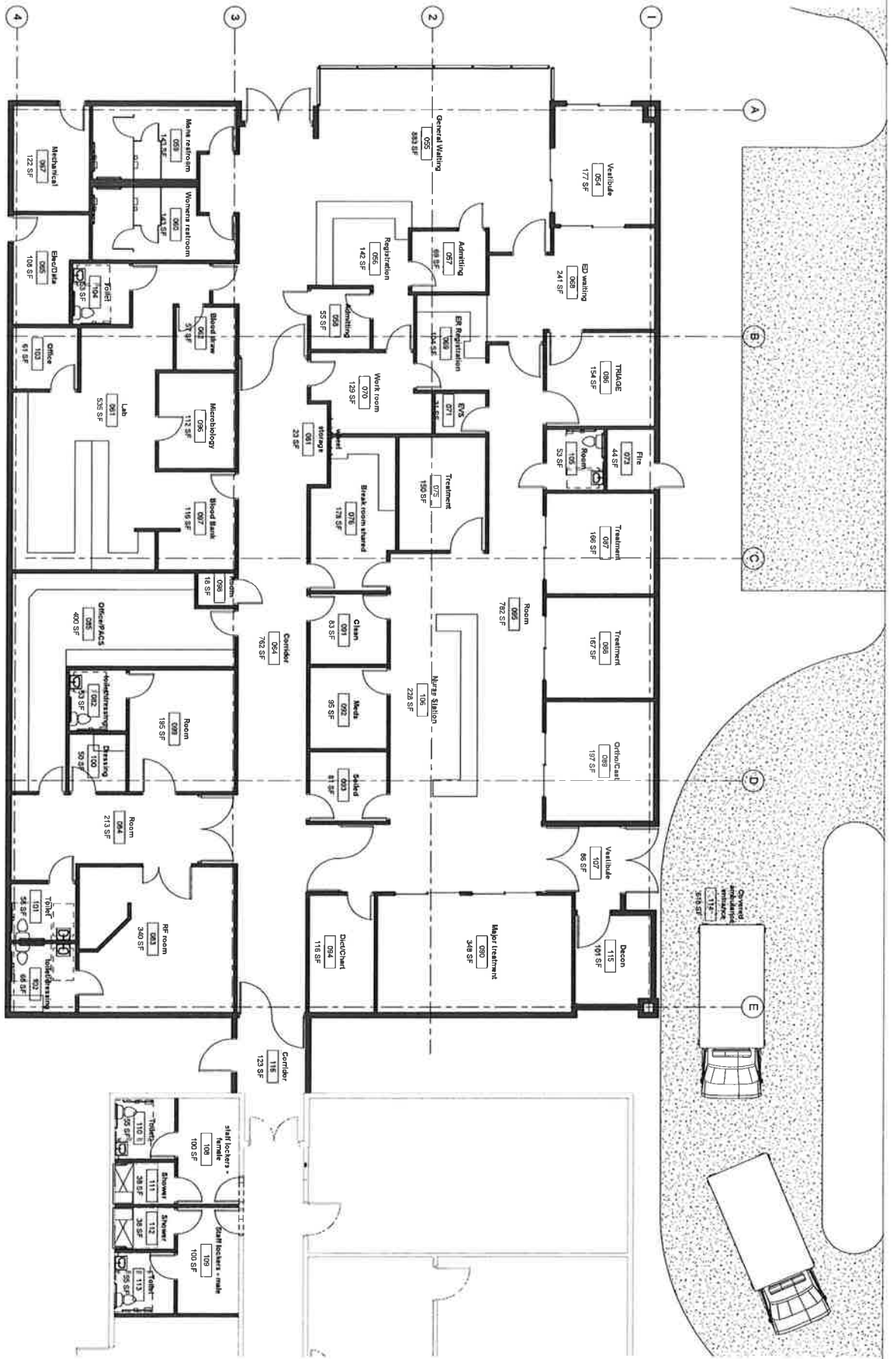
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**Masterplan  
option 5 rev 6A**

<p>Sheet Name <b>Site plan</b></p> <p>Sheet Number <b>A002</b></p> <p style="font-size: small;">5/2/2015 4:17:27 PM</p>		<p><b>Mayers Memorial Hospital Hospital PAR Masterplan</b></p> <p>Fall River Mills, CA</p>	<p>Consulting firm <b>Greenbough Design</b></p> <p style="font-size: x-small;">Phone 530-463-6744 - PO Box 1358 Grange Springs, CA 95662 - www.GreenboughDesign.com</p>																																																			
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1 Concept plan  
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**Masterplan  
 Option 7A**

	<p>Consultant No</p>
	<p>5242015 42831</p>
<p>Sheet Title</p> <p><b>Concept plan</b></p> <p>Sheet Number</p> <p><b>A101</b></p>	<p>Author/Revision #</p> <p>15070</p> <p>Designed By</p> <p>Checked By</p> <p>Drawn By</p> <p>Blair Purpala</p> <p>Masterplan Option 7A</p>
<p>Project Name</p> <p><b>Mayers Memorial Hospital PAR Masterplan</b></p> <p>Location</p> <p><b>Fall River Mills, CA</b></p>	<p>Project No</p> <p>15070</p> <p>Design No</p> <p>5242015</p>



# Principles of Local Government Public Engagement

The Institute for Local Government's Public Engagement program has developed the following ten principles to serve as helpful indicators of effective and ethical public engagement practice by local agencies. These principles may also help guide city, county, school and other local officials in the design of public engagement processes and strategies.

The following principles serve to guide trusted, high-quality and effective public engagement efforts that are sponsored, designed, convened, and/or facilitated by local officials.

1

## **INCLUSIVE PLANNING**

The planning and design of a public engagement process includes input from appropriate local officials as well as from members of intended participant communities.

2

## **TRANSPARENCY**

There is clarity and transparency about public engagement process sponsorship, purpose, design, and how decision makers will use the process results.

3

## **AUTHENTIC INTENT**

A primary purpose of the public engagement process is to generate public views and ideas to help shape local government action or policy, rather than persuade residents to accept a decision that has already been made.

4

## **BREADTH OF PARTICIPATION**

The public engagement process includes people and viewpoints that are broadly reflective of the local agency's population of affected residents.

5

## **INFORMED PARTICIPATION**

Participants in the public engagement process have information and/or access to expertise consistent with the work that sponsors and conveners ask them to do.

6

## **ACCESSIBLE PARTICIPATION**

Public engagement processes are broadly accessible in terms of location, time, and language, and support the engagement of residents with disabilities.

**7****APPROPRIATE PROCESS**

The public engagement process utilizes one or more discussion formats that are responsive to the needs of identified participant groups, and encourages full, authentic, effective and equitable participation consistent with process purposes. This may include relationships with existing community forums.

**8****AUTHENTIC USE OF INFORMATION RECEIVED**

The ideas, preferences, and/or recommendations contributed by the public are documented and seriously considered by decision makers.

**9****FEEDBACK TO PARTICIPANTS**

Local officials communicate ultimate decisions back to process participants and the broader public, with a description of how the public input was considered and used.

**10****EVALUATION**

Sponsors and participants evaluate each public engagement process with the collected feedback and learning shared broadly and applied to future engagement efforts.

Two leading organizations of public engagement practitioners, the National Coalition for Dialogue and Deliberation and the International Association for Public Participation, have each developed principles - or values - to help guide general practice in this field. For more information visit:

- National Coalition for Dialogue and Deliberation's Core Principles for Public Engagement: [www.ncdd.org/pep](http://www.ncdd.org/pep)
- International Association for Public Participation's Core Values for the Practice of Public Participation: [www.iap2.org](http://www.iap2.org)

The *Principles of Local Government Public Engagement* draws elements directly from both of these documents and includes language and perspectives especially appropriate to local officials. However a review of the International Association for Public Participation and National Coalition for Dialogue and Deliberation principles is also recommended.

## About the Institute for Local Government

This tip sheet is a service of the Institute for Local Government (ILG) whose mission is to promote good government at the local level with practical, impartial and easy-to-use resources for California communities. ILG is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities, the California State Association of Counties and the California Special Districts Association.

For more information and to access the Institute's resources on public engagement, visit [www.ca-ilg.org/public-engagement](http://www.ca-ilg.org/public-engagement).

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## **Strategies for Creating a More Collaborative, Effective Council**

[www.ca-ilg.org/CollaborativeCouncilsStrategies](http://www.ca-ilg.org/CollaborativeCouncilsStrategies)

September 2011

Running local government successfully is hard work. City officials know that it requires serious commitment, time and knowledge on the part of local officials and staff as well as community members. Local policy-making is also a collaborative activity. The current economic and political challenges facing California exert tremendous pressure on mayors and council members to work together collaboratively and effectively.

Issues that affect the future well-being of their cities also spur local officials to have conversations and collaborate with members of the public about the kind of community they envision for themselves and their children.

The need for collaboration — between individual council members, among councils as a whole and between local officials and the community — prompted the League to ask the Institute for Local Government (ILG) to conduct an Advanced Leadership Workshop on this topic during the League's Legislative Action Days in May 2011.

Nearly 40 mayors and council members participated in this interactive, highly rated session titled "Creating More Collaborative Councils: Strategies for Effective Communication, Meeting Management and Public Engagement." The workshop explored key issues related to the work of elected local officials and provided participants with the skills and strategies to more effectively:

- Communicate and problem-solve with colleagues;
- Maintain collaborative relationships with fellow council members;
- Preside over and participate in city council meetings;
- Interact with and respond to members of the public; and
- Design effective and inclusive processes for engaging the public.

This article presents some of the workshop's highlights.

### **Resources Available through the Institute**

The Institute's Meeting Resource Center aims to help local officials and agency staff make the most of meeting time.

[www.ca-ilg.org/MeetingResourceCenter](http://www.ca-ilg.org/MeetingResourceCenter)

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## Communication and Problem-Solving

On any given day, we all may do a better or worse job in effectively communicating information with others in our work, civic and family lives. The quality of communication with others can present a challenge for local elected officials, who work largely in the public sphere and must deal with multiple audiences, limited time and a broad range of content. The issue of communicating with council colleagues is no exception.

Proponents of effective communication suggest a few simple rules to help us keep our speaking and listening skills well honed, thus supporting our goals and relationships.

**Be attentive.** Whether with an individual colleague or in council chambers before a packed house, paying attention to the speaker, the subject at hand and (as appropriate) the interpersonal dynamics involved will make you a more effective communicator and help you to be perceived as a respectful, effective colleague and public servant.

**Ask clarifying questions.** This shows a desire to better understand the speaker and demonstrates both attentiveness and an interest in learning more. Typically this is a better communication choice than a quick emotional retort or an immediate explanation of your own views. Asking clarifying questions helps increase the likelihood of a more productive conversation or exchange.

**Let people know you are listening.** Two very simple ways to do this include paraphrasing and using a perception check. Paraphrasing is repeating the essence of the speaker's remark, thus conveying that you've heard the substantive content of what he or she has said; for example, "So you're saying that you believe this would kill all the fish in the stream — is that right?" A perception check involves acknowledging the emotional content of a speaker's comment; for example, "I can hear that you're very worried about the safety of neighborhood residents if we remove that stoplight," or "I want you to know that I hear how angry you are about this and how important the issue is to you." Both paraphrasing and a perception check can be important communication tools for council members. Neither suggests you are necessarily agreeing with the speaker or expressing your own opinion on the issue at hand.

## Distinctions between Values, Interests and Positions

Your conversations with other individual council members or residents often concern topics that they (and perhaps you) feel very strongly about. It may seem there is no way to even begin to have a useful discussion about such topics. However, understanding the distinction between a value, an interest and a position can be helpful when tackling this type of situation. Consider these examples:

## Working with Others to Get Things Done

Numerous experts and books<sup>2</sup> about negotiating strategies offer insights into the benefits of collaboration and alternatives to the “I win-you lose” negotiating approach. Sometimes referred to as seeking “mutual gain” or “principled negotiations” these strategies are “... explicitly designed to produce wise outcomes efficiently and amicably.”<sup>3</sup>

## Strategies for Achieving Mutual Gain Results<sup>4</sup>

Experts recommend several key inter-related strategies for mutual gain results. They are:

- Separating the people from the problem.<sup>5</sup>
- Focusing on interests, not positions.<sup>6</sup>
- Inventing options for mutual gain.<sup>7</sup>

The advantage of these strategies is that they tend to produce outcomes that benefit a broader range of interests and groups and help to nurture relationships that can endure over time.

## Separating the People from the Problem

“Negotiators are people first. A basic fact about negotiations, easy to forget in corporate and international transactions, is that you are dealing not with abstract representatives of the ‘other side,’ but with human beings. They have emotions, deeply held values, and different backgrounds and viewpoints; and they are unpredictable. So are you.”

- Roger Fisher and William L. Ury, *Getting to Yes*

If the food in a restaurant arrives at the table tasting too salty or the wine has soured, it is not the fault of the server. Considerate diners don't blame the server when they send the food or wine back to the kitchen. The same principle applies to the individual with whom one negotiates, whether it is a colleague on the same governing board, a member of a neighborhood group or an individual representing a company proposing a project within the jurisdiction.

The authors of *Getting to Yes* observe, “A working relationship where trust, understanding, respect and friendship are built up over time can make new negotiations smoother and more efficient.”<sup>8</sup> This is similar to recognizing the importance of civility in public agency deliberations and relationships.

## Asking “Why?” to Understand the Problem

The importance of understanding the problem at hand by asking “why” may be the most critical step in any effort to solve that problem or reach agreement on a solution.

Consider the story of two men quarreling in a library. One wants the window open and the other wants it closed. They bicker back and forth about how much to leave it open: a crack, halfway, three quarters of the way. No solution satisfies them both. Enter the librarian. She asks one why he wants the window open: “To get some fresh air.” She asks the other why he wants it closed: “To avoid the draft.” After thinking a minute, she opens wide a window in the next room, bringing in fresh air without a draft.<sup>9</sup>

Asking “What is the problem you are trying to solve?” enables one to focus on the roots of the problem. This helps leaders look at the issues from many angles and devise possible win-win approaches.<sup>10</sup>

## Listening Carefully<sup>11</sup>

Active listening is an ingredient in any interpersonal relationship. It takes on an added dimension when it provides opportunities to move one’s own goals forward. Listening carefully does not necessarily mean one agrees with the other party. Rather, it signals an interest in learning more and of understanding the “why” and history behind a position.

For example, active listening that is part of asking “why” may shed light on why residents in an underserved neighborhood are angry over a street widening project in a capital improvement plan. Or it may help understand why a fellow elected official is upset about the proposed date for a city council retreat. By respectfully probing for the “why” and listening carefully to the responses, one may be able to identify the reason behind the positions. The neighbors may be concerned about the safety of their children from the increased traffic and the council colleague may be upset because the retreat date selected conflicts with a long planned family reunion.

To be effective, of course, active listening must be genuine. Combining it with a quest to understand the context or “why” of a position can result in powerful insights that may lead to a reasoned, mutually beneficial solution.

## Respecting the Process

Some observers liken negotiations or the process of working together to find common ground to a ritual or a dance. Respecting the process signals respect for the time and effort the parties put into the process. In some situations, reaching agreement too quickly may be perceived as a lack of respect for the process or the other parties’ interest in working through the issue. Taking the time to work out a mutually agreed upon solution validates the time everyone spends participating in that process.<sup>12</sup>



## Other Thoughts to Consider

### Characteristics of a Good Negotiated Settlement

Some experts offer four key characteristics of a successful negotiated settlement.<sup>13</sup>

1. **Fairness:** Did the participants in the process perceive it to be fair? A process that is open to modification to respond to new concerns or information generally will be viewed as fair.<sup>14</sup>
2. **Efficiency:** A fair agreement may not be acceptable if it takes longer to achieve than is warranted by the problem. Was the resolution worth the trouble?<sup>15</sup>
3. **Wisdom:** The search for a wise decision or settlement requires collaborative inquiry, one that breaks down a complex problem into a series of mutually agreed-upon pieces.<sup>16</sup>
4. **Stability:** Will the agreement endure over time? Even if the participants view it as fair, efficient and wise, to be effective, a resolution must be stable over time.<sup>17</sup>

### Decision-Making Transparency

Remembering the importance of transparent decision-making is critical when working towards a win-win solution. Public agency decision-making is different from the way individuals or private businesses make decisions. This difference is fundamental to the purpose and objectives of those decisions. The guiding principle must always be what best serves the public's interest.

Remembering potential legal and ethical constraints also is important when working to find a mutually agreeable solution.<sup>18</sup> In seeking to find wise solutions, one does not want to inadvertently overstep what the law allows. For example, current law limits the number of elected officials who may discuss an issue outside of a meeting for which the public has received notice.<sup>19</sup> Fair process considerations may require a public hearing before a final decision can be made.<sup>20</sup> Thus, consulting with the agency's legal counsel is a good first step.

### Consider that You May Be Wrong<sup>21</sup>

Being open to new ideas and information, including the possibility that one's perspective may be wrong, is the sign of a good leader. This applies whether it is learning about and accepting new information that might change one's prior understanding of the issue or working through an issue with the other stakeholders and coming to a different conclusion.<sup>22</sup>

## Principled Leadership

Some experts suggest that principled leadership – that is, leadership based upon “doing the right thing” – includes ephemeral qualities that are hard to define. These are qualities “... we value above and beyond their ability to generate profits or votes”. They include:

- Decency.
- Respect.
- Compassion.<sup>23</sup>

Attributes of leaders also include:

- Integrity.
- Honesty.
- Trust.<sup>24</sup>

These leadership qualities contribute to successful relationships that can benefit the community and help achieve the objectives one set out originally in seeking public office.

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The Institute welcomes feedback on this resource:

- **Email:** [info@ca-ilg.org](mailto:info@ca-ilg.org) Subject: *Working Together to Achieve One's Goals: Some Strategies for Success*
- **Mail:** 1400 K Street, Suite 205 • Sacramento, CA • 95814

## References and Resources

Note: Sections in the California Code are accessible at <http://leginfo.legislature.ca.gov/>. Fair Political Practices Commission regulations are accessible at [www.fppc.ca.gov/index.php?id=52](http://www.fppc.ca.gov/index.php?id=52). A source for case law information is [www.findlaw.com/cacases/](http://www.findlaw.com/cacases/) (requires registration).

<sup>1</sup> *Getting Things Done: Working Effectively to Achieve Results* and *Getting Things Done: Working Effectively to Achieve Results*, David Landis, CSAC Institute for Excellence.

<sup>2</sup> Examples include: *Getting to YES*; *Dealing with an Angry Public: Breaking the Impasse*, and *Getting Things Done: Working Effectively to Achieve Results*, David Landis, CSAC Institute for Excellence.

<sup>3</sup> *Getting to YES*, pp. 10-11.

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<sup>4</sup> Numerous authors offer thoughtful ideas about integrated strategies for negotiating win-win, mutual gain results. Although providing detailed steps for negotiation strategies is beyond the scope of this tip-sheet, it does offer tips about two key elements of any strategy. Several of the key resources in this area are listed in Resources to Learn More at the conclusion of this tip-sheet.

<sup>5</sup> *Getting to YES* p.11.

<sup>6</sup> *Getting to YES*, p. 11.

<sup>7</sup> *Breaking the Impasse: Consensual Approaches to Resolving Public Disputes*, p. 117.

<sup>8</sup> *Getting to YES*. p. 19.

<sup>9</sup> *Getting to YES*, p 40.

<sup>10</sup> *Dealing with an Angry Public*, p. 221 and 232.

<sup>11</sup> *Getting to YES*, pp. 35 and following

<sup>12</sup> *Getting Things Done: Working Effectively to Achieve Results*, David Landis, CSAC Institute for Excellence.

<sup>13</sup> *Breaking the Impasse*, pp. 21 and following.

<sup>14</sup> *Breaking the Impasse*, pp. 21-25.

<sup>15</sup> *Breaking the Impasse*, p. 26-28.

<sup>16</sup> *Breaking the Impasse*, p. 30-28-30.

<sup>17</sup> *Breaking the Impasse*, pp. 31-33.

<sup>18</sup> *Breaking the Impasse*, pp. 193-194.

<sup>19</sup> See Generally Cal Govt. Code § 54950 and following. See also Discussion in *Alternative Dispute Resolution: Navigating Special Issues in Public Agency Disputes* available at <http://www.ca-ilg.org/post/institute-resources-intergovernmental-dispute-resolution>.

<sup>20</sup> See *Trancas Property Owners Association v. City of Malibu*, 138 Cal. App 4<sup>th</sup> 172 (2006); *Save Tara v. City of West Hollywood*, 45 Cal. 4<sup>th</sup> 116 (2008)

<sup>21</sup> *Dealing with an Angry Public*, pp. 166-167.

<sup>22</sup> *Dealing with an Angry Public*, p. 231.

<sup>23</sup> *Dealing with an Angry Public*. p. 224.

<sup>24</sup> *Dealing with an Angry Public*, p. 225.

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Mayers Memorial Hospital

## Operations Report May 2015

Statistics	May YTD FY15 (current)	May YTD FY14 (prior)	May Budget YTD FY15
Surgeries (including C-sections)	108	51	117
➤ Inpatient	32	19	17
➤ Outpatient	76	32	100
Procedures (surgery suite)	187	29	165
Inpatient	2029	1509	1795
Emergency Room	3638	3238	3240
Skilled Nursing Days	24305	23882	24002
OP Visits (OP/Lab/X-ray)	14167	13996	14897
Hospice Patient Days	1253	2230	1160
PT	12035	9099	9306
Ambulance Runs	367	378	374

### ***Operations District-Wide***

Prepared by: Matthew Rees, Chief Executive Officer

### ***Administration/CEO activities during the past month:***

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### ***Chief Clinical Officer Report***

Prepared by Keith Earnest, Pharm.D.--Chief Clinical Officer

#### *Physical Therapy*

- Referrals have been strong. There are currently 21 pending evaluation (of those 9 are scheduled).
- We have retained a registry Physical Therapist who will start in July. At that time we will advertise that patients may self refer to Physical Therapy.
- Abby Burnam, PT scheduler, is working with the surgery department to make referrals to PT after orthopedic surgery smooth.

#### *Respiratory Therapy*

- Mayers was approved to receive a second ventilator from Shasta County (\$18,000 value). Adam Dendauw, Respiratory Manager, is working with the county on grant money to cover the cost of preventative maintenance for this second machine.
- Acute/swing census and modalities per patient have increased as have respiratory charge capture. We are also capturing more charges associated with Arterial Blood Gasses (ABG).
- Adam Dendauw, has submitted a funding proposal for a portable analyzer to run ABG's.

### *Pharmacy*

- We are experiencing shortages and backorders of many important antibiotics such as Zosyn®, Fortaz® and vancomycin. We are doing our best to use what we have in the most appropriate ways possible.
- E-prescribe is live in the ER and all ER physicians have received initial training. Special CII paper is in a locked printer drawer in the ER so physicians will not need to write CII prescriptions on their office pads.
- The annual inventory will be conducted at the end of June.
- Mayers Pyxis machines reach end of life in 2016. We are working with Pyxis, IT and purchasing on the timeline for replacement with leased machines.

### *Imaging*

- Doreen Parker, Imaging Manager, has completed vascular ultrasound training. She is now proficient to perform ultrasound of carotids and ankle-brachial index (ABI). Casey, our previous vascular tech is no longer traveling from Mt Shasta to provide this service.
- The Imaging Department is collecting co-pays at time of service. The department is working with the charge-master so the cost of the contrast is included in the time of service estimate.

### *Cardiac Rehab/Telemedicine*

- Trudi Burns, RN manager, is working with the "Silver Sneakers" programs and can potentially receive medi-care reimbursement for cardiac maintenance patients.
- Trudi Burns, RN, manager, is arranging neuro-psych consults for skilled patients that exceed the dosage thresholds for psychotropic medications. This process is very cumbersome but residents may be seen as soon as May 28<sup>th</sup>.
- Referrals have been strong and currently there are 5 monitored patients.
- We are exploring possibilities with Partnership Health's telemedicine program.
- Initial plans are underway to incorporate tele-medicine into the specialty clinic.

### *Laboratory*

- We have signed the contract to replace our current leased analyzer with an upgraded leased analyzer. The new contract/machine will:
  - Result in a 30% decrease in the cost of reagent.
  - Faster cardiac and thyroid labs
  - Provide opportunity to expand our test menu
  - Have a 5 year service contract
  - Give us a \$10,000 reagent credit to cover the interface between the machine and Paragon®.
- We have retained Lee Asnin, CLS, to work for Mayers one weekend per month (Friday to Sunday). He is the current lab manager at Banner Lassen in Susanville. He started June 12<sup>th</sup>. He is highly proficient in micro-biology and will assist in training one of our CLS's in this area.

**Critical Access Hospital**

**Prepared by: Sherry Wilson CNO/Acute**

**Acute/Swing Nursing Unit**

**Acute Manager Report**

- Average Daily Census for May1-May 31, 2015 is 7.26 patients.
- Discussed Employee Personnel Development Assessment with each employee offering suggestions to staff inquiring to further education to contact the Foundation for scholarship opportunities.
- Working with HR to obtain FT RN's.
- Attended Leadership training with ER and OB Manager.

Submitted by Theresa Overton, RN, Acute Care Manager.

**Surgery**

- Surgery has seen a slight decrease in the referrals for Dr. Syverson. I believe this is a direct reflection of the decrease in his clinic days.
- Dr. Guthrie is very interested in using the hospital clinic as soon as it becomes available.
- One of our gastroscopes was damaged during use. We have a secondary one, so this one will not be sent out for repair until necessary.
- Dr. Syverson will take a 2 week vacation in July, so surgery staff have coordinated vacations at this time as well – keeping a skeleton crew on call.

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**Skilled Nursing Facility – Burney & FRM**

*Submitted By: Sherry Wilson, RN, CNO*

- Census is at

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**Operations Report**

**Prepared by: Louis Ward, MHA, Chief Operating Officer**

**Facilities:**

- **Planning for upcoming State Survey**
  - Contracted F.S. Technologies for Oxygen certifications both facilities
  - Contracted Shasta Fire for fire extinguisher and dietary hood suppression certification
  - Contracted 1 year and 5 year, sprinkler and main sprinkler riser certification both facilities
  - Contracted Precision Alarm for smoke detector certification in Burney
  - Generator annual service certifications done in Burney and F.R.M.
  - Cleaned both dietary ice machines per State of California requirements.
- **Cleaning the Hospital and Annex Grounds**
  - We requested assistance from The Intermountain Conservation Camp to eradicate tall brush from both Burney and the Fall River facilities.
  - Cut weeds in large field F.R.M., THANKS MR. ALBAUGH for the use of your tractor!!!!

- **Burney and Fall River Clinic – 1206(b)**
  - The Fall River Clinic has been completed
    - New exam tables have been installed in each exam room
    - The shared lobby between PT and the Clinic has been fully remodeled
    - All exam rooms have been remodeled
    - Patient restroom has been updated.
  - Burney Clinic
    - We are continuing to work with Shasta County to determine the scope of the project as well as permits needed to complete the work.

## **Information Technology:**

- **Installed Kaspersky Anti-Virus Solution**
  - Installed and implemented on 50% of work stations
    - Remaining are being rolled out on planned schedule (completed by June 30)
    - Will prevent from external virus attacks through email and web-traffic.
- **Department back at full staff with the return of Michael Wyatt**
- **Working with ESPY Services and PCR consulting to reduce our Telecom Spend**
  - The District's Avg. telecom monthly bill is between \$5,500 and \$6,000.
  - We are working to reduce this monthly obligation by 35% (\$2,100/mo) with the use of government programs dedicated to rural and public agencies.
- **Health Information Exchange**
  - The North State Health Connect has merged with the Sac Valley Med Share
    - We are now in talks determining governance issues
    - 6 Board seats are available to the members North State Health Connect
      - I am currently serving as a member on the technical committee and have also expressed interest in representing the 299 collaborative as a board member of the Sac Valley Med Share.
      - Mountain Valley Health Centers have a controlling interest of the grant awarded to the 299 collaborative and thus they will ultimately decide who will represent the 299 collaborative on the Sac Valley Board, the 299 collaborative will be making a recommendation of the candidate in their July meeting.
    - I am working with Scott Putnam, MVHC CIO to begin planning to pilot a HL7 interface for our PACS in bound orders and OB results to MVHC through the use of the HIE ICA Portal. We will be the first in the region to accomplish this if we decide to move forward.

## **Dietary:**

- **McConnell Foundation Grant**
  - The Grant committee has awarded \$22,544 for the Nutrition Center Project
    - We intend to purchase:
      - New seating
      - New food display cases
      - Employee communication boards

- New salad bar
- New furniture to house cutlery and other dining related material
- We are at the planning stages of completing the project.
- **Provided additional computer training to Dietary Staff and Registered Dietitian**
  - All Dietary Orders/Changes placed on the computer will automatically print out the order in the Dietary Department.

**Purchasing:**

- **Steve Sweet, Buyer has been made Purchasing Manager.**
- **We have hired a new Purchasing clerk bring the department to full staff.**
- **We are planning for our fiscal yearend inventory.**
  - Working with all of Managers of clinical areas to determine scheduling.

**Environmental Services:**

- **Working with the Department Manager to complete the FY16 budget**
  - I have noticed that all cleaning supplies have been coded to the department rather than that of the department the cleaning supplies are used for; there may be financial advantages to changing this process, still researching how this change would impact the organization.

***Compliance Report***  
***Caleb Johnson, Chief Compliance Officer***

I'd like to take this opportunity to formally announce my departure from Mayers Memorial Hospital District and to thank my coworkers and the Board for the last five and a half years. In my positions as Purchasing Manager and Compliance Officer I was privileged to interact with nearly every employee on some level. In my experience, Mayers' employees are some of the most caring, hardest working, most resourceful people I've encountered. In my new position as Chief Financial Officer at Plumas District Hospital I look forward to coordinating and fostering relationships across the organizations for mutual benefit. Thanks again.

***- Caleb Johnson, MBA***  
***Chief Compliance Officer***  
***Mayers Memorial Hospital District***



# OSHPD

Office of Statewide Health Planning and Development



*Cal-Mortgage Loan Insurance Division*  
 400 R Street, Suite 470  
 Sacramento, California 95811-6213  
 (916) 319-8800  
 Fax (916) 445-2837  
 cminsure@oshpd.ca.gov  
 www.oshpd.ca.gov/calmort

June 15, 2015

Matthew Rees, MBA  
 Chief Executive Officer  
 Mayers Memorial Hospital District  
 43563 Highway 299 East  
 P.O. Box 459  
 Fall River Mills, California 96028

RE: **Mayers Memorial Hospital District (District)**  
**Project No. 1019**  
**Office's Consent for Insurance on a \$3,264,235 Line of Credit**

Dear Mr. Rees:

In a letter to Dean O'Brien of the Cal-Mortgage Loan Insurance Division of the Office of Statewide Health Planning and Development (Office) dated June 4, 2015 (copy enclosed), sent by Travis Lakey, CFO, it was requested that the Office consent to the District obtaining a new Line of Credit (LOC) with Tri Counties (Bank), and that the Office insure the LOC. According to the request, the new LOC is needed so that the District has the liquidity to participate in the Partnership Health Plan of California Rural Expansion Intergovernmental Transfer Program (IGT).

Section IX of the Regulatory Agreement by and between the Office and the District dated March 1, 2007 (**Regulatory Agreement**), requires, in pertinent part, the following:

Section IX Subsection A-3 of the Regulatory Agreement between OSHPD and the District provides that:

"...the District may incur the following:... Short-Term Indebtedness, with the prior written consent of the Office, and provided that no amount of Short-Term Indebtedness shall be outstanding for a period of thirty (30) consecutive days during each Fiscal Year. The aggregate amount incurred by the District under this Subsection shall not exceed at the time of incurrence ten percent (10%) of the District's Adjusted Annual Operating Revenues for the most recent Fiscal Year for which audited financial statements are available;..."

Matthew Rees, Chief Executive Officer  
June 15, 2015  
Page 2

Section IX Subsection 13 states:

"Any indebtedness or obligations of the District consented to in writing by the Office."

Based upon the representations contained in the letter request dated June 4, 2015, and subsequent information provided describing the timing of the IGT and the District's sources of repayment on the LOC, which include the \$2,640,664 net gain from the IGT, combined with \$623,571 in District collections, the Office hereby consents to the District obtaining a LOC in the amount of \$3,264,235; and agrees to insure the line of credit. This consent is contingent upon the following:

1. Evidence that the current insured LOC is paid in full on or before June 30, 2015
2. The Office is to review and approve all loan documents.
3. The Office shall retain its security interest through a Deed of Trust with Fixture Filing and Security Agreement and a revenue pledge.
4. The District is to pay an application fee, insurance premium, loan inspection and certification fee totaling \$5,290.
5. The Office will review and approve, at its sole discretion, all advances on the LOC. As a part of the review process, the District shall provide:
  - a. A written request for the amount of the advance; and
  - b. Such request shall state the use of funds, the anticipated repayment source, and a committed time frame for repayment.

Please have a copy of all loan documents forwarded to your Account Manager, Dean O'Brien, for review and approval.

If you have any questions, please contact your Account Manager Dean O'Brien, at (916) 319-8814.

Sincerely,



Carl A. McLaney, MPA  
Deputy Director

Enclosure

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cc: See next page