

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

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

**Board of Directors
Regular Meeting
Minutes**

January 30, 2019 – 1:00 pm
Boardroom (Fall River Mills)

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: Beatriz Vasquez called the regular meeting to order at 1:01 pm on the above date.

BOARD MEMBERS PRESENT:

Beatriz Vasquez, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Ryan Harris, COO
Keith Earnest, CCO
Candy Vculek, CNO
Diana Groendyke
Val Lakey, Board Clerk

ABSENT:

2 CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS

None

3 APPROVAL OF MINUTES

3.1 A motion/second carried; Board of Directors accepted the minutes of December 5, 2018. *Beyer/Hathaway* *Approved All*

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

4.1 A motion/second carried; Steve Holt was recognized as December Employee of the Month. Resolution 2019-2 *Albaugh/Hathaway* *Approved All*

4.2 **Director of Human Resources/Worker's Comp Report** – Candy Vculek reported for Libby (Family Emergency absence) Albaugh mentioned amount being spent on the recruiters. For the international search, we do not pay until we have actual recruits. Not a lot of results from Hunter Ambrose. This will be reassessed after evaluating the bonus incentives. We are still doing CNA program, just hired 5 from the previous class. Albaugh had questions with the housing. Libby helps to manage the process.

4.3 **Director of Nursing** – SNF – Diana Groendyke – Minor deficiencies are addressed and readdressed each month. Falls, med errors, etc., are tracked each month including a root cause analysis. Census is at 76 today. Viral outbreak at Burney just ended on the Jan 28. Will now be able to admit. Three female beds at FRM and Burney; 2 male at FRM. Working together with Acute for admissions. Working on filling the rest of the beds. Have been talking with neighboring facilities. Eastern Plumas will be coming to visit. There are 22 beds in memory care. CIT Training was beneficial for SNF staff. Hathaway noted that he visited the facility and was impressed with the cleanliness and overall condition of the residents and facility.

5 BOARD COMMITTEES

5.1 Finance Committee			
5.1.1	Committee Meeting Report: Need to change the signature card. Abe Hathaway and Allen Albaugh will be the signers on the account and the bank will take care of the stamp.		
5.1.2	November/December 2018 Financial Review, AP, AR and acceptance of financials.	Utterback/ Beyer	Approved All
5.1.3	Mindray Approval – Purchase of equipment for the ER (already approved \$113,000) Packet is for the upgrade of the acute system which was purchased in 2011 and is an Integrated system. Currently, we rely on ER staff for help. If the systems are integrated the information sharing for care between departments will be more efficient. Without the system upgrade we will have to determine how to coordinate. As far as finance, the vendor gave a GPO level 2 discount. Cost for upgrade will be more at a later date when it is not integrated at the same time as the ER installation. Finance committee is concerned about spending with cost of expansion. Lakey noted that we have about 80 days of cash coming. We have contingency in the project. CFO feels comfortable with our cash position. Albaugh is concerned about spending money until our new building is closer to completion. Utterback asked about Quality of care. Patient Care impact will not happen until ER system is in place. Hathaway moved to postpone until June 2019 meeting Albaugh second	Hathaway/ Albaugh	Approved All
5.1.4	Resolution 2019-01 Signing Authority COO needs to be able to sign at the county for permits, etc.	Albaugh/Beyer	Approved
5.2 Strategic Planning Committee			
5.2.1	Committee Meeting Report – Albaugh reported on the SP Committee meeting. Discussed the Burney Clinic concept. Harris will go to the county Jan 31.		
5.2.2	Burney Clinic - Approval to move forward on the Burney Clinic. After we get the plans from the county the next step will be to get the architect to draw up plans (\$155/hr). Staff will bring the board a general cost for the board to make a decision to move forward. Will be an action item on the Feb agenda.		
5.3 Quality Committee			
5.3.1	Committee Meeting Report – Beyer reported on the Quality committee meeting. Template is complete for Quality reporting.		

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, 43563 Highway 299 East, Fall River Mills CA 96028. This document and other Board of Directors documents are available online at www.mayersmemorial.com.

5.3.2	Policies & Procedures for Approval – Six Minute Walk Distance Test	Utterback/Albaugh	Approval All
	<ul style="list-style-type: none"> 2. Discharge Six Minute Walk Distance Test MMH620 3. Initial Six Minute Walk Distance Test MMH619 4. Breach Notification 5. Care of Dietary and Nutritional Services for Swing Bed Patients 		
	<ul style="list-style-type: none"> 6. Charging for Copies of PHI 7. Communication of PHI 8. Confidential Communications 9. Conflicts of Interest 10. Core Privileges, General Surgery 11. Exercise Prescription - Pulmonary Rehab MMH638 12. Exercise Tracking Sheet - Pulmonary Rehab MMH639 13. Fundraising and PHI 14. Guest Trays 15. HIPAA Privacy Officer and Privacy Program 16. Identity Verification 17. Individual Treatment Plan MMH628 18. Initial Interview Form Pulmonary Rehab MMH627 19. Non-Retaliation 20. Notice of Privacy Practices Policy 21. Nutritional Assessment - Pulmonary Rehab MMH632 22. Patient Quiz - Pulmonary Rehab MMH631 23. Pulmonary Rehab Patient Consent MMH637 24. Pulmonary Rehab Skills and Competency Assessment MMH636 25. Pulmonary Rehab Weekly Schedule MMH640 26. Pulmonary Rehabilitation Program 27. Reporting Compliance and Ethics Concerns 28. Senior Fitness Testing Personal Profile Form MMH622 29. Senior Fitness Testing, Pulmonary Rehab 30. Telemed Referral Form, MVHC MMH645 31. UCD Pediatrics Critical Care Cart - Telemedicine 32. Use and Disclosure for Workers Compensation 33. Workplace Violence Prevention Policy 		

6 NEW BUSINESS

6.1	Approval of Organizational Chart	Albaugh/Utterback	Approved All
6.2	Approval of Revised 2019 Calendar	Vasquez/Beyer	Approved All
6.3	February Meeting Date: Monday, February 25, 2019	Utterback/Beyer	Approved All

7 ADMINISTRATIVE REPORTS

7.1 **Chief's Reports**

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- 7.1.1 **CEO:** Highlighted staffing. There will be a staffing committee set-up. Strategic goal meetings. Conversations with REMSA. SEMSA is trying to renegotiate contract with Air Methods. Helicopter will be day based at MMHD for now (pending approval). SEMSA is meeting on February 4 to see if that can be done. There are a lot of conversations that need to happen. SEMSA used the 180 day “Out clause” to terminate the contract. It will end on June 25. There will be the potential for an amendment depending on how the conversations go. There will be an Ad Hoc meeting in Big Valley on January 31; looking at options for Big Valley. Looking for a sustainable long-term solution.

Awaiting license for retail pharmacy.
Discussed transition team for new building.
Tour of laundry facility next month.
CEO meeting in Quincy (Staffing, building); will meet quarterly.
Went to Enloe to look at signage, etc.
Introduced Hailey Myers – Job Shadowing Student.
See written report.

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- 7.1.2 **CCO:** Nurse Educator and Respiratory Therapist will be at FRHS January 31 discussing the dangers of vaping.

Albaugh asked about Occupational Therapy (OT) – there are things that need to be done for the license in order to make that happen.

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- 7.1.3 **CFO:** Spent about \$252,000 while government was shutdown. We will be reimbursed. We should be at about 140-150 days cash on hand by the end of the fiscal year.

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- 7.1.4 **CNO:** Reviewed staffing for nursing. We have about 34 vacancies in the nursing staff. Ratios were discussed. (See excel spreadsheet)

Relias learning management system has been put in place.

Stroke protocol in ER – we now have an agreement with UC Davis - will also apply to neuro consults – should go in place on Feb 15.

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- 7.1.5 **COO:** We had Fire, Life, Safety this week. It went well; we received a few minor deficiencies. Surveyor gave us a compliment.

Riverview House renovation has begun.

Building - Concrete pour was Jan 29; important milestone. Will able to start exterior wall framing. Keeping it to a 40-degree temperature for one week. IOR is OSHPD liaison. Current model reflecting a Sep 5, 2019 completion date.

Extension filed on 2020 deadline to demolish old building.

Worked through work required – skilled and trained work force.

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- 7.2 **Construction Change Orders:** None

8 OTHER INFORMATION/ANNOUNCEMENTS

8.1 Form 700 Reminder

Vasquez and Utterback attended the ACHD Leadership Conference. Utterback commented on the event.

9.1	Government Section Code 54962 <ul style="list-style-type: none"> • Quality Assurance: Quality Improvement Issues, Medical Staff Report MEDICAL STAFF REAPPOINTMENT <ol style="list-style-type: none"> 1. Chuck Colas, DO – Emergency Medicine 2. Paul Davainis, MD – Emergency Medicine 3. Jeremy Austin, MD – Emergency Care 4. David Panossian, MD – Pulmonary Care 5. Julia Mooney, MD – Pathology MEDICAL STAFF APPOINTMENT <ol style="list-style-type: none"> 1. Steven McKenzie, MD – Consulting Family Medicine 2. Javeed Siddiqui, MD – Telemed. Infectious Diseases 3. Eric Stirling, MD – Consulting Emergency Medicine ADDITIONAL PRIVILEGES <ol style="list-style-type: none"> 1. Dale Syverson, MD – Anesthesia Privileges 	<i>Utterback/Beyer</i>	<i>Approved All</i>
9.2	Real Property Government Code 54956.8 – Closed on purchase of Pharmacy Building on Dec 21, 2018		
9.3	Litigation Government Code 54956.9 No Action		
9.4	Personnel Government Code 54957 <i>Approve CEO goals</i>	<i>Utterback/Beyer</i>	<i>Approved All</i>
10	RECONVENE OPEN SESSION: 4:25pm		
11	ADJOURNMENT		
	Next Regular Meeting – February 25, 2019 – Burney		

I, _____, Board of Directors _____, certify that the above is a true and correct transcript from the minutes of the regular meeting of the Board of Directors of Mayers Memorial Hospital District

Board Member

Board Clerk