

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**

February 25, 2019 – 1:00 pm  
Boardroom (Burney)

*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 1:06 pm on the above date.

**BOARD MEMBERS PRESENT:**  
Beatriz Vasquez, President  
Abe Hathaway, Vice President  
Laura Beyer, Secretary (by Phone)  
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 January 30, 2019. *Utterback/Hathaway* **Approved All**

**4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS**

4.1 A motion/second carried; Nichole Strahorn was recognized as January Employee of the Month. Resolution 2019-3 *Hathaway/Utterback* **Approved All**

4.2 **Director of Public Relations/Safety, EP Report** – Val Lakey, in addition, reported on EOC training and contact with CAL OES regional representative. Hathaway asked about how we have tackled training issues. Lakey discussed the classroom training for staff.

4.3 **Mayers Healthcare Foundation** – Marlene McArthur – Marlene noted that the scholarship process is being changed. A grant-tracking sheet was distributed. Grant writing is researching and writing grants. Always looking for new opportunities. \$13,000 from Chocolate Festival. A grant check was presented from California Endowment \$100,000 – facilitated by Patricia Bergman.

**5 BOARD COMMITTEES**

**5.1 Finance Committee**

**5.1.1 Committee Meeting Report:**

5.1.2 **January 2019 Financial Review, AP, AR and acceptance of financials.** *Albaugh/Utterback* **Approved All**

5.1.3 **Quarterly Finance Review** *Albaugh/Hathaway* **Approved All**

5.1.4 **Audit Review** – Albaugh gave kudos to the improvement to CFO and staff and CEO on the financial position of the hospital. *Hathaway/Utterback* **Approved**

**5.2 Strategic Planning Committee**

5.2.1	Committee Meeting Report – Albaugh reported on the meeting and the review of the Burney Clinic		
5.2.2	Burney Clinic – Ryan Harris reviewed the Burney Clinic design. The layout was reviewed. Budget was reviewed. Cost is about \$600 per square foot. There is a potential to borrow from CHFFA at 2%. The strategy of the clinic was discussed. A motion/second carried; approval of the design and fees associated with it to go out to bid and research finance options and submit RFP.	<i>Hathaway/Utterback</i>	<i>Approved</i>
<b>5.3 Quality Committee</b>			
5.3.1	Committee Meeting Report –. Laura reported on Skin and Weights program with SNF. Lab reported and talked about. Will be doing marketing. Finance cross-training. Activities has been doing more outings with new van. PRIME report. Focusing on quality projects for committee meetings.		

**6 NEW BUSINESS**

6.1	<b>Approval of Policies &amp; Procedures</b> Accounting of Disclosures Assigned Security Responsibility Authentication Password Management Construction Change Orders Policy Consultation - Occupational Therapy Contingency Plan and Disaster Recovery Device and Media Controls Evaluations - OT Facility Access Controls HHS POVERTY GUIDELINES - 75% MMH388 Judicial and Administrative Proceedings Lead Apron Inspection MMH647 Lead Apron Policy Light Duty or Limited Job Assignments Mindray Ultrasound Use and Care Monitoring and Effectiveness Use and Disclosures for Marketing Minors Rights Social Media Security Audit Controls Security Awareness and Training Solicitation Swing Intake Worksheet Policy Teleradiology, Credentialing & Privileging of Telemedicine Services Transmission Security	<i>Albaugh/Utterback</i>	<i>Approved All</i>
6.2	<b>AB2190 Review</b> – Seismic safety bill. We will have to file for extension or we could be subject to daily penalties if we don't meet timeline milestone requirements. Board moved to file for the extension of the AB2190 extension.	<i>Hathaway/Utterback</i>	<i>Discussion</i>

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](http://www.mayersmemorial.com).

- 6.3 **Laundry Facility Tour** – Board was very impressed. Staff will work early shifts to stay out of PG&E peak hours. Talked about coordinating the deliveries with pharmacy deliveries. \$168,000 – budget was \$210,000

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**7 ADMINISTRATIVE REPORTS**

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**7.1 Chief's Reports**

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- 7.1.1 **CEO:** Louis elaborated on the report and talked about the SEMSA and Southern Cascades District. Collectively trying to come up with a solution. (SEMSA email – reference) to amend the current SEMSA contract. Ground transport 24/7; looking for assistance with operations. MMHD would potentially pay for 32 hours per week of paramedic. Utilize staffing and use the medic in the ED. ED staffing was discussed. Rations – for every 4 stable patients – 1 RN. Looking for opportunities as the ED gets larger with new building for different staffing options. (Representative from Southern Cascades spoke to what they will be able to do; they are generating some income from non-emergent transport. Would like to have one ALS unit)

Just met Meaningful Use for 5<sup>th</sup> year.

Louis gave an explanation of the purpose of CCHAN and WHA.

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- 7.1.2 **CCO:** In addition to the written report. Offer to a Respiratory Therapist. Have been interviewing for the PT department. Discussed the new retail pharmacy. Over the Counter – working with McKesson, Healthmart, will have PT items, Gift Shop.
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- 7.1.3 **CFO:** There will be cash going out for IGT's in March – will be coming back. Should be about 150 days cash by the end of the year.
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- 7.1.4 **CNO:** Candy presented a written report (attached) she highlighted some CDPH surveys and visits. SNF census is at 79. Working on competency based orientation and using the new Relias system. Discussed hiring and recruitment.
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- 7.1.5 **COO:** In addition to written report. We had an OSHPD field visit. It went well, just need to work on process with contractor providing the paperwork. There is a new area compliance officer. Decision was made on the Nurse Call system. Going with WestCall moving forward. \$30,000 credit back from Layton. FLS POC approved without corrections. New Wanderguard system at Fall River. Will have a budget for Riverview next month. HVAC installed in dining room for SNF around April.

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- 7.2 **Construction Change Orders:** To date we have about \$30,000 in change orders.
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**8 OTHER INFORMATION/ANNOUNCEMENTS**

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ACHD Leg Day - Abe Hathaway, Jeanne Utterback

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**9 ANNOUNCEMENT OF CLOSED SESSION – 3:15 pm**

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- 9.1 Government Section Code 54962
- Quality Assurance: Quality Improvement Issues, Medical Staff Report
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- 9.2 **Real Property Government Code 54956.8 – No Action**
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9.3            **Litigation Government Code 54956.9 – No Action**

9.4            **Personnel Government Code 54957 – No Action**

**10 RECONVENE OPEN SESSION: 4:00pm – NO action in Closed Session**

**11 ADJOURNMENT**

Next Regular Meeting – March 27, 2019 – Fall River Mills

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

*Beatriz Vasquez*  
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Board Member

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Board Clerk