

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**

December 4, 2019 – 3:00 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 3:00 pm on the above date.

BOARD MEMBERS PRESENT:
Beatriz Vasquez, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback

ABSENT:

STAFF PRESENT:
Louis Ward, CEO
Ryan Harris, COO
Keith Earnest, CCO
Travis Lakey, CFO
Candy Vculek, CNO
JD Phipps
Jessica DeCoito
Marlene McArthur, MHF ED

Val Lakey, Board Clerk

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

3 APPROVAL OF MINUTES

3.1 A motion/second carried; Board of Directors accepted the minutes of October 23, 2019 *Hathaway/Beyer* **Approved All**

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

4.1 A motion/second carried; Regina Corpus was recognized as October Employee of the Month. Resolution 2019-14 *Hathaway/Albaugh* **Approved All**

4.2 Mayers Healthcare Foundation Report – Marlene McArthur – Open House was a great event for all parties involved. Updates on NHW provided, see attached campaign to date review. Capital Expenditure List will come out in January – some managers provided needs for their departments. Annual Appeal Mailer will be going out this week. Grant opportunities are opening up. Check out the Comprehensive Donor List – created with the new donor tracking software and provides information from year to year, and campaign to campaign - see attached.

4.3 ED Services Report – JD Phipps – Challenges facing the new ED will be related to staffing. Travelers are great assets to our ED team, but recruitment is a challenge that we are addressing as needed. Cross training from Acute to ED and vice versa is helpful in keeping our team efficient. JD is the Chair on the Transition to the NHW committee – taking a huge role with moving the team and equipment from old building to new building. Weekly CODE BLUE trainings are being spearheaded by JD and has proven very helpful with our staff for real time situations.

5 BOARD COMMITTEES

5.1 **Finance Committee**

| | | | |
|-------|--|---------------------------|---|
| 5.1.1 | Committee Meeting Report: Met December 4, 2019. Reports from Acute Nursing and Facilities & Maintenance. In depth discussion about staffing, construction and management changes. | | |
| 5.1.2 | October 2019 Financial Review, AP, AR and acceptance of financials. | <i>Hathaway/Utterback</i> | <i>Approved All</i> |
| 5.1.3 | Board Quarterly Finance Review | <i>Hathaway/Utterback</i> | <i>Approved All</i> |
| 5.2 | Strategic Planning Committee Chair Albaugh | | |
| 5.2.1 | Committee Meeting Report – No Meeting | | |
| 5.3 | Quality Committee Chair Beyer | | |
| 5.3.1 | Committee Meeting Report – DRAFT Minutes attached – Outpatient Services reported that having transportation options are big impacts to the department and to patients. | | |
| 6 | OLD BUSINESS | | |
| 6.1 | Board Assessment Review – moved to January meeting. Survey will be reopened December 5th and due back December 13th. | | |
| 7 | NEW BUSINESS | | |
| 7.1 | Organizational Analysis – DRAFT was sent out. A big improvement has been made from previous versions. First provision was approved. All corrections/changes need to be shared with Lisa Zaech. | <i>Beyer/Albaugh</i> | <i>Approved All</i> |
| 7.2 | Annual Organizational Process | <i>Albaugh/Hathaway</i> | <i>Approved All</i> |
| | 7.2.1 Officers and Committees: same as last year | | |
| | 7.2.2 2020 Board Calendar: Med Staff meeting – make sure to share dates/invites with Board Members. | | |
| 7.3 | Policy & Procedure Approval | ATTACHMENT | <i>Albaugh/Hathaway</i> <i>Approved All</i> |
| | 1. Charity Care Policy | | |
| | 2. Contract Review Form MMH586 | | |
| | 3. Disaster Response Communications Plan | | |
| | 4. Disclosure of Protected Health Information During Disaster Relief Efforts | | |
| | 5. Food from Outside Sources - SNF | | |
| | 6. Medical Records Tracking During Emergency | | |
| | 7. Organizational Conflict of Interest Policy for Design-Build Projects | | |
| | 8. Phone System Downtime Process | | |
| | 9. Storage, Collection and Transportation of Hospital Laundry | | |
| | 10. Swing Bed Medical Staff Assessment and Documentation | | |
| 8 | ADMINISTRATIVE REPORTS | | |
| 7.1 | Chief's Reports | | |
| 8.1.1 | CEO: introduced Jessica DeCoito as the new Board Clerk starting beginning of January 2020. Val Lakey is assuming a new title of Executive Director of Community Relations and Business Development. Funds for Hospice are being researched for best ways to apply to the department. Contracts/job offers have been sent out for hospitalist positions. Very hopeful and excited for new opportunities. Working on wages for all positions. Administrative space is being researched. Big thanks to individuals working on the Mayers Holiday Party on December 13 th . Daycare facility discussion continues. | | |

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.

Take a quick walk around to look at the refresh of the facility here in Burney – new artwork, paint job and holiday decorations.

8.1.2 CCO: Codonix – up and running, full report to be brought to Quality in January. Respiratory Therapist starting in January.

8.1.3 CFO: Billing staff had a great first part of the year so far. Citrix will allow them to work from home and a pilot program has started. Audit will hopefully be complete by next month.

8.1.4 CNO: Waiting on state survey for licensing, but prepared and ready. Attended a Northern California and CDPH meeting – revising the way they do their work to cover the gaps in their process – advanced notice and requests will be made.

8.1.5 COO: Expansion – building behind schedule and will be done by May 2020 (per 3rd party evaluator). Issues with electrical panels, water tank, PG&E installation of electrical and gas hook ups, boiler skid. This will push back the demo on the old building and requires a new request for extension. Burney Rural Health Clinic RFQ review will be taking place Dec. 9th and then a short list of bidders will be created. SNF Refresh project might require some ADA updates on sinks.

7.2 Construction Change Orders: None

9 OTHER INFORMATION/ANNOUNCEMENTS

Legislative Update - Val Lakey gave a legislative report. See Attached. Additional: Val appointed to CHA Legislative Strategic Planning Committee. Some two year bills being followed and updates will be sent out. Senator Dahle, Assemblywoman Dahle and colleagues taking a tour of MMHD to talk about rural hospital districts, our downfalls and successes.

Holiday Party on December 13th at 6:00 pm.

10 ANNOUNCEMENT OF CLOSED SESSION – 4:45 pm

.1 Government Code Section 54962:

.2 Real Property Government Code 54956.8 No action

.3 Litigation Government Code 54956.9

.4 Personnel Government Code 54957 – No Action

11 RECONVENE OPEN SESSION: 3:30 pm

12 ADJOURNMENT

Next Regular Meeting: January 22, 2020 – Fall River Mills , 1:00 pm

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

Beating J. Vasquez
Board Member

Jessica DeCarlo
Board Clerk

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Exhibit A

| | | | | | | | | | |
|--|-------------|--------------|--------------|----------------|---------|--|--|--|--|
| Reactivated Donors | | | | | | | | | |
| Reactivated Donors | 46 | 30 | 47 | 16 | 53.33% | | | | |
| Reactivated Donor Revenue | \$14,676.32 | \$200,323.33 | \$173,877.70 | (\$185,647.01) | -92.67% | | | | |
| Number of Reactivated Gifts | 76 | 40 | 101 | 36 | 90.00% | | | | |
| Revenue per Reactivated Donor | \$319.05 | \$6,677.44 | \$3,699.53 | (\$6,358.39) | -95.22% | | | | |
| Revenue per Reactivated Gift | \$193.11 | \$5,008.08 | \$1,721.56 | (\$4,814.97) | -96.14% | | | | |
| Attrition | | | | | | | | | |
| Attrition Rate | 58.48% | 63.09% | 58.30% | -4.61% | -7.31% | | | | |
| Number of Donors Active Last 2 years | 93 | 110 | 108 | -17 | -15.45% | | | | |
| Number of Donors Active Last 3+ years | 67 | 65 | 64 | 2 | 3.08% | | | | |
| Number of Donors lost from Last Year | 131 | 188 | 151 | -57 | -30.32% | | | | |
| Number of 2yr Donors lost from Last Year | 62 | 74 | 77 | -12 | -16.22% | | | | |