

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**

March 25, 2020 – 12:00 pm
Teleconference Call – FULLY Remote

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 12:08 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
Ryan Harris, COO
Keith Earnest, CCO
Travis Lakey, CFO
Candy Vculek, CNO
Val Lakey, ED of Community & Relations and Business Development
Jessica DeCoito, Board Clerk

ABSENT:

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 February 26, 2020.	<i>Beyer/Hathaway</i>	<i>Albaugh – Y Beyer – Y Hathaway – Y Utterback – Y Vasquez - Y</i>
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4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

4.1	A motion/second carried; Belinda Strickland was recognized as February Employee of the Month. Resolution 2020-04	<i>Beyer/Utterback</i>	<i>Albaugh – Y Beyer – Y Hathaway – Y Utterback – Y Vasquez - Y</i>
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5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1 **Committee Meeting Report:** no additional questions or comments.

5.1.2	February 2020 Financial Review, AP, AR and acceptance of financials.	<i>Hathaway/Albaugh</i>	<i>Albaugh – Y Beyer – Y Hathaway – Y Utterback – Y Vasquez - Y</i>
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5.1.3	Burney Health Clinic Recommendation for Award of Contract: bid process was reviewed and discussed. Three bids received: Trent Construction, Gifford Construction, & Randy Hill Construction. Lowest, responsive, responsible bidder was Trent Construction at \$2,033,000.00. Make sure to address COVID-19 environment in schedule when creating schedule. Contingency will be addressed,	<i>Hathaway/Albaugh</i>	<i>Albaugh – Y Beyer – Y Hathaway – Y Utterback – Y Vasquez - Y</i>
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could be carried at 20%. Finance Committee recommends that we award contract to Trent Construction. A motion/second carried; Resolution 2020-05.

5.1.4	Clinic Financing: Finance Committee recommends to use CHFFA Financing for the Burney Rural Health Clinic. We will cover anything over \$1,500,000.00. A motion/second carried; to proceed forward with financing application.	<i>Albaugh/Beyer</i>	<i>Albaugh – Y Beyer – Y Hathaway – Y Utterback – Y Vasquez – Y</i>
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5.2 **Strategic Planning Committee Chair Albaugh**

5.2.1 **Committee Meeting Report** – no meeting held

5.3 **Quality Committee Chair Beyer**

5.3.1 **Committee Meeting Report** – no meeting held

6 NEW BUSINESS

6.1	Policy & Procedure Approval	ATTACHMENT G	<i>Beyer/Utterback</i>	<i>Albaugh – Y Beyer – Y Hathaway – Y Utterback – Y Vasquez – Y</i>
	1. Satellite and Home Office Security			
	2. Infection Control Construction and Renovation			
	3. Trauma Informed Care Assessment MMHD665			

7 ADMINISTRATIVE REPORTS

7.1 **Chief's Reports**

7.1.1 **CEO:** Active movement around COVID-19 in the hospital. SNF days are up with 82 patients – hospitalists have helped tremendously with SNF intake process. Traveler/Registry numbers are down thanks to the hiring of MMHD staff. We may see this number go up depending on COVID-19. Employee meetings have been postponed. We are keeping employees up to date with daily memos on COVID-19. Staff has been great to work with on preparing for COVID-19. Emergency Operations Plan is in place. All COVID-19 expenses are being tracked for reimbursement. Everyone is participating on webinars and conference calls to prepare and be in the know with COVID-19. All patients and employees are screened before coming into the building. Staff is routed to the nearest entrance at their department to limit exposure and traffic. Measures are being put into place for working at home for certain departments. Retail Pharmacy is only open for Drive Thru transactions. Thrift store is closed and those volunteers are working on the Grocery campaign to help provide groceries to those who need the assistance. Burney lab is closed but FR is open. Surgery is postponed through the month of April. Employee morale is very important – we have worked with multiple companies to provide lunches for both FR and Burney. Testing: we are a collection site. Samples will be sent off to another facility per the instructions by Public Health. Mercy is expected to have their own testing in the next few weeks, which will be faster than current testing facilities. 89 tests in Shasta County: 3 positive & 86 negative tests – one recovered, one passed away 3/24/2020 and the third is in isolation. PPE is in shortage worldwide but we have a good supply. Inventory is being monitored daily. Community has stepped up to sew masks for staff. Daycare: the church sits in a nonconforming zone. We have had conversations with the county and are working out a way to have a daycare in there. A use permit is being filed with the county. And we will proceed.

7.1.2 **CCO:** Telemedicine clinics are held out of Physical Therapy D. All patients entering into PT building are being screened. Cardiac Rehab is working with monitored patients and those individuals are being screened. Grocery deliveries will be available to anyone in our district – if Burney individuals need assistance, we will pick up the groceries from Ray's and then deliver.

7.1.3 **CFO:** Tracking the drop in revenue from the current situation. Financially we are ok considering everything going on. We will continue to track COVID-19 expenses for reimbursement later down the road.

7.1.4 **CNO:** nursing staff filling viable rolls and taking on extra shifts to help. COVID-19 education has gone out to all nursing staff. All staff is being very diligent with COVID-19. Still hiring amidst all the COVID-19 precautions going into place.

7.1.5 **COO:** as of Friday, March 20th, OSHPD let us energize panels for the expansion. Climate in the building should be good to go in the next week for work to progress forward. We have a new project manager, Jason Reed – years

of experience in California Hospitals and has also taken the IOR test. AB2190 extension work on Demolition of the 1953 building has been approved for start of April 2021 and completion of December 2021. Purchasing has been providing daily reports of PPE, so we can stay up on the needs of our facility.

7.2 ED of Community Relations and Business Development: Legislation – not a lot of going on because legislators are not in place. Focusing on our messaging to the community and staff with regards to COVID-19. Participating in a PIO group in conjunction with surrounding facilities. Recruiting efforts are still going on. Emergency Preparedness efforts from the past and paying off now – specifically relationships created with other healthcare facilities. We are participating in daily press conferences with the county.

7.3 **Construction Change Orders:** none

8 **OTHER INFORMATION/ANNOUNCEMENTS**

9 **ANNOUNCEMENT OF CLOSED SESSION –**

9.1 **Government Code Section 54962:**

.2 **Real Property Government Code 54956.8 No action**

.3 **Litigation Government Code 54956.9**

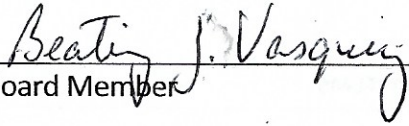
.4 **Personnel Government Code 54957 – No Action**

11 **RECONVENE OPEN SESSION:**

12 **ADJOURNMENT: 1:43 pm**

Next Regular Meeting: April 22, 2020 – Burney Boardroom

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