

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 2, 2020 – 1:00 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 1:03 pm on the above date.

**BOARD MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Louis Ward, CEO  
Travis Lakey, CFO  
Ryan Harris, COO  
Keith Earnest, CCO  
Candy Vculek, CNO  
Jessica DeCoito, Board Clerk  
Val Lakey, ED of Community Relations & Business Development  
Marlene McArthur, MHF Executive Director

**Community Members Present:**

Tom Guyn  
Tami Humphry

**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 October 28, 2020. *Hathway, Utterback* *Albaugh - Y*  
*Beyer - Y*  
*Hathaway - Y*  
*Utterback - Y*  
*Vasquez - Y*

**4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS: WRITTEN REPORTS SUBMITTED**

4.1 A motion/second carried; Nathan Glazzard was recognized as October Employee of the Month. Resolution 2020-18. Transferred from Environmental Services to Purchasing. Consistently received good news about Nathan's work in EVS and happy to have him in Purchasing. *Beyer, Albaugh* *Albaugh - Y*  
*Beyer - Y*  
*Hathaway - Y*  
*Utterback - Y*  
*Vasquez - Y*

4.2 **Recognition of Outgoing Board Members – Allen Albaugh & Laura Beyer:** Thank you to all for your hard work, great ideas and never ending support through your years on the Board. Thank you to Laura for her time spent on the Quality Committee before becoming a member of the Board, and the countless extra work on reports and templates. Thanks to Allen for 12 years of commitment to MMHD and the members of the community. And thank you for always pushing us to strive for more and for better.

4.3 **Mayers Healthcare Foundation Quarterly Report:** Great North State Giving Tuesday with raising just shy of \$10,000, and waiting on our Power Hour funds to come in. A huge support locally. Sheba Sawyer has resigned as our Grant Writer, taking another job closer to her home. No fundraising events will be taking place, so make sure you hit up our Lucky Finds Thrift Store and the Retail Pharmacy. NHW Donor Recognition signage will be completed this week – very beautiful display of our donors. New re-designed website [www.supportmayersfoundation.org](http://www.supportmayersfoundation.org). \$502,656 will be donated to MMHD.

**5 BOARD COMMITTEES**

5.1 **Finance Committee**

5.1.1	<b>Committee Meeting Report:</b>		
5.1.2	<b>October 2020 Financials:</b> reviewed the financials, AP & AR. Long discussion about the Retail Pharmacy and 340B and how to improve the financial status. Motion to approve the financials was moved, seconded and approved.	<i>Hathaway, Utterback</i>	<i>Albaugh - Y Beyer - Y Hathaway - Y Utterback - Y Vasquez - Y</i>
5.1.3	<b>Board Quarterly Finance Review:</b> recommendation from Finance Committee to approve the Board Quarterly Finance, and Board President Vasquez will sign off.	<i>Hathaway, Albaugh</i>	<i>Albaugh - Y Beyer - Y Hathaway - Y Utterback - Y Vasquez - Y</i>
5.2	<b>Strategic Planning Committee Member Albaugh</b>		
5.2.1	<b>Committee Meeting Report:</b> November 18 <sup>th</sup> Draft Minutes Attached. Review of DRAFT minutes was provided. Status of Daycare Project: working on conditions provided by the County. This includes septic system conditions outdoor space, and ADA updates. Projected to spring or late spring of 2021. Stay tuned for more information on the building at January Board Meeting.		
5.3	<b>Quality Committee Chair Beyer</b>		
5.3.1	<b>Committee Meeting Report:</b> November 11 <sup>th</sup> Draft Minutes Attached. Review of DRAFT minutes was provided. Focus on the meeting was related to the STAR Rating Increase.		
6	<b>OLD BUSINESS</b>		
6.1	<b>Board Assessment Review:</b> As a result of the assessment from last year, we provided a Board Member Education Questionnaire that has played into this and will be a part of the Board Member Orientation packets. Improvement in most of the areas. Shows progress and shows we are getting better. One area to review is adjusting the agenda to be more aligned with the Strategic Plan.		<i>Albaugh - Y Beyer - Y</i>
6.2	<b>Board By Laws Review of DRAFT Changes:</b> Review was completed by Directors. Motion was made, seconded and by-laws were approved.	<i>Albaugh, Hathaway</i>	<i>Hathaway - Y Utterback - Y Vasquez - Y</i>
7	<b>NEW BUSINESS</b>		
7.1	<b>Policy &amp; Procedures:</b> None to approve this November-December meeting		
7.2	<b>Organizational Analysis:</b> THANK YOU to the whole team for the work they have done to continually approve on the analysis of the organization. Good indicator to what is going on, what is being accomplished and what needs improvement. Sentiments echoed on the great work done to get this together.	<i>Utterback, Beyer</i>	<i>Albaugh - Y Beyer - Y Hathaway - Y Utterback - Y Vasquez - Y</i>
7.3	<b>Annual Organizational Process</b>		
7.3.1	<b>Officers &amp; Committees:</b> The Nominating Ad hoc Committee met to provide the attached report. Motion was made, seconded and approved to accept the Nomination Committee Report as provided.	<i>Hathaway, Albaugh</i>	<i>Albaugh - Y Beyer - Y Hathaway - Y Utterback - Y Vasquez - Y</i>
7.3.2	<b>2021 Board Calendar:</b> Please make sure that the Board Members are invited to the Med Staff Meetings. Motion was made, seconded and approved to accept the Board Calendar for 2021 as provided.	<i>Utterback, Hathaway</i>	<i>Albaugh - Y Beyer - Y Hathaway - Y Utterback - Y Vasquez - Y</i>
7.4	<b>Resolution 2020-19:</b> Skilled Nursing Facility Star Rating Increase. The SNF staff deserve recognition for all the extra work they did to raise the STAR Rating. This is a big focus in the Quality Committee. Congrats to all involved.	<i>Albaugh, Beyer</i>	<i>Albaugh - Y Beyer - Y Hathaway - Y Utterback - Y Vasquez - Y</i>

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**8 ADMINISTRATIVE REPORTS**

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- 8.1 **ED of Community Relations and Business Development:** Community Education and Messaging related to COVID – a lot of effort going into this. Updates go out on Wednesday to the email group which is growing every day. Continue to use social media to keep our community in the loop. Seismic Legislation is progressing but information is being kept out of the news stream while they determine the details. Continue to work on understanding the PPE bills and navigating those requirements. Region 3 in the North State is projected to be at capacity by end of December – working on getting additional beds created for non COVID patients to free up rooms for COVID positive cases. Redding area will gain 40 extra beds which would prove beneficial to small, rural hospitals like MMHD. Pfizer vaccine will be out sometime around December 11<sup>th</sup>. Shasta county will receive anywhere from 900 to 1000 doses for healthcare workers. Still working on how this process will work because there are so many unknowns still. Positive cases in Eastern Shasta has increased 35 in just 7 days. Purple Tiers could be moving into a Deep Purple Tier which would require a mandatory shutdown, and we hope to know more by the end of the week. Shasta County Surge Plan has been brought up for reopening but not needed at this time, because they are following the Region 3 Surge Plan. Personal Thank You to Allen and Laura.
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- 8.2 **Chief's Reports: written reports submitted.**
- 8.2.1 **CFO:** Thank you to Allen and Laura. State provided funds are doing well, so we should be able to give some money back. Our audits are being delayed due to unknowns with the CARES Act. Be prepared to see a drop in revenue in the next few months – most likely the seasonal dip in revenue we typically see.
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- 8.2.2 **CCO:** Allen & Laura – thank you. Val & Retail Pharmacy clerk Traci worked together to send a mass text message about Retail Pharmacy hours during the holiday. COVID Vaccine has taken a large amount of my time. We are working hard to be completely prepared to receive and administer the COVID Vaccine.
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- 8.2.3 **CNO:** We've been very busy. Staff is working very hard. 3 positive COVID SNF residents from Burney and 1 positive community member – which has hit max capacity in our COVID ward. Maintenance and Nursing has worked together to create more isolation areas should our population see a surge in COVID. Plans are in place to increase bed space and isolation areas for patients if we need to open up for more. Staffing is an issue with multiple employees out on quarantine. Initial COVID plans are being brought out, adjusted and activated to help with staffing as we manage our Acute and COVID floor. All Nursing Directors are stepping in to take shifts on the floor to help with staffing. Registry staff and 13-week staff are being sought after to help out. These individuals are being tested weekly and we require their test results. Our staff is testing weekly right now and per regulation we may need to change that to twice a week if we get more positive cases.
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- 8.2.4 **COO:** Thank you to Allen & Laura. Update on Temporary Fix on water leak to the Fire Line provided. We have been brought aware of the Fire Riser Room, the Domestic Water Line and Fire Line being out of compliance and will have to get those fixed to bring everything into compliance. We will add these to the Demo Project. We hired on NM&R Engineering firm to help us with our Facility Master Plan. Laundry Facility maps and permits are with the County for review and approval. CFO, COO and Insurance Company have been working together with the laundry service vendor and a contract to provide linen service. Burney Health Clinic is going very well – paint on the walls, flooring in this week, working on monument signs, and fire riser room is next. Construction should be completed ahead of schedule. Commerce Avenue property next to clinic could be for parking. Further discussion can take place. Helipad is being poured tomorrow.
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- 8.2.5 **CEO:** Since Oct. 28<sup>th</sup> we have seen an increase in ~3000 positive cases in COVID. Deaths have increased from 31 to 50. FR Elementary has had one positive, FR High School has had 1 positive with 39 exposed and now in quarantine. Big Valley Schools have elected to move into distance learning with increase in cases. Constant communication between CEO and Superintendent. We will make plans for schools going into distance learning and being flexible for staff affected by this. Val has done great with keeping the community and MMHD staff up to date with COVID facts. Surgery is closed for the remainder of the year to help on the floors with patients. Hospice has also been approached to help step in. Other plans are in place if we see a surge that requires more staff. Testing strategies are always changing as resources become more available. Conversation will take place with regards to address the businesses in the area that are considered essential and see hundreds of people every day – like grocery stores. Surge plans are being brought back out for review and revising with today's situations. Staffing seems to be the biggest issue because we can't staff more beds than what our staff can handle. If needed, we can put things into place to have more beds with staffing numbers taken into account. Shasta Co. CAO meeting will take place next week. Amanda Ponti, Clinic Manager, is managing the EMR project for the Clinic. Employee Council being created – 10 non-management hospital employees who are nominated by their peers. This council will discuss a myriad of items – want to get a better understanding of our employees, our patients, our needs, etc. Employee of the Year has been selected and an announcement will be made soon. Thank you for the Employee Hazard Support and Christmas Bonus that was

distributed out this past month. We are hopeful to get some of the Pfizer vaccines that are allotted to Shasta co. Tiers are evolving and realization is that we might not have vaccinations at our site until Christmas or later.

8.3 Construction Change Orders: none

9 OTHER INFORMATION/ANNOUNCEMENTS:

Board Member Message: Laura Beyer will help create the message with Jessica.

Board Member Orientation Materials: Packet will hopefully be ready beginning of January and ready for review. Input from all is encouraged.

Two letters sent to Abe: one concerning cancer research and one for Board Clerk, that Abe will be forwarding to Jessica.

December 10<sup>th</sup>: ACHD Webinar for new laws in 2021. Join in for those interested.

Appreciation to Board President for a wonderful year of service.

Appreciation from Director Albaugh to everyone throughout his 12 years of service on the Board. Happy to have a dedicated management team, and excited to see what happens with MMHD in the future. We have gone in the right direction and appreciate all those who have taken criticism and made things happen.

10 ANNOUNCEMENT OF CLOSED SESSION – 3:25 PM

10.1 Government Section Code 54957: Personnel. Compensation/Award for SNF Star Rating

Compensation for SNF Star Rating was approved. A motion/second carried to provide an *Hathaway, Utterback All Approved* award to staff involved in the Star Rating Increase

11 RECONVENE OPEN SESSION: 3:45 pm

12 ADJOURNMENT: 3:45 pm

Next Regular Meeting: January 27, 2021

I, Jeanne Utterback Board of Directors President, 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

Jeanne Utterback  
Board Member

Jessica Decato  
Board Clerk