

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors
Jeanne Utterback, President
Beatriz Vasquez, PhD, Vice President
Tom Guyn, MD, Secretary
Abe Hathaway, Treasurer
Tami Vestal-Humphry, Director

Board of Directors
Regular Meeting
Minutes

January 27, 2021 – 1:00 pm
Teleconference Only

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 1:00 pm on the above date.

BOARD MEMBERS PRESENT:

Jeanne Utterback, President
Beatriz Vasquez, PhD, Vice President
Tom Guyn, MD, Secretary
Abe Hathaway, Treasurer
Tami Vestal-Humphry, Director

ABSENT:

Special Presenters:

Kevin Robertson, NMR

STAFF PRESENT:

Louis Ward, CEO
Ryan Harris, COO
Keith Earnest, CCO
Travis Lakey, CFO
Candy Vculek, CNO
Val Lakey, ED of CR & BD
Libby Mee
Diana Groendyke
Mary Ranquist
Jessica DeCoito, Board Clerk

2 CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS: NONE

2.1 Introduction of New Board Members: Dr. Tom Guyn was raised in both Burney and Fall River Mills. He graduated from Fall River High School. After attending CSU Chico, where he earned two degrees in Biological and Chemical Sciences, he attended UC Santa Barbara for graduate work in Biochemistry. He earned his MD at the University of Rome Medical School, Italy. Following his Internship and Residency on the East Coast, Tom returned to Fall River to open a private Internal Medicine practice at Mayers Memorial Hospital. He founded and was Director of the Intermountain Pulmonary Lab and was a primary consultant for the planning and organizing of Mayers' ICU/CCU. For part of his career Tom worked overseas. He spent a year in the Internal Medicine services of a multi-disciplinary clinic at Saudi Aramco (Arabian American Oil Company). This was followed by six years at the US Army 546th General Dispensary in Mannheim, Germany taking care of the army family members and retirees. On returning to the States Tom settled in Minnesota and worked in primary care clinics, including organizing and setting up a new primary care clinic with his brother. He then worked for six years as a hospitalist at North Memorial Hospital. While in Minnesota he completed an MA in Values and Environment (environmental philosophy). In 2009 he moved back to California to Santa Rosa and worked for four years as a hospitalist and then in an Internal Medicine group practice. In July 2019 Tom retired and moved back to Burney. He looks forward to working on the MMHD Board of Directors and on the Quality Committee, drawing on his medical experiences, to help provide the best medical care for the Intermountain area.

Tami Vestal Humphry is a lifetime resident of the Mayers Memorial Hospital District. She graduated from Fall River High School in 1984 where she was active in FFA and High School Rodeo. Tami obtained a Bachelor's of Science degree from Cal Poly San Luis Obispo in Ag Business with a minor in Marketing. Tami is proud to own and manage Vestal Ranch, a 5th generation farming and working cattle ranch located on the eastern side of the Fall River Valley. She is the Bookkeeper for the Fall River Veterinary Hospital, Administrative Executive for the North Eastern California Water Association, is the Transportation Coordinator at Four Seasons Lumber and manages Brian Humphry Trucking. Tami's desire to serve on the hospital board grew from her belief that "having a modern, well-staffed, fiscally sound hospital is vital for the sustainability of our community".

3 APPROVAL OF MINUTES

3.1 A motion/second carried; Board of Directors accepted the minutes of December 2, 2020. *Hathway, Vasquez* *Guyn-Y
Hathaway-Y
Humphry-Y
Utterback-Y
Vasquez-Y*

4 **Special Presentation from Nichols, Melburg & Rossetto’s Principal Architect Kevin Robertson on the 2030 Requirements for Medical Facilities:** Two options were presented to the Board and Administration to consider. First option would take current buildings and bring them up to date. Could take anywhere from 6 to 8 years to accomplish option 1. Would also cause disruptions to patient care, staff responsibilities, dust and noise. Option 2 would look at building a new Acute Care space, Pharmacy, Dining Rooms & Kitchen, as well as Med/Surge flex space for offices, breakrooms, storage, etc. Option 2 would take anywhere from 4 to 5 years to complete with little to no disruption to patient care and staff responsibilities. Both options would be in the 10’s of millions to accomplish. The Board will consider options, continue conversation with NM&R Architects and Engineers, and MMHD Administration to arrive at a decision.

5 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

5.1 A motion/second carried; Logan Young was recognized as December Employee of the Month. Resolution 2021-01. Works in Dietary in Burney. When the hazard pay checks went out, he was very appreciative for this. He was able to purchase a car with this hazard pay. *Guyn, Hathaway* *Guyn-Y
Hathaway-Y
Humphry-Y
Utterback-Y
Vasquez-Y*

5.2 A motion/second carried; Dr. Zittel was recognized for his 12 years of service to the Intermountain Community. Resolution 2021-02. We are very grateful for the 12 years of service he has provided to our community. He will be greatly missed and will have some big shoes to fill. *Hathaway, Guyn* *Guyn-Y
Hathaway-Y
Humphry-Y
Utterback-Y
Vasquez-Y*

5.3 A motion/second carried; Dr. Rasmussen was recognized for his 2 years of service to the Intermountain Community. Resolution 2021-03. We are very grateful to Dr. Rasmussen for his service to our community. We wish him the best and thank him for his service. *Vasquez, Guyn* *Guyn-Y
Hathaway-Y
Humphry-Y
Utterback-Y
Vasquez-Y*

5.4 Director of Human Resources – Libby Mee: Last year we were using 3 staffing dashboards to help recruit and as of yesterday we are using 9 – COVID made us up our game. Our turnover rate and our onboarding rate was very good considering the pandemic. We are excited to be working on the clinic onboarding and it seems to be that our community is excited too. Louis Ward has put in a request to the state for those employees who have received the vaccination but have had an exposure or a positive test, to formalize a decision to lessen the isolation or quarantine timeframes.

5.5 Workers Comp 6 Month Report - Libby Mee: 2021 Regulations Webinar related to Workers Comp – most of it was related to COVID. The claims made were not major medical claims but resulted in more time off. So a rate increase may be seen. Mornings and afternoons are spent updating and managing the COVID employee spreadsheets. As of today we have had 89 employees that have been exposed and 24 of those were work related exposure.

5.6 Director of Nursing SNF – Diana Groendyke: Census today is 71. We are experiencing a small outbreak of COVID on St 2. We have beds open and will hopefully be able to admit residents into the open spaces with the decline of COVID. Testing of residents continues. The second COVID vaccine clinic will be February 3rd. Those SNF residents in the isolation ward have been both vaccinated and not vaccinated. Some changes in vaccination declarations are changing from “No” to “Yes”, after some SNF residents have turned up positive with COVID.

5.7 Hospice Quarterly Report – Mary Ranquist: Webpage link was shared with BOD. <https://www.mayershospice.com/>

6 BOARD COMMITTEES

6.1 Finance Committee

6.1.1 **Committee Meeting Report:** Med Staff and Outpatient Services Report. Dr. Zittel and Dr. Rasmussen will be missed but we have interim plans for a provider to help with Outpatient services.

6.1.2 **Nov. & Dec. 2020:** We are going to hire an expert to come in and provide support on our 340B Contract to help us understand and *Hathaway, Guyn* *Guyn-Y
Hathaway-Y*

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	tighten up the processes in the Retail Pharmacy. CARES Act funding requirement to spend the funds might extend out from June 30 th . Audit should be ready for presentation by February's Meeting. Motion moved, seconded, and carried.		<i>Humphry-Y Utterback-Y Vasquez-Y</i>
6.1.3	Board of Director Signers: Recommendation from Finance Committee: Recommendation from committee to remove Allen Albaugh and replace with Jeanne Utterback. Motion moved, seconded and carried.	<i>Hathaway, Guyn</i>	<i>Guyn-Y Hathaway-Y Humphry-Y Utterback-Y Vasquez-Y</i>
6.1.4	Capital Expenditure Plan: Recommendation to review and accept: motion moved, seconded and carried to accept CEP.	<i>Hathaway, Guyn</i>	<i>Guyn-Y Hathaway-Y Humphry-Y Utterback-Y Vasquez-Y</i>
6.2	Strategic Planning Committee Chair Vasquez		
6.2.1	Committee Meeting Report – need to schedule an in person SP meeting for full Board to review the plan. Start looking at dates for April.		
6.3	Quality Committee Chair Utterback		
6.3.1	Committee Meeting Report – More discussion to take place regarding the EMR Interface.		
6.3.2	Recommendation from Committee to include Laura Beyer as a Community member on Quality Committee. MMHD Staff to research the requirements to community members on certain committees. And MMHD Staff to open invitation to community. A motion was moved, seconded and carried to invite Laura Beyer as a community member on Quality Committee.	<i>Guyn, Humphry</i>	<i>Guyn-Y Hathaway- Abstain Humphry- Abstain Utterback-Y Vasquez-Y</i>
7	NEW BUSINESS		
7.1	Policy & Procedure Summary 12-31-2020 A motion was moved, seconded and carried to approve the Summary.	<i>Vasquez, Guyn</i>	<i>Guyn-Y Hathaway-Y Humphry-Y Utterback-Y Vasquez-Y</i>
7.2	Policy & Procedure: Employee Physical MMH395: Procedure for annual Employee Physical. A motion was moved, seconded and carried to approve the Procedure.	<i>Guyn, Hathaway</i>	<i>Guyn-Y Hathaway-Y Humphry-Y Utterback-Y Vasquez-Y</i>
8	ADMINISTRATIVE REPORTS		
8.1	ED of Community Relations & Business Development: AB2537 PPE Bill: workgroup to establish the normal consumption will be to determine 90-day stockpile of PPE. COVID Vaccine: over 650 forms received, 183 of those are at 75 years old or older, 150 of those are scheduled for this week and 180 doses have been allocated for a clinic next week. Part of a workgroup to have a mass vaccination clinic, and hoping to get one in Burney. Demolition Project communication plans were discussed. Plans for a power point presentation with the help of community organizations, include community member's memories, and coincide messaging with the opening of our new clinic. Potential for creating our own historical book on Mayers and create plaque and memorabilia.		
8.2	Chief's Reports		
8.2.1	CFO: Travelers were down \$500,000 compared to last year but salaries are up with less Travelers meaning we have hired on employees to team Mayers. OPM was down due to COVID but we are seeing a trend up.		
8.2.2	CCO: No further questions. Busy with COVID vaccinations. Great job Keith on the vaccination program.		

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- 8.2.3 **CNO: #1 issue for Nursing is COVID.** Staff is working extra shifts and management team is picking up shifts, just to help with the census in both COVID and Acute.
- 8.2.4 **COO: Clinic Change Orders:** Transfer switch and power tie in was completed Jan. 26th. PG&E tie in will be delayed to next week due to weather. No delay to end date. The new fire line tie in will potentially cause a delay with the requirements to make the necessary updates – but not projected at a large delay. All other Clinic tasks are moving along very well. Aging infrastructure in the kitchen and hopefully we can address these in future projects because of downtime effects our kitchen’s operations. Laundry Facility – continue to have issues getting the permit but trying to make it work with engineer and contractor.
- 8.2.5 **CEO: Welcome new Board Members.** We appreciate you joining us and are excited for the years to come. COVID #s: 12/2 – 5187, 1/26 -10,144. Deaths: 12/2 -50, 1/26-132. Numbers are trending down. Thank you to Val and Keith for taking the lead on the vaccines and vaccinations. And Thank You to Candy and her team for all the coordinating with the vaccinations. Clinic: working on licensing, onboarding of physicians and their contracts, EMR, payer contracts and getting rates established, schedules are being set up. Still on track for construction completion. The first Employee Council meeting did occur and some great discussions took place. Employee of the Year Award will be presented tomorrow, January 28th. All Staff lunch will be provided by Anna’s Country Kitchen tomorrow as well.

8.3 **Construction Change Orders: None**

9 OTHER INFORMATION/ANNOUNCEMENTS

- 9.1 Board Member Message: Working on the 2030 Facility Master Plan to meet the SPC and NPC requirements, Vaccination program progress, Clinic update and how things are progressing,
- 9.2 Board Member Orientation: ready to be dispersed and a virtual meet n greet will be set up.
- 9.3 All Board Members and CEO Louis Ward will be attending the Rural Health Leadership Conference in February! Can we divide and conquer on the sessions and come back at a meeting and share what was learned? Doodle Poll or Survey Monkey to decide who goes to what sessions.
- 9.4 Required items: Form 700, Ethics Training and Harassment Training – information will be sent out in an email shortly.
- 9.5 Thank you to Abe Hathaway for the communication shared with the community regarding COVID.

10 ANNOUNCEMENT OF CLOSED SESSION – 3:50pm

10.1 **Personnel Government Code 54957 – AHP Reappointment**
Erica Haedrich, PA – Family Medicine

Medical Staff Reappointment
Jeremy Austin, MD – Emergency Medicine
Paul Davainis, MD – Emergency Medicine
Javeed Siddigui, MD – Infectious Disease
Richard Granese, MD – Psychiatry

Medical Staff Appointment
Danford Bickmore, MD – Radiology
Gregory Shaw, MD - Radiology

11 RECONVENE OPEN SESSION: 4:27 pm

ALL MEDICAL STAFF CREDENTIALS WERE APPROVED UNANIMOUSLY.

12 ADJOURNMENT: 4:27 pm

Next Regular Meeting: February 24, 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

Jessaca DeCorto
Board Clerk

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