

Chief Executive Officer  
Ryan Harris



**Board of Directors**  
Abe Hathaway, President  
Jeanne Utterback, Vice President  
Tami Humphry, Treasurer  
Lester Cufaude, Director  
James Ferguson, Director

Board of Directors  
**Regular Meeting**  
**Minutes**

March 27, 2024 – 1:00 pm  
FR Boardroom & Microsoft Teams

*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.*

**CALL MEETING TO ORDER:** Abe Hathaway called the regular meeting to order at 1:00 PM on the above date.

**BOARD MEMBERS PRESENT:**  
Abe Hathaway, President  
Jeanne Utterback, Vice President  
Tami Humphry, Treasurer  
Lester Cufaude, Director – on the phone for medical reasons  
Jim Ferguson, Director

**ABSENT:**

**STAFF PRESENT:**  
Ryan Harris, CEO  
Travis Lakey, CFO  
Theresa Overton, CNO  
Valerie Lakey, CPRO  
Keith Earnest, CCO  
Libby Mee, CHRO  
Jack Hathaway, Director of Quality  
Rachel Morris, Purchasing  
Danielle Olson, Business Office  
Jessica DeCoito, 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 February 28, 2024	<i>Humphry, Utterback</i>	<i>Approved by All Cufaude - Y</i>
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**4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS**

4.1	A motion/second carried; Liliana Venegas was recognized as January Employee of the Month. Resolution 2024-04. A dedicated and responsible member of the Mayers. Continually goes above and beyond for MMHD and her Patient Access team. Patients love her kind smile and the help she provides each person that walks through our doors. She is very deserving of this honor! Congratulations!	<i>Utterback, Humphry</i>	<i>Approved by All Cufaude - Y</i>
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4.2	A motion/second carried; TCCN Children's Program. Resolution 2024-05. In order to get our license for the children's programs, we have to submit this in the transfer of ownership.	<i>Utterback, Ferguson</i>	<i>Approved by All Cufaude - Y</i>
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4.3	Purchasing: written report submitted. Continue to work through the new GPO set ups. Working through the non-stock items in ED and then will move into Acute. Looking for an organization that will take our outdated, like a veterinary office or nursing school for practices.		
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4.4	Business Office: written report submitted. Continue to work down the AR days. And Days Not Final Billed payments are going down. Our department worked hard with our Ambulance department to get their billing fixed in Cerner and it is now working properly. Goal to become in Certified Revenue Cycle to help bring more knowledge and training in the financial world of healthcare.		
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4.5	Rural Health Clinic: written report submitted. Staff retention is always a challenge but seem to be doing good with a full staff onsite.		
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## 5 BOARD COMMITTEES

5.1	<b>Finance Committee</b>		
5.1.1	<b>Committee Report:</b> AR is down but our accounts at 180+ days is with a contracted service to work down. Cash on hand will dip with the expected rate range and QAF payments coming in April-May.		
5.1.2	<b>February 2024 Financials:</b> motion moved, seconded and carried to approve financials.	<i>Cufaude, Humphry</i>	<i>Approved by All Cufaude - Y</i>
5.1.3	<b>Cornerstone Community Bank Signatory Change:</b> removing Louis Ward and adding on Ryan Harris, CEO and Travis Lakey, CFO. Motion moved, seconded and carried to approve.	<i>Utterback, Cufaude</i>	<i>Approved by All Cufaude - Y</i>
5.2	<b>Strategic Planning Committee Chair Utterback:</b> No Meeting held in February		
5.3	<b>Quality Committee:</b> No Meeting held in February		

## 6 NEW BUSINESS

6.1	<b>Policy &amp; Procedures:</b> Charity Care Policy HHS Poverty Guidelines – 75% MMH388 Credentialing Policy Indoor-Outdoor Walking Surfaces Irregularities Medication Verification – RHC Safe Ladder Use Surgery, General Core Privileges	<i>Cufaude, Humphry</i>	<i>Approved by All Cufaude - Y</i>
6.2	<b>Infection Control Plan:</b> motion moved, seconded and approved.	<i>Utterback, Humphry</i>	<i>Approved by All Cufaude - Y</i>
6.3	<b>Medical Staff Bylaws:</b> motion moved, seconded and approved. Blue is what ACHC requires and Red is the change MMHD has made.	<i>Humphry, Cufaude</i>	<i>Approved by All Cufaude - Y</i>

## 7 ADMINISTRATIVE REPORTS

7.1	<b>Chief's Reports: written reports provided in packet</b>		
7.1.1	<b>CFO:</b> no further questions.		
7.1.2	<b>CHRO:</b> HR team is looking at restructuring and realigning. Actively recruiting for a Physical Therapist, and two pharmacists, one in retail and one hospital. Ten CNA positions open but focused on getting 7 full time.		
7.1.3	<b>CPRO:</b> Highlight to our volunteers at the Thrift Store. TCCN is progressing really well. Foundation has increased the scholarship funds to \$20,000 this year. Our Foundation Board is full now with 9 members.		
7.1.4	<b>CCO:</b> Thank you to Ralph for cleaning the floors in the Pharmacy. Antibioqram gives us data for providers to appropriately assign the correct drug to the correct patient for the correct diagnosis. Home Blood Pressure monitoring program will be rolled out in April but there are restrictions to who can use them.		
7.1.5	<b>CNO:</b> Our first week of Surgery was 10 scopes with referrals coming for more to occur the week of April 8 <sup>th</sup> . Un-confirmed scabies outbreak is now under control and our staff worked so hard to putting actions in place to control the outbreak.		
7.1.6	<b>CEO:</b> Staff brought about a retention program for non-clinical and non-licensed staff. After the managers came up with an idea, the Executive Leadership Team is looking at how to implement a retention program based on years of service in 5 year increments, taking into account any disciplinary notes on employee, as well as financial stability of the hospital. At the same time, we will look at our retention numbers and if this program is positively effecting our numbers and make adjustments as needed. With the loss of our CNA program because of our IJ tag, we will evaluate different opportunities to continue providing education outlets for CNA's. Our Leadership team is looking to establish a Care Coordination team. We will be setting up a Strategic Planning session in June.		

## 8 OTHER INFORMATION/ANNOUNCEMENTS

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 Director's documents are available online at [www.mayersmemorial.com](http://www.mayersmemorial.com).

- 8.1 Board Member Message: Employee of the Month, Welcome to the Foundation Board, Thrift Store Hrs, Health Fair on June 22<sup>nd</sup>, Golf Tourney August 3<sup>rd</sup>, Scholarships through Foundation, Surgery is OPEN, TCCN Update.
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- 8.2 Board Governance Tool Kit – Community Engagement: Building relationships with our community: businesses and constituents. Reach out to our bigger employers in the area to show them the services we provide for their company and employees, and to look at other opportunities for them. Building a collaboration between all. Look into mental wellness opportunities. Conduct another community needs assessment and make it more personal with in person asks at the health fair and other events, and have all results compiled by July. Distinguish Burney vs FR needs.
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9 ADJOURNMENT: 4:09 PM  
Next Meeting April 24, 2024

I, Abe Hathaway, 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 Healthcare District

Abe Hathaway  
Board Member

Jessica DeCoito  
Board Clerk