

APPROVED

Mayers Memorial Hospital District
Board of Directors – Special Board Meeting

Date: February 24, 2014

Time: 1:00 P.M.

Location: Mayers Memorial Hospital
Burney, California

(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: President Allen Albaugh called the special meeting to order at 1:02 p.m. on the above date with the following present:

Allen Albaugh, President
Brenda Brubaker, Vice President
Mike Kerns, Secretary
Abe Hathaway, Treasurer
Art Whitney, Director

Staff Present: Matt Rees, CEO; Sherry Wilson, CNO; Valerie Lakey, Board Clerk; Travis Lakey, Director of Finance; and Erik Nielsen, Facilities Manager. (Employees present for presentations: Jill Reed, Social Services; Libby Mee, Personnel; Louis Ward, Director of Support Services)

2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS:

No public comments.

3. APPROVAL OF MINUTES – A motion/second (Kerns/Hathaway), and carried, the Board of Directors accepted the minutes for the special meeting held January 22, 2014. Whitney Abstain.

President Albaugh deviated from the agenda and went to item Number 5:

5. Presentations/Staff Reports:

▶ ***Jill Reed, Social Services***

Transportation Service Reed gave a report on Caring Wheels, a new community transportation service. It has evolved into something different than what was first pictured. It is a new program, starting from scratch. One driver has volunteered so far. The committee is in the process of letting the community know about the program and trying to recruit volunteers. Reed reported that she received an email about Burney Express; on how the bus system may be able to help. The vision was to first help Mayers. There will be a Volunteer Coordinator to do the scheduling. The goal is to increase health of community and decrease medical costs and missed appointments. It would increase Wound Care, RT, PT, etc. Albaugh asked about liability; Reed said Mayers, Hill Country, MVHC will all be contributing. Hathaway commented that 50% of people brought to ER don't have a ride home. We don't recognize the number of non-drivers in our society. There is a huge need. The program has partially used the FISH program in Sonoma as a model. The program has the potential to increase patient flow. Albaugh asked if Hwy 299 collaborative has been involved yet and if there any possibilities of a grant?

▶ ***Libby Mee, Personnel***

Workers Comp Quarterly For the quarter October 2013 – December 2103 there were only two (2) first aids reported. From January 2014 to current there has been one (1) first aid. We have not had the bad weather (slip and falls) We have been working on raising awareness. Last year we re-evaluated our exposure procedure with needle sticks; they are first seen in our ER, tests are performed at 2 weeks, 6 weeks, 6 months and one year. With the ALPHA Fund we have settled 3 cases (major disability injuries.) We were unable to accommodate a "return to work". Additionally, the employees had let their certifications expire. We will be getting close to zero. Mee stressed that they are being thorough with education with active employees and supervisors.

▶ ***Louis Ward, Director of Support Services***

EMR Update Ward gave a demonstration of the electronic documentation for the ER and other components for Meaningful Use Stage 2. April 1 – June 30 was chosen as the reporting quarter for Stage 2. With stage 2 requirements, there are a lot of physician requirements. There are some nursing and some IT requirements. We will be implementing a patient portal online. Ward and Broadway went for training on building templates, etc. We currently have McKesson reps on site to help and make sure everything will work correctly on day 1. This is not for SNF or OP therapies; MU Stage 2 will only look at acute and ER. (Demographics, reportable labs, immunization data. Quality of care a patient is receiving.

Evidence based practice.) The reason for all of this is that it is supposed to bring down the cost of care. A certain number of objectives to measure have to be selected.

Physician Notes:

With this aspect of the EMR, a patient can be managed as they go along through electronic documentation. There are templates that can be filled out in the ER to meet specific situations. There is the capability to build acronyms for common diagnosis. Currently, there are about 50 steps – this can compare to reducing it to 5-10 – all accomplished while the physician is with the patient – it is a living document. Physicians can sign off at the end of the document.

Whitney asked what form of electronic device is used and inquired about a tablet. Ward said they would be using computers. The software is compatible with Dragon Dictate, but it costs about \$50,000. They will be looking into that.

Albaugh asked about incentive cost-wise to use this component. Ward said initially we will save the Acutype fees which are \$27,000. Ward also noted that this will most likely be a part of Meaningful Use in the future. Getting doctors to buy in is important – Dr. Dahle is helping a lot.

ED staff will have ability to “badge in” and bring up the department. Can go right in to Web Station for physicians from this screen.

Ward also discussed electronic prescriptions. At the next Board meeting will be able to show how electronic prescription works.

4. OPERATIONS REPORT:

In addition to the written operations report included in the board packet, the following verbal reports and discussions are summarized below:

▶ ***Matt Rees, CEO:***

- MMHD received \$400,000 from windmill funds through Shasta County; we will not be able to use for ambulance purchase.
- Rees is going to Lakeview for a collaborative meeting with Lakeview, Modoc and SV on March 10th.
- Open House went well
- Chamber Dinner is tonight MMHD has been nominated for large business of the year – we received this honor last year.
- There are some union issues which will be on the ballot - we are exempted being a district hospital.
- We will not know about the “Clawback” money until May or June.

▶ ***New Construction/Maintenance Update: Erik Nielsen***

- There were many Open House maintenance projects and the staff is currently working on the outpatient surgery remodel.
- Met with PG & E and R & S architects regarding moving poles.
- MEP may be released around June
- County has cancelled grading permit – we will follow up on that
- The 2nd round of back checks back in to OSHPD
- Albaugh noted that there is a lot of work that needs to be done in Burney. Nielsen agreed and said we need to make a plan and identify funding.
- Albaugh asked about fencing the generator in Burney. Nielsen said it had not been required.
- Nielsen noted that there is a plan for the old clinic space; looking at moving the lab because of privacy issues with the current set-up.

▶ **Keith Earnest, CCO:**

- Lab Urinalysis machine is here – currently working on the interface.
- Pulmonary rehab – we just enrolled patient number 5 in the first month.
- In the PT Department Earnest noted that massage therapy is reimbursable by medicare and we have a licensed therapist now; Earnest is reviewing the credentials and details to see if we can use the service. Jolene Platko has just returned from maternity leave today.
- Brubaker commented on the cardiac stress testing – currently working on privileges for Dr. Wilkins.
- In the lab Earnest noted that the Fax server is fixed – that is big progress.

▶ **Sherry Wilson, CNO:**

- LTC – we have 5 students set up to go to College of the Siskiyous in May for a summer CNA class – we will be paying for the classes. They will give us a two year commitment. It is about an 8 week class. There will be one person taking a class through Shasta in the fall. CNA's will be receiving an increase.
- Competencies have been started with Terry King.
- Preparing for Survey.
- Acute – We are working with UC Davis for training for OB – we have the contract signed and will be ready to start in the next couple of weeks. We have a person coming to interview for OB Manger position. Had a phone interview already.
- We also have a person who applied for a casual position with OB Policy expertise.
- Whitney asked if we do a Mock Survey. He noted it helps a lot. There is an opportunity for that to be done through CCHAN. Might be a good idea to make sure we have a good survey.

6. BOARD COMMITTEES:**6.1 Finance Committee – Chair Allen Albaugh**

6.1.1 Committee Meeting Report: met this morning – Departments are monitoring reports and charges. DSH overpayment – setting up a repayment plan.

6.1.2 January 2014 Financials:

A motion/second (Whitney/Kerns), and unanimously carried, the Board of Directors accepted the January 2014 financial reports as presented.

6.1.3 Capital Expenditure Plan: A motion/second (Brubaker/Kerns) and unanimously carried, the Board of Directors accepted the Capital Expenditure Plan as presented.

6.1.4 Board Quarterly Finance Review: A motion/second (Kerns/Albaugh) and unanimously carried, the Board of Directors approved the Quarterly Finance Review.

6.1.5 USDA Report from WIPFLi: T. Lakey commented on the USDA report from WIPFLi. He noted that the application is in Davis (State office) currently.

6.1.6 Resolution 2014-01 Authorizing USDA Loan Application :

Motion/Second (Whitney/Kerns) and unanimously passed to approve the resolution.

6.2 Strategic Planning Committee – Chair Abe Hathaway

6.2.1 Transportation Program: A motion/second (Hathaway/Kerns) and unanimously carried, the Board of Directors approved the transportation service as presented.

6.2.2 Retreat Dates: The schedule for the Strategic Planning Retreat was noted. The retreat is scheduled for April 3-4, 2014. See attached agenda (**Exhibit A**)

6.3 Quality Committee – Chair Brenda Brubaker

6.3.1 Committee Meeting Report: The Quality committee heard reports from Skilled Nursing, Lab, Finance, Ambulance, Volunteer Services and Grant Writing. Highlights included:

- **AMBULANCE:** Runs to Big Valley are a lot less than expected and have not had as much impact as expected. Most of the impact is with our transfers because we don't have an on-call crew. The BV area is working on projects to get an ambulance going there. There are some things happening – MMHD is just not a part of it right now. Might look at budgeting for an on-call staff.
- **FINANCE:** The budget process is moving forward. Managers are reviewing A/P reports. They can keep on track and notice any potential mistakes. Managers can manage their budgets.
- **VOLUNTEER SERVICES:** \$500,000 worth of volunteer labor hours in 2013 – speaks well of community support.
- **LAB:** Proficiencies are at 1005, Faxing issues resolved, CLS employees – 2 new ones.
- **QUALITY:** Coleen Beck is redoing utilization review process

6.3.2 District Wide Policy and Procedure Manual Review: A motion/second (Kerns/Brubaker) and unanimously carried, the Board of Directors approved the Policy & Procedure Manual review process and *would like to review again with the new software in 6 months.*

7. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS

- ▶ Board Education – QHR Webinar 2nd Tuesdays 2014, 10 a.m.
- ▶ CHAs Health Policy Legislative Day, **March 18 - 19**, Sacramento (Albaugh will attend)
- ▶ Physicians Dinner – **March 27**, 6:30 pm – Lion's Hall - McArthur
- ▶ Hospice Dinner/Dance – **March 29** – Rex Club, Burney
- ▶ Health Fair – **April 5** – IM Fairgrounds
- ▶ ACHDs Legislative Days, **April 7-8**, Sacramento (Kerns will attend)
- ▶ AHA Annual /Calif. Congressional Action Program, **May 5 - 6**, Washington, DC

8. ADJOURNED TO CLOSED SESSION For: 3:37 PM

8.1 **Government Code Section 54957: Personnel: Employee Evaluation CEO** (Quarterly)....

8.2 **Government Code Section 54962**

Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Dan Dahle, Chief of Staff), and to consider and approve Medical Staff Credentials.....

AHP REAPPOINTMENT

- ✓ Steven Scharpf, MD – General Surgery
- ✓ Edward Richert, MD – Family Medicine
- ✓ William Dykes, MD – Emergency Medicine
- ✓ Bill Schmunk, DDS - Dentistry

STAFF STATUS CHANGE

- ✓ Vache Chakmakina, MD – Consulting to Inactive
- ✓ Paul Weinberg, MD – Consulting to Inactive
- ✓ Bruce Beckord, MD– Consulting to Inactive
- ✓ Robert Ghelfi, MD – Consulting to Inactive
- ✓ Daniel Mallamo, PA-C – AHP to Inactive
- ✓ Brian Davis, PA-C – AHP to Inactive

9. RECONVENE TO OPEN SESSION: REPORT ACTIONS TAKEN – 4:14 PM

- **REAPPOINTMENTS APPROVED BY M/S/C (KERNS/WHITNEY)**
- **MINUTES OF JANUARY 22, 2014 CLOSED SESSION APPROVED M/S/C (HATHAWAY/KERNS)**

10. ADJOURNMENT 4:15 PM