



Mayers Memorial Hospital District

Chief Executive Officer
Louis Ward, MHA

Board of Directors

Abe Hathaway, President
Michael D. Kerns, Vice President
Allen Albaugh, Treasurer
Beatriz Vasquez, PhD, Secretary
Art Whitney, Director

BOARD of DIRECTORS
MEETING AGENDA
October 26, 2016 1:00 pm
Board Room (Burney)

Mission Statement

Mayers Memorial Hospital District serves the Intermountain area providing outstanding patient-centered healthcare to improve quality of life through dedicated, compassionate staff and innovative technology.

1	CALL MEETING TO ORDER – Abe Hathaway, President	
2	CALL FOR REQUEST FROM THE AUDIENCE: PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS: Persons wishing to address the Board are requested to fill out a "Request Form" prior to the beginning of the meeting (forms are available from the Clerk of the Board (M-W), 43563 Highway 299 East, Fall River Mills, or in the Board Room). If you have documents to present for the members of the Board of Directors to review, please provide a minimum of nine copies. When the President announces the public comment period, requestors will be called upon one-at-a time, please stand and give your name and comments. Each speaker is allocated five minutes to speak. Comments should be limited to matters within the jurisdiction of the Board. Pursuant to the Brown Act (Govt. Code section 54950 et seq.) action or Board discussion cannot be taken on open time matters other than to receive the comments and, if deemed necessary, to refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.	
3	Reports/Recognitions: 3.1 Resolution 2016-11 –September Employee of the Month (Exhibit 1) 3.2 Hospice Quarterly Report – Mary Ranquist, Hospice Manager	ACTION ITEM Report
4	APPROVAL OF MINUTES: 4.1 Regular Meeting – September 20, 2016 (ATTACHMENT A)	ACTION ITEM
5	OPERATIONS ▶ Chief's Reports (CEO, CNO, CCO, IHF CEO) (ATTACHMENT B) WRITTEN REPORT PROVIDED – ADDITIONAL COMMENTS AS NEED VERBALLY ▶ AD HOC BUILDING COMMITTEE UPDATE	Information Information
6	BOARD COMMITTEES: 6.1 Finance Committee – Chair Allen Albaugh 6.1.1 Committee Meeting Report 6.1.2 September 2016 Financial review, AP, AR and acceptance of financials (Dispersed Separately) 6.2 Strategic Planning Committee – Chair Abe Hathaway 6.2.1 Committee Meeting Report 6.2.2 By-Laws – Input (Final reading/approval Nov 2016) PDF File 6.2.3 Board Assessment – Update – Due October 31, 2016.....	Information ACTION ITEM Information Discussion Information

	6.3 Quality Committee – Chair Mike Kerns 6.3.1 Committee Meeting Report..... 6.3.2 Quarterly P & P Summary Approval (PDF) File.....	Discussion ACTION ITEM
7	NEW BUSINESS 7.1 Policies for Board Approval... (PDF FILE)..... HHS POVERTY GUIDELINES - 75% MMH388 Emergency Medicine Privileges Family Medicine Privileges Rules, Medical Staff 7.2 Approval of Layton Construction Design-Build Contract..... 7.3 Board Vacancy Appointment..... 7.4 Annual Program Evaluation – Information on Organizational Analysis..... 7.5 November Meeting Date – Proposed November 30 due to Thanksgiving Holiday.....	ACTION ITEM ACTION ITEM ACTION ITEM Discussion ACTION ITEM
8	8.1 INFORMATION/REPORTS/BOARD EDUCATION/ANNOUNCEMENTS <ul style="list-style-type: none"> • Board Comments, Upcoming Events, etc. 	
9	ANNOUNCEMENT OF CLOSED SESSION: 9.1 Government Code Section 54952 Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. AJ Weinhold, Chief of Staff) Status change Provisional to Active: Jose Barrios, MD Amend privileges to exclude the Obstetric Core: Tom Watson, MD A. J. Weinhold, MD Jose Barrios, MD Dan Dahle, MD	ACTION ITEM
10	RECONVENE OPEN SESSION: REPORT ACTIONS TAKEN DURING CLOSED SESSION	
11	ADJOURNMENT: Next Regular Meeting November ??, 2016, Fall River Mills	

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, 43553 Highway 299 East, Fall River Mills CA 95028.

This document and other Board of Directors documents are available online at www.mayersmemorial.com.

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Mayers Memorial Hospital District
Always Caring. Always Here.

RESOLUTION NO. 2016-11

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF MAYERS MEMORIAL HOSPITAL DISTRICT RECOGNIZING**

Chelsea Klein, Burney

As September 2016 EMPLOYEE OF THE MONTH

WHEREAS, the Board of Trustees has adopted the MMHD Employee Recognition Program to identify exceptional employees who deserve to be recognized and honored for their contribution to MMHD; and

WHEREAS, such recognition is given to the employee meeting the criteria of the program, namely exceptional customer service, professionalism, high ethical standards, initiative, innovation, teamwork, productivity, and service as a role model for other employees; and

WHEREAS, the MMHD Employee Recognition Committee has considered all nominations for the MMHD Employee Recognition Program;

NOW, THEREFORE, BE IT RESOLVED that, Chelsea Klein is hereby named Mayers Memorial Hospital District Employee of the Month for September 2016; and

DULY PASSED AND ADOPTED this 26th day of October 2016 by the Board of Trustees of Mayers Memorial Hospital District by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Abe Hathaway, CHAIRMAN
Board of Trustees, Mayers Memorial Hospital District

ATTEST:

Valerie L. Lakey
Clerk of the Board of Directors

Date: September 20, 2016
Time: 1:00 P.M.
Location: Mayers Memorial Hospital
Fall River Mills, 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 Hathaway called the regular meeting to order at 1:00 p.m. on the above date with the following present:

Abe Hathaway, President
Mike Kerns, Vice President
Beatriz Vasquez, Secretary
Allen Albaugh, Treasurer
Art Whitney

Board Members Absent:

Staff Present: Louis Ward, CEO; Travis Lakey, CFO; Sherry Wilson, CNO; Keith Earnest, CCO; Ryan Harris DOO; Theresa Overton, DON; Jessica Stadem, Scribe

2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS: None.

3.

3.1 USDA Presentation – Introductions: Janice Waddell, Angela Cross, Dave Hartwell, Mike Colbert; USDA presented plaque.

3.2 Resolution 2016-10 August Employee of the Month (*Approved*) *Kerns/Whitney* – Destiny Tavares

3.3 Right Roads Building Report – Ryan Harris, Director of Operations –

- Presented power point & virtual walkthrough.
- Rough estimates vary \$300k-425k (includes plans, doesn't include foundation work) for OSHPD 3 renovations.
- Talking with Shasta County to have them do inspections because of better cost.
- Is this project cost effective? Need to come up with plan to continue to bring services to Burney (Continue with this building? Find different building?)
- Cost to renovate the annex is about the same.
- Suggest getting title cleared and donate building, Ward will research.
- Harris gave overview of other projects since he has started working at MMH (thrift store, PT building paint, SNF renovation during winter, routine maintenance log).

4. APPROVAL OF MINUTES – A motion/second and carried, the Board of Directors accepted the minutes of the August 24, 2016 Regular Board Meeting.

(Kerns/Vasquez) – Approved All

5. OPERATIONS REPORT:

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

- **Louis Ward, CEO –**
 - Building project update, moving forward with Layton, currently negotiating contract, should be back in 2 weeks for review, should be ready by October meeting;
 - MMHD QIP (quality improvement program), team has been formed – who reports what data to where, bringing all info together to look for duplicates or any missing info, comparing to other similar size hospitals, reporting to staff and to community via website;
 - haven't had survey yet, but being proactive, using consulting company to prepare, working with all staff (have heard survey looking at: falls, call lights, psychotropics);
 - Community Health needs assessment (299 Collaborative) with MVHC – focus groups or mailed survey;
 - employee meetings Oct. 5th & 6th (2 at each facility), will send survey out to staff;
 - developed OB benefit program for staff – includes 24 hours PTO, \$150 visa for hotels or expenses, \$250 gas gift card, MVHC will still continue care up to 32 weeks;
 - meeting with surgery staff 9/21/16 to discuss increasing volume;

- **Keith Earnest, CCO –**
 - Dr. Dahle will finish cardiac treadmill training in October
 - Will be staffing phlebotomist for homeless outreach w/MVHC to do lab work only.
 - Wayne Davis, the new PT starts next week.
 - Catarina Medina started in ultrasound – can do all ultrasound services except echos, will increase our service range; Shawna Davis & Alan Worthington also new hires, new manager does orientation on Thursday.

- **Sherry Wilson, CNO –**
 - Installing more security cameras in Burney to cover inside and outside blind spots.
 - Since Falling Star implementation, falls have decreased; constantly educating staff on program; started doing shift walkthroughs checking alarms, batteries, gait belts, etc.
 - Working on music program, products being ordered, staff will be trained soon.
 - Nov. 7th mock surveyor returns (Acute).
 - Working with Enloe on ER nurse OB training, fetal heart monitor course, NRP.

6. BOARD COMMITTEES:

6.1 Finance Committee –Chair Allen Albaugh

6.1.1 Committee Meeting – AP is down; revenue looks odd because of computer system being down; questions and clarification on balance sheet info; had first design meeting 9/19 with Layton; by late November we should have 60 days COH.

6.1.2 July/August 2016 Financials – *(Approved) Albaugh/Kerns*

6.1.3 Quarterly Binder Review *(Approved) Whitney/Kerns*

6.1.4 Approval of Line of Credit *(Approved) Whitney/Albaugh*

6.2 Strategic Planning Committee – Chair Abe Hathaway

6.2.1 Committee meeting – Discussed building project update and SEMSA.

6.2.2 SEMSA Report – Discussion/Action on Preferred Provider Agreement – *(Kerns/Vasquez) - Approved*

- Clarified air and ground services (critical care only); meeting with ER staff 9/20; will address at employee meetings.

6.3 Quality Committee – Chair Mike Kerns

6.3.1 Committee Meeting Report

- Pharmacy presented information on pharmacy access afterhours.
- HR recruiting update, trainings include opportunities to go outside of the facility.
- Volunteer update – trying to get all volunteers to go through background check.
- Dave Burks discussed recent maintenance projects – dietary project, counter updates.

7. OLD BUSINESS

7.1 Discontinuance of OB Services (*Kerns/Whitney*) –Approved All

8. NEW BUSINESS

8.1 Approval/Discussion of Layton Construction – Do not have contract finalized yet, **new business for October meeting.**

8.2 Annual Bylaw Review Process – No changes.

8.3 Board Assessment Process – Annual assessment has been useful in past, will complete it again this year, **Val Lakey will send info when it is compiled and ready.**

**9. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS
BOARD COMMENTS, UPCOMING EVENTS, ETC. –**

10.1 Announcement of Closed Session – Approved all.

11. Reconvene Open Session

12. ADJOURNMENT: There being no further business, at the hour of 3:27 p.m., President Hathaway declared the meeting adjourned. Next meeting October 26, 2016 – Burney

Jessica Stadem, Scribe



Mayers Memorial Hospital

Operations Report September 2016

Statistics	September YTD FY17 <i>(current)</i>	September YTD FY16 <i>(prior)</i>	September Budget YTD FY17
Surgeries <i>(including C-sections)</i>		28	21
> Inpatient		12	3
> Outpatient		16	18
Procedures <i>(surgery suite)</i>		49	50
Inpatient	514	496	533
Emergency Room	922	1057	900
Skilled Nursing Days	7358	6380	7200
OP Visits (OP/Lab/X-ray)	3711	4101	4395
Hospice Patient Days	363	462	456
PT	2245	3190	3000
Ambulance Runs	96	104	111

Operations District-Wide

Prepared by: Louis Ward, MHA, Chief Executive Officer

Building Project

This has been a very exciting month for the MMHD Building Expansion project. We have met numerous times as a group with Layton Construction and Greenbough Design to refine the design of the new expansion. We are scheduled to meet as a group weekly throughout the remainder of October and much of November. At this point we have 2 designs that we are reviewing, both designs are very similar with only small differences but the team is doing our due diligence to ensure we factor in how patients will move through the building, how staff will work in the building, and the general feel for those that visit MMHD. The project is on budget and on schedule for completion in June of 2019.

SNF Renovations

We are currently working on the plan to renovate the FR SNF this winter. As part of this plan we also wanted to provide a more visually appealing view from many of the rooms in FR that face the CT trailer. The maintenance team and Ryan Harris really knocked this project out of the park. We invite you to take a look in the area of the CT to our new landscaping outfitted with bird feeders, rock features, and fountains. We look forward to our winter SNF Renovation project.

Employee Meetings

We held 4 employee meetings this month, 2 in FR and 2 in Burney. We developed a presentation that heavily surrounded our 2016-2021 Strategic Plan, which really allowed for us to hit many of our most relevant topics from a high level.

The feedback from the employee meetings has been very good, I personally feel that communication was at its highest level in those meetings; employees were very engaged and asked many great questions. One

question I asked in each of the meetings of the employees was “how often they would like us to have employee meetings?” The general consensus was quarterly, so that is what we are planning to do. Prior to the employee meetings, we put out a survey to all employees through email and in their paychecks. We received a great deal of responses, we are currently going through the surveys to aggregate the data but I can safely tell you a few items we have noticed. We asked the employees to circle their top 5 values. The two top values chosen by the employees are not surprising at all: Honesty and Respect. We also encouraged comments from employees; there were a few themes that I can share with you at this point. Communication, Benefits, and Educational Opportunities were very important to the respondents of the survey. With this information being provided before the employee meetings I was able to address how we are planning to work on these topics now and over the next 5 years with the implementation of the 2021 strategic plan. We will plan to do another round of employee meetings in January.

Northern Hospital Council & CDPH Meeting

Many of the North State hospital Administrators met at Enloe Medical Center in Chico this month to meet with the Northern Hospital Council and the CDPH Chico Office. This is a meeting we have been requesting for over 6 months. Unfortunately, a representative from the CDPH Chico office did not show up at this meeting. We did however talk as a group about many of our shared challenges as well as had a vigorous dialogue about solutions to improve communication between the CDPH Chico Office and the Hospitals. I am very confident that with the hospitals working together we will be able to come up with solutions that will work for both sides.

Respectfully Submitted by,
Louis Ward, MHA
Chief Executive Officer

Chief Clinical Officer Report
Prepared by Keith Earnest, Pharm.D.--Chief Clinical Officer

Laboratory

- The department staffed a phlebotomist for Mountain Valley Health Center’s homeless outreach October 8th.
- Chris Hall, CLS, laboratory manager, is working closely with the design team for the hospital expansion project.
- With the exit of Mayers from the antibiotic stewardship portion of the PRIME project, we are exploring alternate funding sources for laboratory equipment.

Physical Therapy

- Referrals have been strong and the wait time is currently 8 weeks for a new evaluation. The department is staffed with two Mayers therapists and one registry therapist. The goal staffing pattern is four Mayers therapists. A new hire will start in January bringing the department to 3 and we are recruiting a 4th.
- Daryl Schnieder, PT manager, is exploring space at the Burney Annex to open outpatient PT in Burney this winter (even if it is temporary space.)
- FRJUSD has contracted with Mayers Physical Therapy Department to for physical therapy services for special needs students.

- Daryl Schnieder, PT manager, is working with the Foundation grant writer to obtain appropriate chairs for acute patient rooms.

Respiratory Therapy

- Respiratory Therapy Week is October 23-29. On October 26th join the respiratory therapists for fun and games (and snacks) in the board room at the Fall River Campus.
- The department will be precepting 2 respiratory students from Oregon Institute of Technology starting in November. One of those students may perform at externship at our site.

Imaging

- Allan Northington, Imaging Tech, has accepted the position of Imaging Department Manager.
- Mayers in on phase two of a grant process for 100K for a new mobile x-ray unit. The CareStream unit has already been reviewed and the unit from Philips was demonstrated on site the week of October 10th. The department will also have an onsite demonstration of a unit from Siemens.
- Imaging staff worked closely with the design team for the hospital expansion project.

Pharmacy

- Our annual sterile compounding survey by the California State Board of Pharmacy took place on 9/27/2016. The plan of corrections was completed and accepted on October 13th. Areas of correction included pharmacy technician inservices and documentation of quality control cultures.
- The pharmacy department is working with skilled nursing to heavily revise the process for dealing with discontinued medications. Discontinued narcotics are no longer returned to the pharmacy for disposal. The initial roll out of the new procedures has taken place and is being revised as we refine the process.
- There are many new regulations concerning sterile compounding that go into effect January 1, 2017 and we are currently reviewing our processes to comply.
- Shasta County inspected Mayers waste disposal policies, procedures and practices. The department of pharmacy and SNF are working with Ryan Harris, Director of Operations, to revise our process and comply with all regulations.

Hospice

- The Hospice Chair-ity is November 5th at the Vet's Hall in Burney.
- The Hospice Candlelight Remembrance Ceremonies are 6pm on December 6th at Burney Presbyterian Church and December 7th at Glenburn Community Church.
- Five members of the Hospice Team attended the California Hospice and Palliative Care Association's Annual Conference in Sacramento. Topics ranged from the End of Life Options Act and Organizational Ethics to aggressive symptom management.

Skilled Nursing Facility – Burney & FRM

Submitted By: Sherry Wilson, RN, CNO

- Current on 10/17/2016 is at 79
- We recently experienced an influenza outbreak in our Fall River Skilled Nursing facility that lasted two weeks.
- As of 10/17/2016 we are still anticipating our yearly State/Federal survey.
- Our Quality Care Team met 9/30/2016 discussing falls, urinary tract infections, and the music and memory program.

- We are still actively searching for both Registered and Licensed nursing staff, and as always Certified nursing staff.
- The Shasta College CNA class will be completed 12/15/2016 we will be hiring all four of those students.

Critical Access Hospital

Prepared by: Sherry Wilson CNO/Acute

Acute/Swing Nursing Unit

- CRNA will be available Tuesdays from 0700 thru Thurs 1700 for Emergent Surgery with Dr. Syverson and to also provide ER services
- CRNA will be available one Monday per month from 0700 (scheduled Dr. Guthrie days)
- Surgery RN and Surgery Scrub Tech will be available every Tuesday from 0700 through Thursday at 0700, for Emergent Surgery with Dr Syverson
- Surgery Housekeeper has been hired and this will be a shared position with the Regular Housekeeping Department. Employee will be a dedicated FT person between the 2 departments.
- Surgery Meeting was held in the Board Room on 09-21-2016 with Louis Ward CEO and several other Department Heads to discuss the direction of OP Surgery and how to boost our Department numbers. It was decided that Patients from the Canby Clinic would be trialed through with no PreOp Visit for Colonoscopy Procedures, as long as they were deemed safe by the CRNA who will preview their referral paperwork. Canby Clinic will be handing out the Colonoscopy Prep Meds and Instruction sheet during their Primary MD Clinic Visit.
- Keith Earnest took a sample of our Colonoscopy PreOp Instructions and Prep Medications to the Canby Clinic for MD approval, and MD was pleased this our process and has agreed to start sending Colonoscopy Referral to our facility as soon as we can all agree as to how to streamline our process. Louis Ward CEO will again meet with the Surgery Dept and Keith Earnest on our progress.
- We are still working out the wrinkles as to how these Patients will be scheduled but will hopefully have a plan by our next meeting with Louis Ward CEO
- Keith Earnest has contacted Val Lakey to work on getting us some educational information in regards to Colonoscopy along with a "Thank You for choosing Mayers" Card to go along with the Colonoscopy Prep Kit to be distributed by Canby Clinic.
- Dr. Syverson will be on vacation from 09-28-2016 and return on 10-05-2016 for scheduled Procedures