

Date: November 29, 2017
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.)

CALL MEETING TO ORDER: President Kerns called the regular meeting to order at 1:02 p.m. on the above date with the following present:

Mike Kerns, President
Beatriz Vasquez, Vice President
Abe Hathaway, Secretary
Allen Albaugh, Treasurer
Laura Beyer

Board Members Absent:

Staff Present: Louis Ward, CEO; Travis Lakey, CFO; Ryan Harris, Director of Operations; Valerie Lakey, DOPR/Clerk of the Board; Theresa Overton, Marlene McArthur, Sherry Wilson, Keith Earnest, CCO

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

2.1 Public Comment – none

3.1 APPROVAL OF MINUTES – A motion/second and carried, the Board of Directors accepted the minutes of the October 25, 2017 Regular Board Meeting. **(Vasquez, Hathaway) – Approved All – As corrected**

Department/Operations Reports/Recognitions:

4.1 Resolution 2017-17 – October Employee of the Month: Vinicio Colon was recognized, as October 2017 TEAM MAYERS MVP. **(Albaugh, Hathaway) Approved All – Vinicio Colon not able to attend meeting, Beatriz will present award 11/30/17**

***Please Note:** Chief reports will now be at the end of the agenda in order to expand on discussion or answer questions regarding items that were addressed on the full agenda.

4.2 Director of Operations Report – Letter from fire department provided, sent to OSHPD, needed letter to help with rural exemption for fire flows, fire department will be doing extra tests on fire flows. Received renderings on signs. Wireless thermostat system, received quotes, will bring thermostats inside building, will keep maintenance off roof to adjust settings, can adjust remotely. Cost of new HVAC units was more than expected (\$4 million), looking into other options (install on ground instead of roof, less work because no seismic bracing), will have to bring all duct work and bracing up to current code when replacing. A lot of details need to be figured out regarding new construction (if old section of building is “decommissioned” it won’t have to be up to OSHPD requirements, wouldn’t need new update to HVAC). Add discussion to next agenda.

4.3 IHF Director Report – Annual appeal letter has been mailed out, accomplishments page has already changed. Anonymous donor wanted to give \$50k but not to new wing, talked with Louis about ideas, donor chose ultrasound machine, also had interest in uniforms for staff. New officers: Keith Earnest, President; Dr. Raffin, Vice President; Paul Kerns, Treasurer; Renee Coe, Secretary. \$4800 raised with NSGT, with incentive pool money should probably go over \$5000, will be used for equipment in new wing. Gift shop will be at 12 Days of Christmas at fairgrounds, recent sales grossed over \$4000, volunteer Ruth buys items and donates to gift shop. \$40k was awarded to district for Hospice at last IHF board meeting. California Endowment

has donated \$100k; Sierra Pacific donated \$100k, they will be here tomorrow at 11am to present check. McConnell Foundation article about donation in Enjoy magazine, picture of Marlene and Louis. Several items on Capital Expenditure Plan funded by mini grants and crossed off, list will come to board for approval.

5. COMMITTEE MEETINGS

5.1 Finance Committee – Marketing and respiratory presented; discussed new ideas for marketing on a tight budget. New respiratory manager had ideas on how to review finances of department

5.1.1 Oct. 2017 Financial Review – (Albaugh, Hathaway) All approved

5.1.2 BOD Quarterly Finance Review

5.1.3 Cost Report Update - \$115k receivable; Medicare report was sent via fedex yesterday, hospice report out today (nothing reportable to be reimbursed), MediCal report will be sent out tomorrow. Inpatient rates will increase, outpatient small increase. SNF traveler lodging is reimbursable; we will be one of the lowest cost SNFs in the area;

5.2 Strategic Planning Committee

5.2.1 Committee Report – Chair Kerns – Dialysis investigation ongoing. Merger update: MVHC seemingly not interested, MVHC board voted against merger model, we should be working on plan A and B in tandem to cover bases and look at all options, strategic plan should reflect desire to increase outpatient services, recommend small wording change. Keep trying to meet with MVHC to work together. Met with Partnership, were told there were enough patients in our area for two clinics, if we were to open our own RHC.

5.3 Quality Committee

5.3.1 Committee Meeting – Pharmacy reported new license was received, minor corrections only; outpatient department may try to start getting patient surveys in the middle of the stay, training staff on AIDET, haven't implemented yet; ER working towards pediatric telemed program; a lot of work coming with Quality improvement plan, Jack Hathaway will report to board; modified PRIME project, focus on obesity; CEO succession plan presented for approval, not policy, needed to be turned into one or added to another; Pam Sweet reported over 2,000 policies in MCN, discussed bringing in contractor to organize and map out what needs to be kept and what can be retired, mock surveyor suggested only keeping policies specified by Title 22, some of our policies can actually just be procedures (blanket policy that sends someone to a procedure); management should take action on this item, bring to board if necessary. Update at next month's meeting (streamlining policy manual).

6. New Business

6.1 Policies for Approval (Vasquez, Beyer) – Approved All, as corrected

- CEO Job Description
- Chief Executive Officer Compensation

6.2 Annual Board By-Law Review – Third Reading – Work with Val Lakey on comments from previous meeting, final review at next meeting for approval.

6.3 Annual Board Assessment Process (Albaugh, Beyer) – Options were sent, toolbox option seemed easiest, work with Val Lakey on template to reduce number of questions, use list of questions to discuss internally at retreat.

6.4 Appointment of Nominating Committee – No need for nominating committee, will leave committees as is.

6.5 December Meeting Date – 5:00pm on Dec. 20, dinner meeting.

6.6 Committee Meeting Schedule – Can set schedules internally (SP & Quality every other month, it's important to have finance every month); possibly only have departments report to Quality once per year, combine building committee with SP.

7. ADMINISTRATION REPORTS:

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

Louis Ward, CEO – *In addition to the written report:* Showed pictures of new ultrasound machine, new equipment has more features, takes less pressure on probe, idea to meet with doctors in Redding and let them know about our new equipment and staff so they can let patients know of our services;

USDA sign, has to show required information; second sign, not required but would have picture and thank you to community ("your measure D dollars hard at work", include info about other donors), doesn't have to list contractors; want to have up by middle of January; currently still on schedule with OSHPD.

Customer service & sensitivity training for staff; patient surveys, especially in ER, not really ever about patient care, more about staff attitude, want to remind staff that patients are probably scared to be here, worried about their coming bill, need to be supportive and understanding (putting ourselves in patients shoes), doctors included, would offer to SEMSA also.

Management orientation and ongoing training, asked managers at last meeting to come up with ideas, want to create onboarding orientation for new managers (record videos of computer functions, etc. and save in resource folder) Ops team is working on.

Expecting results from CNO search firm, should have candidates by Dec. 5, they are doing interviews on our behalf.

Holiday party on Dec. 15

Keith Earnest, CCO – *In addition to the written:* In July, CMS required all facilities to have a legionella plan, not implemented yet but working on, plan to test shower heads, other water sources, there are companies that will do the testing for us if necessary;

Received new license, don't need to build new clean room, but by next inspection need new lighting, floor, two more items to submit for POC, worked with pharmacy consultant for POC; needed 9 policies updated, logs & forms need to be attached; staff training issues have been corrected;

Respiratory working with HealthStream on new CPR ALS classes, currently we bring in someone to train ACLS, PALS and it is costly. With HealthStream will be able to do training in-house, have received quote, will put package together and bring more info to next meeting.

Sherry Wilson, CNO – *In addition to the written report:* Nothing to add.

Theresa Overton – *In addition to the written report:* High census, recently weren't able to take admits and had to bring in travelers for about a week.

Travis Lakey, CFO – *In addition to the written report:* Over 100 days COH, 6.81 current ratio, reporting issues with PRIME, may have to repay some funds (\$430k they may request back); readjusted plan and added more staff.

<p>8. Information/board education/announcements Board comments, upcoming events, etc. –</p> <p>Will be creating new calendar invites for 2018 meetings, hopefully reduce inconsistencies or errors with invites.</p> <p>Beatriz Vasquez attended Quality Conference with Theresa Overton and Marinda May conference coordinators were surprised to see board member in attendance; safety coach program, Theresa made contacts for more info.</p>
<p>9. Announcement of CLOSED SESSION – 3:02pm</p> <p>9.1 Government Code Section 54962: Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Tom Watson, Chief of Staff)</p> <p>AHP APPOINTMENT Gabe Garton, CRNA</p> <p>MEDICAL STAFF APPOINTMENT Tawana Nix, DO</p> <p>MEDICAL STAFF REAPPOINTMENT Lloyd Pena, MD Mark Goodwin, MD</p> <p>STAFF STATUS CHANGE Jessica Miller, PA-C Move to Inactive</p> <p>9.2 Personnel Government Code 54957 – CEO Review/Evaluation</p>
<p>10. Reconvene Open Session</p> <p>Kerns/Vasquez - Approve all credentials</p>
<p>12. ADJOURNMENT: There being no further business, at the hour of 4:00 pm p.m., President Kerns declared the meeting adjourned. Next meeting Wednesday, January 24, 2018 – 1:00 pm–Fall River Mills</p>