

**Chief Executive Officer**  
Louis Ward, MHA



**Mayers Memorial Hospital District**

**Board of Directors**

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

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

June 27, 2018 1:00pm  
Boardroom (Burney)

*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 Mike Kerns called the regular meeting to order at 1:04pm on the above date.

**BOARD MEMBERS PRESENT:**

Mike Kerns, President  
Beatriz Vasquez, Vice President  
Abe Hathaway, Secretary  
Allen Albaugh, Treasurer  
Laura Beyer, Director (via telephone)

**STAFF PRESENT:**

Louis Ward, CEO  
Travis Lakey, CFO  
Ryan Harris, COO  
Candy Vculek, CNO  
Diana Groendyke, SNF DON  
Jessica Stadem, Board Clerk

**ABSENT:**

- 2 **CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS**

None

- 3 **APPROVAL OF MINUTES**

3.1 A motion/second carried; Board of Directors accepted the minutes of May Hathaway/Albaugh **Approved All**  
23, 2018

- 4 **DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS**

4.1 The SNF Team has been recognized as May employee of the month. Thank you for all your hard work!

- 5 **BOARD COMMITTEES**

5.1 **Finance Committee**

5.1.1 Committee Meeting Report – Registry should go down with CNA class roster and recruitment; worked cost of living raise in budget, discussed cardiac rehab usage, filling position for billing lead to help get business office back on top of patient billing; SNF purchased services is major area of concern.

5.1.2 A motion/second carried; acceptance of May 2018 Financial Albaugh/Hathaway **Approved All**  
Review, A/P, A/R, and budget.

5.2 **Strategic Planning Committee**

5.2.1 Committee Meeting Report – No meeting in May.

### 5.3 Quality Committee

5.3.1 Committee Meeting Report – Pharmacy and Hospice reported; Pam explained process of how and which policies are brought to the different committees, provided flow chart of policy process, will invite Pam and Jack to next regular meeting to discuss process further; heard about steps taken for SNF revisit survey.

## 6 NEW BUSINESS

6.1 **July Board meeting date:** Beatriz won't be available, move to Monday, July 23; need to revise Strategic Plan via email, cancel July SP meeting, bring revised SP to full board in July for approval (action item).

### 6.1 Policies for Approval

A motion/second carried; acceptance of all policies.

Kerns/Vasquez

**Approved All**

- Chief Executive Officer Compensation
- Donated Medical Goods: Esperance
- ER Culture Follow Up Form MMH603
- ER Culture Follow Up Letter MMH604

## 7 ADMINISTRATIVE REPORTS

### 7.1 Chief's Reports

7.1.1 **CEO:** Thank you to entire SNF team for recent survey, thank you Candy and Diana for expertise and leadership; Candy and Diana have accepted permanent positions; discussed change of use for beds on license, would prompt an OSHPD survey to confirm actual usage if changed perinatal beds to unspecified or acute, currently have 16 actual acute beds, recommend making license match that info, there will be an action item on July agenda, if we ever wanted beds back would have to move other services or build; met with CEO from Shasta regional, seems like good relationship; groundbreaking ceremony was a great, well-attended event; MVHC moving fast on their project, questions from community on why they are moving faster (different types of building and requirements).

7.1.2 **CCO:** Implemented medication barcoding in SNF, explained process of how scanning and pharmacy quality process works; attend regular meetings with paragon and IT regarding issues, no progress or resolutions; now overseeing Infection Control committee temporarily; TeleMed2U psych doctor for SNF is leaving program, Amanda looking for new doctor.

7.1.3 **CFO:** Nothing to add to written report.

7.1.4 **CNO:** Discussed need to hardwire processes into SNF staff, can't slack off just because passed recent survey; not much resistance during process, except with registry staff, continue working on that relationship; looking at all options for hiring more of our own staff; discussed process implementation for making sure all documentation has appropriate signatures; have provided trainings, post-tests, working on return demonstrations now, chart auditing process now looks at all charts daily, correcting issues as they arise; working on filling beds since restrictions have been lifted, new process for admitting should be ready by next month; implemented weekly weights and skin committee, looking for ulcers or warning signs; registry orientation packet almost completed, brought in a lot of staff to work on it to ensure covering all areas; hired temporary RN while Krissy is on maternity leave.

7.1.5 **COO:** Official start of construction was June 4, OSHPD permit and PGE created delays, new planned completion date May 22, 2019, Layton must be completed by June 29, 2019; have passed all inspection tests so far; PGE should be done with poles by tomorrow, Monday concrete work starts; selected location for water storage, behind building, out of sight, still figuring out what type of tank; Dave Burks retired last week, Alex Johnson is new manager; hot water heater failed last month, will need to fix; still no security events, will install 6-foot chainlink around parking, access control on all exterior doors; laundry facility construction on hold while crew remodels new staff house, then Riverview, then finish FR SNF, then MVHC building, then Burney SNF; dietary still open on limited basis to staff because staffing is so low, working on trying to recruit more, looking at hiring full time RD, installing POS system; restriped parking lots, added arrows.

8 **OTHER INFORMATION/ANNOUNCEMENTS**

None

9 **ANNOUNCEMENT OF CLOSED SESSION – 2:45 PM**

9.1 **Government Code Section 54962:**

Quality Assurance: Quality Improvement Issues, Medical Staff Report

9.2 **Personnel Government Code 54957** – Mike retiring from board president, need to publish article, applications for seats need to be completed by September

9.3 **Real Property Government Code 54956.8**

9.4 **Pending Litigation Government Code 54956.9**

10 **RECONVENE OPEN SESSION** – No action taken.

11 **ADJOURNMENT** – 3:05pm

Next Regular Meeting – July 23, 2018 (Fall River Mills)

*I, \_\_\_\_\_, Board of Directors \_\_\_\_\_, 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*

---

Board Member

---

Board Clerk