

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 Agenda

January 30, 2019 1:00 pm
Fall River Board Room
Teleconference from 6410485 Pit River Canyon Rd., McArthur

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

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, 43563 Highway 299 East, Fall River Mills, or in the Boardroom). 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.

**Approx.
Time
Allotted**

3 APPROVAL OF MINUTES

3.1	Regular Meeting – December 5, 2018	<i>Attachment A</i>	Action Item	2 min.
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4 DEPARTMENT/QUARTERLY REPORTS/RECOGNITIONS

4.1	Resolution 2019-02 – December Employee of the Month	<i>Attachment B</i>	Action Item	5 min.
4.2	Director of Human Resources/Worker's Comp Reports	<i>Attachment C</i>	Presentation	10 min.
4.3	Director of Nursing – SNF Report		Information	5 min.

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1	Committee Meeting Report		Report	10 min.
5.1.2	November/December 2018 Financial Review, AP, AR, and acceptance of financials		Action Item	5 min.
5.1.3	Mindray Approval	<i>Attachment D</i>	Action Item	5 min.
5.1.4	Resolution 2019-01 Signature Authority	<i>Attachment E</i>	Action Item	5 min.

5.2 Strategic Planning Committee

5.2.1	Committee Meeting Report		Report	10 min.
5.2.2	Burney Clinic - Action for Approval of MMHD Burney Clinic Project		Action Item	10 min.

5.3 Quality Committee

5.3.1	Committee Meeting Report		Report	10 min.
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- 5.3.2 **Policies for Approval** **PDF Attached**
1. Six Minute Walk Distance Test
 2. Discharge Six Minute Walk Distance Test MMH620
 3. Initial Six Minute Walk Distance Test MMH619
 4. Breach Notification
 5. Care of Dietary and Nutritional Services for Swing Bed Patients
 6. Charging for Copies of PHI
 7. Communication of PHI
 8. Confidential Communications
 9. Conflicts of Interest
 10. Core Privileges, General Surgery
 11. Exercise Prescription - Pulmonary Rehab MMH638
 12. Exercise Tracking Sheet - Pulmonary Rehab MMH639
 13. Fundraising and PHI
 14. Guest Trays
 15. HIPAA Privacy Officer and Privacy Program
 16. Identity Verification
 17. Individual Treatment Plan MMH628
 18. Initial Interview Form Pulmonary Rehab MMH627
 19. Non-Retaliation
 20. Notice of Privacy Practices Policy
 21. Nutritional Assessment - Pulmonary Rehab MMH632
 22. Patient Quiz - Pulmonary Rehab MMH631
 23. Pulmonary Rehab Patient Consent MMH637
 24. Pulmonary Rehab Skills and Competency Assessment MMH636
 25. Pulmonary Rehab Weekly Schedule MMH640
 26. Pulmonary Rehabilitation Program
 27. Reporting Compliance and Ethics Concerns
 28. Senior Fitness Testing Personal Profile Form MMH622
 29. Senior Fitness Testing, Pulmonary Rehab
 30. Telemed Referral Form, MVHC MMH645
 31. UCD Pediatrics Critical Care Cart - Telemedicine
 32. Use and Disclosure for Workers Compensation
 33. Workplace Violence Prevention Policy

6 NEW BUSINESS

6.1	Approval of Organizational Chart	<i>Attachment F</i>	Action Item	10 min.
6.2	Approval of revised 2019 Calendar	<i>Attachment G</i>	Action Item	15 min.
6.3	Change February Meeting Date to February 20 (Burney)		Action Item	5 min.

7 ADMINISTRATIVE REPORTS

7.1	Chief's Reports – <i>Written reports provided. Questions pertaining to written report and verbal report of any new items</i>	<i>Attachment H</i>		
7.1.1	CEO – Louis Ward		Report	10 min.
7.1.2	CCO – Keith Earnest		Report	5 min.
7.1.3	CFO – Travis Lakey		Report	5 min.
7.1.4	CNO – Candy Vculek	Spreadsheet Attached	Report	5 min.
7.1.5	COO – Ryan Harris		Report	5 min.
7.2	Construction Change Orders		Action Item	5 min.

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8	OTHER INFORMATION/ANNOUNCEMENTS (Form 700, Ethics reminder)	Information
9	ANNOUNCEMENT OF CLOSED SESSION	
9.1	Government Code Section 54962: <ul style="list-style-type: none"> • Quality Assurance: Quality Improvement Issues, Medical Staff Report MEDICAL STAFF REAPPOINTMENT <ol style="list-style-type: none"> 1. Chuck Colas, DO – Emergency Medicine 2. Paul Davainis, MD – Emergency Medicine 3. Jeremy Austin, MD – Emergency Care 4. David Panossian, MD – Pulmonary Care 5. Julia Mooney, MD – Pathology MEDICAL STAFF APPOINTMENT <ol style="list-style-type: none"> 1. Steven McKenzie, MD – Consulting Family Medicine 2. Javeed Siddiqui, MD – Telemed. Infectious Diseases 3. Eric Stirling, MD – Consulting Emergency Medicine ADDITIONAL PRIVILEGES <ol style="list-style-type: none"> 1. Dale Syverson, MD – Anesthesia Privileges 	
9.2	Real Property Government Code 54956.8	
9.3	Pending Litigation Government Code 54956.9	
9.4	Personnel Government Code 54957	
10	RECONVENE OPEN SESSION – Report Closed Session Action	Information
11	ADJOURNMENT: Next Regular Meeting – February 20, 2019 (?)	

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Chief Executive Officer
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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
Minutes

December 5, 2018 3:00pm
Boardroom (Fall River Mills)

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:** Mike Kerns called the regular meeting to order at 3:00pm on the above date.

BOARD MEMBERS PRESENT:

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

ABSENT:

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Marlene McArthur
Wendy Williams
Sherry Rodriguez
Jack Hathaway
Keith Earnest
Candy Vculek
Mary Ranquist

Val Lakey, Board Clerk

- 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 October 24, 2018. (Hathaway Abstain) *Vasquez/Beyer* *Approved All*

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

4.1 A motion/second carried; Wendy Williams was recognized as October Employee of the Month. Resolution 2018-13 *Hathaway/Beyer* *Approved All*

4.2 Recognition of Outgoing Board Member – Michael D. Kerns

4.3 Hospice Quarterly Reports – Mary Ranquist. 4.5 census since March; length of stay from 47 to 57 days. Candlelight Ceremony was in Burney on Monday, tonight in Fall River

- 4.4 Mayers Healthcare Foundation Executive Director Report – Marlene McArthur. Fundraising – reviewed the recent annual report mailed to the community. NSGT raised \$4500. McArthur thanked her staff for the hard work on the event. Funds will go to the Imaging Department PACS system. The Foundation has a booth at the 12 Days of Giving. The stores are doing well this year. Revenue goals have been surpassed. Volunteers are an integral part of the thrift store. Please remember to thank the volunteers. Chocolate Festival is January 27th. 2018 finances for the Foundation; raised over \$522,000 this year to date. Pledge letters have been sent. Expenses to date are \$221,000 – paid the district \$132,000 in grants/awards. Events, inventory and supplies. (\$41,000) Operations - \$40,000 - \$50,000. Budget will include \$152,000 for awards to the district this next year. Volunteers are needed always.

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1	Committee Meeting Report: Reported on the meeting. Staffing levels was a big discussion, cost of travelers		
5.1.2	A motion/second carried; acceptance of September 2018 Financial Review, A/P, A/R. Reports from Pharmacy and Acute Social Services	<i>Albaugh/ Hathaway</i>	<i>Approved All</i>
5.1.3	Cost Report Review – See attached report	<i>Report</i>	<i>Travis Lakey</i>
5.1.4	Board Quarter Finance Review	<i>Vasquez/ Hathaway</i>	<i>Approved</i>

5.2 Strategic Planning Committee

5.2.1	Committee Meeting Report - A lot of discussion regarding the 1953 building. Currently supporting the demolition of the building.		
5.2.2	DRAFT Strategic Plan - Facility Plan. Ward and Harris discussed the building inventory. 5 th Street House is complete and we have seen a savings with traveler lodging cost. Retail Pharmacy. There are a few buildings in the community that may become an option for services. Discussion of Burney facilities and clinic space. There are a lot of renovation projects. Laundry facility is nearing completion.		

5.3 Quality Committee

5.3.1	Committee Meeting Report – OP report. A new RN getting training in OP. EMR charting in OP. Skin graphs for patients. Referrals, education provided to providers. Shasta College LVN's are seeing the department in training. NO Surgery in December; Surgeon is on vacation.		
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6 NEW BUSINESS

6.1	Annual Program Evaluation: The Organizational Analysis Add Org Chart	<i>Beyer/Vasquez</i>	<i>Approved All</i>
6.2	Annual Organizational Meeting – 1 st Wednesday in December for Nov/Dec regular and Finance Attendance for Med Staff will be assigned.	<i>Vasquez/Beyer</i>	<i>Approved All</i>
6.3	2019 Board Office Election: President – Beatriz VP – Abe Secretary – Laura Treasurer - Allen	<i>Albaugh/Beyer</i>	<i>Approved All</i>

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6.4	Committee Assignments SP – Allen (Chair), Beatriz Finance – Abe (Chair), Allen Quality – Laura (Chair), Jeanne Foundation - Jeanne	<i>Albaugh/ Hathaway</i>	<i>Approved All</i>
6.5	Burney Clinic Space Waiting on information from the architect to better understand how we can utilize the building. There are some constraints with the logistics. Looking at possibilities. There will be some design options presented. Will focus on if we can meet parking requirements before moving forward. Will have at the next board meeting.	<i>Action</i>	
6.6	Installation of New Board Member – Jeannie Utterback		
7	ADMINISTRATIVE REPORTS		
7.1	Chief's Reports		
7.1.1	CEO: See written report – In addition to the written report: Welcomed Jeanne Utterback as a new board member. Looking at EP in Burney – becoming more prepared. Stockpiling inventory. Val Lakey is working on this process. Looking at the Fire Break behind the annex, working with BFD. Retail pharmacy - There has been an offer to a retail pharmacist. Will start after the first of the year and will help with process. Addressed the Acute care and SNF surveys. Both were good surveys. SNF survey was the best survey we have had in a very long time. 0 wounds, falls and med errors. Thanked the staff.		
7.1.2	CCO: See Written report. Addressed the survey.		
7.1.3	CFO: In addition to the written report – Kems reflected on the great improvement in finance over the years.		
7.1.4	CNO: In addition to the written report - Candy reviewed the Acute Survey POC. A list was submitted on the SNF survey. (See attached). Discussed how staff is being educated on Standard Work. Putting in place a nursing learning system with tracking system.		
7.1.5	COO: In addition to the written report - Building schedule. Rough frame, enclosed, heat, roof deck. Maintain over 40 degrees inside of the space for 7 days. All is weather dependent. Laundry facility – January 14 th . AC 9 is still not functioning. Working with OSHPD. Fire, Life, Safety should be next week.		
7.2	Construction Change Orders: Looking at landscaping.		
8	OTHER INFORMATION/ANNOUNCEMENTS		
8.1	Board Assessment Process		
9	ANNOUNCEMENT OF CLOSED SESSION – 4:41pm		

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9.1

Government Code Section 54962:

Vasquez/Beyer

- Quality Assurance: Quality Improvement Issues, Medical Staff Report

AHP Appointment

1. Henry Patterson, OD
2. David Nicholson, CRNA

MEDICAL STAFF REAPPOINTMENT

3. Dan Dahle, MD – Emergency & Family Medicine
4. Tom Watson, MD – Emergency & Family Medicine

MEDICAL STAFF APPOINTMENT

5. Karuna Sharma, MD – Emergency Med.
6. Richard Granese, MD – Psychiatry (Telemedicine)
7. Hannah Bae, MD – Radiology (Telemedicine)
8. Daniel Baker, MD – Radiology (Telemedicine)
9. John Boardman, MD – Radiology (Telemedicine)
10. James Bruhl, DO – Radiology (Telemedicine)
11. Annemarie Buadu, MD – Radiology (Telemedicine)
12. Joanna Carlson, MD – Radiology (Telemedicine)
13. Richard Carregal, DO – Radiology (Telemedicine)
14. Courtney Carter, MD – Radiology (Telemedicine)
15. Lillian Cavin, MD – Radiology (Telemedicine)
16. Todd Greenberg, MD – Radiology (Telemedicine)
17. Jeffrey Grossman, MD – Radiology (Telemedicine)
18. Kristen Grubb, MD – Radiology (Telemedicine)
19. Morgan Haile, MD – Radiology (Telemedicine)
20. Kyle Henneberry, MD – Radiology (Telemedicine)
21. Perry Kaneiya, MD – Radiology (Telemedicine)
22. Russell Kosik, MD – Radiology (Telemedicine)
23. William Phillips, MD – Radiology (Telemedicine)
24. Asti Piiika, MD – Radiology (Telemedicine)
25. Teppe Popovich, MD – Radiology (Telemedicine)
26. William Randazzo, MD – Radiology (Telemedicine)
27. Charles Westin, MD – Radiology (Telemedicine)
28. Woodard, MD – Radiology (Telemedicine)

9.2	<p>Real Property Government Code 54956.8 – First Right of Refusal letter</p> <p>Pharmacy Building – There has been a hold up with getting the payoffs</p>	<i>Beyer/Albaugh</i>	<i>Approved All</i>
9.3	<p>Litigation Government Code 54956.9</p> <p>There is a claim against MMHD – exposure is \$10,000 regardless. Mediation on December 12 in Redding. Asking for consent to settle up to \$300,000 with MMHD only paying the \$10,000; No fault. BETA will handle the case</p>	<i>Albaugh/Hathaway</i>	<i>Approved All</i>
9.4	<p>Personnel Government Code 54957</p>	<i>Beyer/Vasquez</i>	

10 RECONVENE OPEN SESSION: 5:15pm

11 ADJOURNMENT

Next Regular Meeting – January 23, 2019 – Burney

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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

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Mayers Memorial Hospital District
Always Caring. Always Here.

RESOLUTION NO. 2019-02

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

Steve Holt

As December 2018 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, Steve Holt is hereby named Mayers Memorial Hospital District Employee of the Month for December 2018; and

DULY PASSED AND ADOPTED this 30th day of January 2019 by the Board of Trustees of Mayers Memorial Hospital District by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

 Beatriz Vasquez, CHAIRMAN
 Board of Trustees, Mayers Memorial Hospital District

ATTEST:

 Val Lakey
 Clerk of the Board of Directors

Board Meeting

Wednesday January 30, 2019

Human Resources Report – Libby Mee, Director of Human Resources

Departments currently using Registry staff

- Skilled Nursing Facility
 - RN, LVN and CNA
- Acute
 - RN
- Laboratory
 - Clinical Laboratory Scientist
- Radiology
 - Radiology/CT Tech
 - Ultrasound Tech
- Physical Therapy
 - Therapist
- Respiratory Therapy
 - Therapist

Recruitment

- Hunter Ambrose Recruitment
 - \$45,000 annually for direct marketing for nursing positions as well as additional advertising for all open MMHD positions. Campaign to end in June
- Connetics International Recruitment
 - %15 of hired RN annual salary
 - Recruiting RNs on a TN visa (Nurses coming out of Canada or Mexico)
 - One currently accepted and one additional offer as been made
- Implementation of new Bonus Program for new hire nurses
 - \$14,000 for RN
 - \$7,000 for LVN

- Delta Healthcare Provides
 - \$15,000 per search for the following positions
 - Clinical Laboratory Scientist
 - Radiology Technologist
 - Physical Therapist – Interview and site visit 11/25/18

- Shasta College
 - LVN Clinical Rotation on Acute Care floor
 - CNA program
 - Graduated six students in from Fall 2018 class
 - Three students started Spring semester Tuesday January 22.
 - Recent CNA student was previous Senior Intern
 - Already building roster for Fall 2019 class

- Attend Career Fairs at Institute of Technology and Shasta College in Redding
 - Communicating with students graduating from LVN and RN programs for MMHD site visit and nurse day

Retention

- Implementation of new nursing wage scale. \$3.00 per hour increase and entry level moved from \$32.00 to \$35.00 per hour.
- Participation of implementation of Relias software. Additional training and orientation opportunities.

Additional Initiatives

- MMHD Housing
 - If registry employee opts to stay in the house, MMHD request \$6 per hour drop in hourly bill rate
 - Long Street House – 4 Bedroom
 - 5th Street House – 5 Bedroom
 - HR department managers Calendar in outlook, coordinates available rooms and employees coming and going
- Standardizing and reeducating on standby and callback protocols
- Catching up Employee policy and procedures
- HR is now in charge of registry compliance and orientation tracking

Board Meeting

Wednesday January 30, 2019

Work Comp Report

Presented by Libby Mee -- Director of Human Resources

2018 in Review

Total of 13 First Aide Injuries resulting in 0 days away from work

Total of 4 Reportable Injuries resulting in 31 days away from work

- Of the 4 Reportable Claims
 - 1 Closed
 - 2 Denied
 - 1 Open – no loss time

Compared to 2017

Total of 19 First Aide Injuries resulting in 9 days away from work

Total of 7 Reportable Injuries resulting in 200 days away from work

2019 CARE Fund - \$2,000.00 available. Monies need to be used to increase the effectiveness of Mayers Safety Programs. I will work with BETA Loss Prevention Specialist and MMHD Safety/Disaster Committee to see how we would like to utilize funds.

MMHD used \$1,065 of the \$2,200 funds for 2017 to purchase safety equipment for all MMHD vehicles.

Will have full Fiscal report from BETA in July



Year: 2018

Fall River Mills, CA 96028

Mayers Memorial Hospital

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health programs. See CCR Title 8 14300.28(b)(4)(10)

Cal/OSHA Form 300 (Rev. 7/2007) Log of Work-Related Injuries and Illnesses

You must identify the person who was injured or became ill, the date of injury or onset of illness, the job title, the location, and the description of the injury or illness. You must also identify the person who was injured or became ill, the date of injury or onset of illness, the job title, the location, and the description of the injury or illness. You must also identify the person who was injured or became ill, the date of injury or onset of illness, the job title, the location, and the description of the injury or illness.

Table with columns: Case #, (A) Identify the person, (B) Employee's Name, (C) Job Title, (D) Date of injury or onset of illness, (E) Where the event occurred, (F) Describe injury or illness, (G) Days away from work, (H) Days away from work, (I) Days away from work, (J) Days away from work, (K) Days away from work, (L) Days away from work, (M) Days away from work, (N) Days away from work, (O) Days away from work, (P) Days away from work, (Q) Days away from work, (R) Days away from work, (S) Days away from work, (T) Days away from work, (U) Days away from work, (V) Days away from work, (W) Days away from work, (X) Days away from work, (Y) Days away from work, (Z) Days away from work.



Cal/OSHA Form 300 (Rev. 7/2007)

Log of Work-Related Injuries and Illnesses

This form contains information relating to employees health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health programs. See CCR Title 8, 14300.25(b)(6)-(10).

Year: 2018

Fall River Mills, CA 96028

Myers Memorial Hospital

Identify the person

Describe the case

Table with columns (A) through (F) for injury logging. Includes rows for 'Slip and Fall' and 'Wrist' injuries.

NOTE: If additional pages are required, copy Page Totals to the top (row 15) of the next page.

Page Totals

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page 1 of 1



1443 Danville Boulevard, Alamo, CA 94507-1911
925-838-6070 MAIN 925-838-6088 FAX
www.betahg.com

October 15, 2018

Travis Lakey
Director of Finance
Mayers Memorial Hospital District
43563 State Highway 289
P.O. Box 459
Fall River Mills, CA, 96028-0123

Dear Mr. Lakey:

Every year, BETA Risk Management Authority allocates an annual contribution to a "CARE Fund" (Commitment, Accountability, Responsibility and Engagement) that can be used for your team's risk management and employee safety efforts. Last year, *Mayers Memorial Hospital District* tapped 48% of the funds available, or \$1,065 of the \$2,200.

I am pleased to inform you that *Mayers Memorial Hospital District* renewed fund balance for the 2018 contract year is \$2,000. Funds may be used between the period of July 1, 2018 – June 30, 2019.

The CARE Fund supports your organization's employee safety program efforts which directly impact your workers' compensation. The CARE program is designed to help BETA members improve their overall employee safety exposures, create the necessary controls and enhance performance through a reimbursement process aimed specifically at the most frequent causes of employee injuries within your organization. An Annual Service Plan is developed in partnership with the organization and BETA's Employee Safety Manager which then directs priority focus on the use of the funds.

This year we are expanding the use of CARE Funds to include:

- Growth and development of key leaders and staff in employee safety concepts
- Promote and/or achieve specialty certification in ergonomics and/or human resources practice
- Cover the cost of additional staff to participate in our BETA hosted education events
- Attendance at professional meetings and membership in professional organizations
- Publications or periodicals to include in your resource library that are employee safety focused.
- Invite guest speakers to deliver topics to address employee injury trends at your organization.
- Conduct proactive individual ergonomic assessments

As a convenience, I have attached a copy of the updated CARE Program Guidelines and [click here](#) for the Reimbursement Form which must be submitted with all necessary supporting documentation by BETA's deadline of June 30 2019. It is important to remember that these funds will expire on June 30, 2019 and do not carry over.

Finally, to ensure proper distribution of our Risk and Safety communications, kindly complete and return the attached Contacts Update Request form to Malinda Sigi at Malinda.sigi@betahg.com

If you have any questions, please call me at (818) 545-3351.

Sincerely,

A handwritten signature in cursive script that reads "Heather Gocke".

Heather Gocke, M.S., RNC-OB, CPHRM, C-EFM
Vice President, Risk Management and Safety

CC:

Tony King, R.N., Employee Health Nurse, Mayers Memorial Hospital District



CARE Program Guidelines – 2018 Contract Year

BETA Risk Management Authority (BETA_{RMA}) will continue its CARE Program; Commitment – Accountability – Responsibility – Engagement during the 2018 Contract Year. The CARE program is designed to help BETA members improve their overall employee safety exposures, create the necessary controls and enhance performance through a reimbursement process aimed specifically at the most frequent causes of employee injuries within your organization.



Commitment to sustaining a culture of safety within the organization
Accountability for the results of the organization's safety program
Responsibility for prioritizing the spending of CARE dollars
Engagement of the organization's leadership

The CARE Fund Process:

Step One | Developing the Service Strategy - Qualification for Program: On an annual basis, your BETA_{RMA} Employee Safety Manager will work with your organization to identify key risk exposures based on your loss history, existing data sets and an evaluation of safety hazards in or your organization. In collaboration with the organization's leaders, a Service Plan will be developed. This will assist your organization in monitoring the progress and performance of your employee safety efforts in your organization. This Service Plan must be developed and in effect prior to March 31, 2019 to qualify for CARE funds for the 2018 Contract Year.

Step Two | Consultation: The Service Plan will serve as a guiding document which will help direct the use of your allotted CARE funds that are intended to support risk reduction and injury prevention thereby reducing both frequency and severity of workers' compensation claims. The CARE funds are intended to support achieving the goals identified within the Service Plan and will be focused on top causes of loss within your organization. They may also be used to grow professionals in employee safety in your organization through education, training and certification. *Attached is a helpful resource list for your reference.*

Step Three | Reimbursement: Following the completion of Steps One and Two, BETA's Employee Safety Manager will provide you with a prepopulated Reimbursement Request Form that also contains the details of your Service Plan, an outline of how the CARE Funds are being spent, and the desired goals of the plan.

Step Four | Submission – Two signatures are required: Please have the form signed by the CEO, CFO or administrator responsible for employee safety at your organization, the primary contact for the safety program at which point the executed form will be signed by the BETA Employee Safety Manager. Receipts for purchases or certificates of completion for education or certification must be attached to the form when submitting for reimbursement. Upon receipt of the signed and completed form and necessary back-up documents, BETA will issue a check for the purchases up to your maximum allotted funds. Forms must be received by BETA with all signatures completed prior to June 30, 2019. Reimbursement request forms received after June 30, 2019 will not be honored.

Should you have questions about the CARE Fund process or would like to schedule a visit to create and/or update your current Service Plan, please reach out to your assigned Employee Safety Manager. You may also contact Malinda Sigl, Executive Administrative Assistant at Malinda.sigl@betahq.com or (916) 905.4694 if you need assistance.



A GLOBAL LEADER IN PATIENT MONITORING ANESTHESIA AND ULTRASOUND SYSTEMS

PROPOSAL FOR:
MAYERS MEMORIAL HOSPITAL

PREPARED BY
William Caldwell





Mindray DS USA, Inc.

Proposal Summary

Proposal Date: Jan 10, 2019
Proposal Number: Q-07622
Proposal Exp. Date: Jan 31, 2019
Sales Rep: William Caldwell
Proposal For: MAYERS MEMORIAL HOSPITAL

800 MacArthur Blvd. Mahwah, NJ 07430-0619
Tel: 201-995-8000 Fax: 800.266.9624

Total Price By Department

Acute Care

Department Name	List Price	Departmental Discount	Net Price
Acute Care	USD 152,417.03	USD -59,444.03	USD 92,973.00
		Acute Care TOTAL:	USD 92,973.00

IT

Department Name	List Price	Departmental Discount	Net Price
IT	USD 15,500.00	USD -6,200.00	USD 9,300.00
		IT TOTAL:	USD 9,300.00

Pre-Op

Department Name	List Price	Departmental Discount	Net Price
Pre-Op	USD 6,799.00	USD 1,301.00	USD 8,100.00
		Pre-Op TOTAL:	USD 8,100.00

PACU

Department Name	List Price	Departmental Discount	Net Price
PACU	USD 13,338.00	USD 3,470.00	USD 16,808.00
		PACU TOTAL:	USD 16,808.00

Operating Room

Department Name	List Price	Departmental Discount	Net Price
Operating Room	USD 28,537.00	USD -24,356.00	USD 4,181.00
		Operating Room TOTAL:	USD 4,181.00

Triage

Department Name	List Price	Departmental Discount	Net Price
Triage	USD 6,799.00	USD -2,618.00	USD 4,181.00
		Triage TOTAL:	USD 4,181.00

TOTAL: USD 135,543.00



To:
 MAYERS MEMORIAL
 HOSPITAL
 43563 HIGHWAY 299 EAST
 FALL RIVER MILLS, CA 96028

Sales Representative: William Caldwell
Quote Number: Q-07622

Proposal Date: Jan 10, 2019

Phone:
E-mail: w.caldwell@mindray.com

Affiliation: PRE2

Acute Care

Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
1	NTI		USD 0 00	USD -9,017 59	1	USD -9,017 59
2	DPMCS-CREDIT		USD 0 00	USD -2,000 00	1	USD -2,000 00
3	115-047565-00	WiFi Telemetry Transmitter (TM80) (includes 1 ea - 3AA Battery Pack)	USD 4,200 00	USD 2,352 00	4	USD 9,408 00
4	009-004782-00	5-Lead ECG Mobility Leadset, AHA, Snap, 24" Compatible with TM80/TD60	USD 135 00	USD 101 25	4	USD 405 00
5	803-040050-00	Telepack installation and set up for TM80 and TD60	USD 88 25	USD 79 43	4	USD 317 72
6	115-034334-01	Operator's manual on CD for TD60, TM80 and BP10	USD 0 01	USD 0 00	1	USD 0 00
7	009-004936-00	Masimo SpO2 Module for BeneVision TD60 Display Telepack	USD 1,175 00	USD 881 25	4	USD 3,525 00
8	115-032957-00	TD60 Disposable Telepack pouch. (Box of 25)	USD 70 00	USD 52 50	4	USD 210 00
9	115-030107-00	BeneVision TM80/TD60 Rechargeable Lithium-Ion Battery Pack.	USD 325 00	USD 243 75	8	USD 1,950 00
10	115-030108-00	BeneVision Central Charger Charges up to 10 Lithium-Ion Battery Packs simultaneously	USD 2,200 00	USD 1,650 00	1	USD 1,650 00
11	115-030109-00	GCX Mount for BeneVision Central Charger	USD 275 00	USD 206 25	1	USD 206 25
12	115-050935-00	BeneVision DMS Workstation, Mini PC	USD 3,000 00	USD 1,680 00	1	USD 1,680 00
13	121-001375-00	BeneVision WorkStation Server License	USD 3,400 00	USD 1,972 00	1	USD 1,972 00
14	803-040044-00	WorkStation/Vertical Server installation, cable and setup Includes, installation and setup for one WorkStation and up to three display screens. (Includes cable pulling)	USD 2,850 00	USD 2,565 00	1	USD 2,565 00
15	121-001453-00	BeneVision DMS Widescreen Touch Display	USD 2,975 00	USD 1,725 50	1	USD 1,725 50
16	110-004115-00	BeneVision WorkStation Bed Licenses Supports 4-32 beds	USD 300 00	USD 168 00	15	USD 2,520 00
17	803-040040-00	Device certification and install, without cable pulling	USD 731 00	USD 657 90	15	USD 9,868 50
18	803-040046-00	2.4/5GHz Install per 100 SQFT	USD 159 00	USD 143 10	16	USD 2,289 60
19	115-051209-00	BeneVision DMS host package (2U Rack)	USD 6,000 00	USD 3,360 00	1	USD 3,360 00
20	121-001373-00	BeneVision CS Bed License (FD, Bed, Adv) - Per Channel	USD 400 00	USD 232 00	26	USD 6,032 00
21	121-001372-00	BeneVision CS Server License	USD 9,700 00	USD 6,206 00	1	USD 6,206 00
22	803-040043-00	2.4/5GHz Rack/Core Charge	USD 18,000 00	USD 16,200 00	1	USD 16,200 00
23	045-003660-00	BeneVision DMS Software Media kit	USD 0 01	USD 0 01	1	USD 0 01



Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
24	803-070282-00	BeneVision DMS PDF Printing capability	USD 0.01	USD 0.01	1	USD 0.01
25	115-034055-00	CMS Viewer Application for remote review. Includes 16 licenses for historical review	USD 11,900.00	USD 8,925.00	1	USD 8,925.00
26	121-001269-00	BeneVision Central Station - TelePack license Key Package. Includes: One Arrhythmia detection, ST Segment analysis and QT Monitoring license per TelePack channel	USD 875.00	USD 490.00	9	USD 4,410.00
27	115-034809-00	DPM 7+ System Upgrade Kit	USD 1,075.00	USD 806.25	4	USD 3,225.00
28	5000-00-1000	Labor Charges for Upgrades.	USD 260.00	USD 260.00	1	USD 260.00
29	M51AF-PA00027	Masimo MPM w/MindrayST/Arr. 3/5/12-L	USD 6,500.00	USD 3,770.00	4	USD 15,080.00
Acute Care TOTAL:						USD 92,973.00

IT

Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
30	NTI		USD 0.00	USD -6,200.00	1	USD -6,200.00
31	803-070244-00	Spot Check Mapping fees, includes: ADT and Results mapping	USD 5,500.00	USD 5,500.00	1	USD 5,500.00
32	121-001473-00	eGateway SW Spot Check/Surgery 32 bed	USD 10,000.00	USD 10,000.00	1	USD 10,000.00
IT TOTAL:						USD 9,300.00

Pre-Op

Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
33	NTI		USD 0.00	USD 3,864.63	1	USD 3,864.63
34	115-034810-00	DPM 6+ System Upgrade Kit	USD 1,075.00	USD 806.25	1	USD 806.25
35	5000-00-1000	Labor Charges for Upgrades.	USD 260.00	USD 260.00	1	USD 260.00
36	M51AF-PA00039	Masimo MPM Module with MindrayST/Arr. 3/5-Lead	USD 5,464.00	USD 3,169.12	1	USD 3,169.12
Pre-Op TOTAL:						USD 8,100.00

PACU

Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
37	NTI		USD 0.00	USD 8,597.26	1	USD 8,597.26
38	115-034810-00	DPM 6+ System Upgrade Kit	USD 1,075.00	USD 806.25	2	USD 1,612.50
39	5000-00-1000	Labor Charges for Upgrades.	USD 260.00	USD 260.00	1	USD 260.00
40	M51AF-PA00039	Masimo MPM Module with MindrayST/Arr. 3/5-Lead	USD 5,464.00	USD 3,169.12	2	USD 6,338.24
PACU TOTAL:						USD 16,808.00

Operating Room

Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
41	NTI		USD 0.00	USD -12,735.93	1	USD -12,735.93



Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
42	6803F-PA00001	Passport 17m, modular touch screen monitor with the iView subsystem integrated to display PC application, integrated recorder. Includes: Includes CD operators manual, line cord, one roll of paper, quick reference guide. Requires two lithium ion batteries (115-018012-00), sold separately.	USD 10,500.00	USD 5,880.00	1	USD 5,880.00
43	M51AF-PA00039	Masimo MPM Module with MindrayST/Arr, 3/5-Lead	USD 5,464.00	USD 3,169.12	1	USD 3,169.12
44	803-011989-00	Multi Parameter Module 1 Year Extended Warranty (Included GPO Warranty)	Included	Included	1	USD 0.00
45	115-018012-00	Lithium ion battery (Passport 12m requires one, Passport 17m requires two)	USD 255.00	USD 191.25	2	USD 382.50
46	115-020919-00	Sidestream CO2 module with adult/pediatric accessory kit	USD 3,674.00	USD 2,057.44	1	USD 2,057.44
47	023-000218-00	USB for settings transfer (4GB)	USD 25.00	USD 18.75	1	USD 18.75
48	115-040811-00	Passport 12m/17m Combo Ops Manual CD	Included	Included	1	USD 0.00
49	023-000524-00	Wireless keyboard and mouse	USD 65.00	USD 48.75	1	USD 48.75
50	045-001302-00	Passport 17m VHM wall mount with standard bracket	USD 1,500.00	USD 1,125.00	1	USD 1,125.00
51	803-011968-00	One Year Extended Warranty for Passport 12m and Passport 17m (GPO Included Warranty)	Included	Included	1	USD 0.00
52	115-034809-00	DPM 7+ System Upgrade Kit	USD 1,075.00	USD 806.25	1	USD 806.25
53	5000-00-1000	Labor Charges for Upgrades.	USD 260.00	USD 260.00	1	USD 260.00
54	M51AF-PA00039	Masimo MPM Module with MindrayST/Arr, 3/5-Lead	USD 5,464.00	USD 3,169.12	1	USD 3,169.12
Operating Room TOTAL:						USD 4,181.00

Triage

Line #	Part Number	Description	List Price	Net Price	QTY	Total Net
55	NTI		USD 0.00	USD -54.37	1	USD -54.37
56	115-034810-00	DPM 6+ System Upgrade Kit	USD 1,075.00	USD 806.25	1	USD 806.25
57	5000-00-1000	Labor Charges for Upgrades.	USD 260.00	USD 260.00	1	USD 260.00
58	M51AF-PA00039	Masimo MPM Module with MindrayST/Arr, 3/5-Lead	USD 5,464.00	USD 3,169.12	1	USD 3,169.12
Triage TOTAL:						USD 4,181.00



To:
MAYERS MEMORIAL
HOSPITAL
43563 HIGHWAY 299 EAST
FALL RIVER MILLS, CA 96028

Sales Representative: William Caldwell
Quote Number: Q-07622

Proposal Date: Jan 10, 2019

Phone:
E-mail: w.caldwell@mindray.com

Affiliation: PRE2

Affiliation Notes: Premier – Patient Monitoring Contract # PP-MM-620 – Tier 2 – (PRE2): Standard One Year-On Site Warranty plus an extended one year warranty for a total of two years for parts & labor on Patient Monitors, Gas Module, Central Stations and transmitters. Standard Three Year Mail-In Warranty on Accutorr Monitors.
Premier Anesthesia Contract #PP-MM-431 Anesthesia Machines - Standard three year warranty.
Premier Ultrasound Contract #PP-IM-309: M7, M9, TE5, TE7 Ultrasound Machines & Transducers (Excluding 4D & TEE Transducers - Standard one year) have a standard five year warranty.
DC8 Ultrasound Machine & DC8 Transducers - Standard 1 Year Warranty. DC8 Expert Ultrasound Machine & Transducers - Standard five year warranty. Resona7 Ultrasound Machine & Transducers - Standard 5 Year Warranty. EXCEPTION: DEMO EQUIPMENT & ACCESSORIES (6 MONTHS ONLY)

Payment Terms: NET 45 DAYS

Shipping Terms: F.O.B. SUPPLIERS Dock (Freight & Insurance Prepaid on Contracted Products Only)
"To ensure on-time delivery of your orders, Mindray may drop ship products directly from our overseas factories or distribution warehouses"

General Notes:



Product Notes:

Please complete at time of purchase:

Uncrating Needed: YES / NO

Receiving Dock Hours: _____

Debris Removal: YES / NO

Lift Gate Required: YES / NO

Prior Notification: YES / NO

Inside Delivery Required: YES / NO

Contact Name: _____

Department: _____

Contact Phone #(s) _____

E-mail Address(s) _____

Purchase order acceptance and delivery of Mindray Certified Refurbished products is subject to inventory availability.

This quotation contains no provisions for Biomedical training tuition or credits.

If your terms are Cash-in-advance, please remit check directly to:

Mindray DS USA, Inc. 24312 Network Place, Chicago, IL 60673-1243



Total Price By Department

Acute Care

Department Name	List Price	Departmental Discount	Net Price
Acute Care	USD 152,417.03	USD -59,444.03	USD 92,973.00
		Acute Care TOTAL:	USD 92,973.00

IT

Department Name	List Price	Departmental Discount	Net Price
IT	USD 15,500.00	USD -6,200.00	USD 9,300.00
		IT TOTAL:	USD 9,300.00

Pre-Op

Department Name	List Price	Departmental Discount	Net Price
Pre-Op	USD 6,799.00	USD 1,301.00	USD 8,100.00
		Pre-Op TOTAL:	USD 8,100.00

PACU

Department Name	List Price	Departmental Discount	Net Price
PACU	USD 13,338.00	USD 3,470.00	USD 16,808.00
		PACU TOTAL:	USD 16,808.00

Operating Room

Department Name	List Price	Departmental Discount	Net Price
Operating Room	USD 28,537.00	USD -24,356.00	USD 4,181.00
		Operating Room TOTAL:	USD 4,181.00

Triage

Department Name	List Price	Departmental Discount	Net Price
Triage	USD 6,799.00	USD -2,618.00	USD 4,181.00
		Triage TOTAL:	USD 4,181.00

TOTAL: USD 135,543.00

Quotation

Total List Amount	USD 223,390.03
Total GPO Discount	USD 70,301.03
Total Additional Discount/TradeIn	USD 17,546.00
Total Net Amount	USD 135,543.00



Total Net Price For Purchase:

USD 135,543.00

To:
MAYERS MEMORIAL
HOSPITAL
43563 HIGHWAY 299 EAST
FALL RIVER MILLS, CA 96028

Sales Representative: William Caldwell
Quote Number: Q-07622

Proposal Date: Jan 10, 2019

Phone:
E-mail: w.caldwell@mindray.com

Affiliation: PRE2

Title of Buyer	Printed Name of the Buyer

Purchase Order Number	Date	Signature of the Buyer

Ship to Address:

Bill to Address:

We have selected a non-Masimo SpO2 technology and have requested a proposal using an alternate SpO2 technology.

Although we have been educated on the Masmio SpO2 option by Mindray, we have independently chosen the alternate SpO2 option based upon our business needs.

Signature of buyer _____

**Mindray North America now has a \$150 minimum order policy.
Unless otherwise stated, the total net price of this quotation does not include, freight or sales tax.**

**MAYERS MEMORIAL HOSPITAL DISTRICT
BOARD OF DIRECTORS**

**RESOLUTION REGARDING
AUTHORITY TO SIGN
RESOLUTION 2019-01**

WHEREAS, the Board finds it necessary to sign contracts, leases, line of credit documents, and other documents necessary for the administration and operation of the District; and

WHEREAS, the Board, within its power, hereby designates Louis Ward, Chief Executive Officer (CEO), to sign such documents and,

WHEREAS, the Board, within its power, hereby designates Travis Lakey, Chief Financial Officer, to sign such documents in the absence of the Chief Executive Officer and,

WHEREAS, the Board, within its power, hereby designates Ryan Harris, Chief Operating Officer, to sign such documents in the absence of the Chief Executive of Chief Financial Officer and,

NOW, THEREFORE, the undersigned certifies and attests that the above resolution was approved at a regular meeting of the Board of Directors, Fall River Mills, California, on the 30th day of January 2019.

PASSED AND ADOPTED on January 30, 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Date: _____

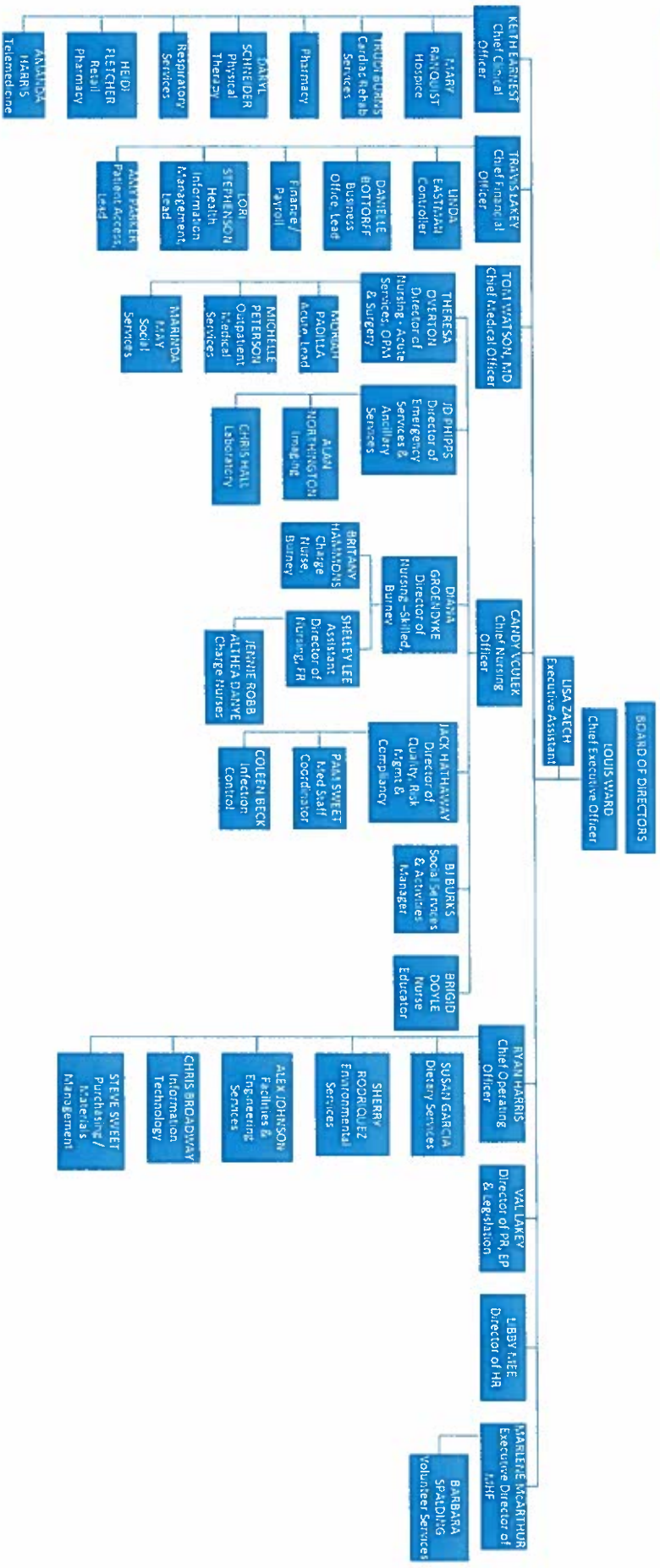
Signed _____
Beatriz Vasquez, President
Board of Directors
Mayers Memorial Hospital District

Date: _____

Attest _____
Laura Beyer, Secretary
Board of Directors
Mayers Memorial Hospital District



MMHD Organization Chart - DRAFT



1/22/2019 12



January			
9	Wed	12pm	Quality Committee Patient Access Business Office HIM Worker's Comp - Q Report Patient Safety First - Q Report
14	Mon	12pm	Strategic Planning Committee
23	Wed	10:30am	Finance Committee Med Staff Outpatient
23	Wed	1pm	Board Meeting Director of Human Resources Director of Nursing - SNF Hospice - Q Report Worker's Comp - 6-month

February			
11	Mon	12pm	Strategic Planning Committee
12	Tue	12pm	Quality Committee SNF Lab Finance Volunteer Services SNF Activities Safety - Q Report CMS Core Measures - Q Report
13	Wed	6pm	Med Staff Meeting (Beatriz)
27	Wed	10:30am	Finance Committee (Burney) Pharmacy Physical Therapy BOD Q Finance Review
27	Wed	1pm	Board Meeting (Burney) Director of Public Relations IHF Director - Q Report Safety - 6-month BOD Q Finance Review

March			
11	Mon	12pm	Strategic Planning Committee
13	Wed	12pm	Quality Committee Pharmacy Dietary Maintenance Personnel Purchasing Blood Transfusion - Q Report Compliance - Q Report
27	Wed	10:30am	Finance Committee Purchasing Respiratory
27	Wed	1pm	Board Meeting Director of Nursing - Acute

April			
10	Wed	12pm	Quality Committee Med-Surg/Swing Environmental Services Cardiac Rehab Imaging Marketing Worker's Comp - Q Report Patient Safety First - Q Report
10	Wed	6pm	Med Staff Meeting (Abe)
24	Wed	10:30am	Finance Committee (Burney) Social Services Staff Development Infection Control
24	Wed	1pm	Board Meeting (Burney) Hospice - Q Report Director of Quality

May			
8	Wed	12pm	Quality Committee Emergency Department Hospice Med Staff Outpatient Services Respiratory Safety - Q Report CMS Core Measures - Q Report
13	Mon	12pm	Strategic Planning Committee
22	Wed	10:30am	Finance Committee Surgery BOD Q Finance Review
22	Wed	1pm	Board Meeting IHF - Q Report BOD Q Finance Review

June			
12	Wed	12pm	Quality Committee IT Physical Therapy Surgery/Anesthesia Social Services - Acute/SNF Staff Development Blood Transfusion - Q Report Compliance - Q Report
12	Wed	6pm	Med Staff Meeting (Laura)
26	Wed	10:30am	Finance Committee (Burney) Patient Access Business Office HIM Budget Adoption
26	Wed	1pm	Board Meeting (Burney) Ad Hoc Committee - CEO Evaluation Budget Adoption

July			
8	Mon	12pm	Strategic Planning Committee
10	Wed	12pm	Quality Committee Patient Access Business Office HIM Worker's Comp - Q Report Patient Safety First - Q Report
15	Mon	12pm	Strategic Planning Committee
24	Mon	11am	Finance Committee Cardiac Rehab Dietary
24	Mon	1pm	Board Meeting Director of Human Resources Director of Nursing - SNF Hospice - Q Report Worker's Comp - 6-month

August			
14	Wed	12pm	Quality Committee SNF Lab Finance Volunteer Services SNF Activities Safety - Q Report CMS Core Measure - Q Report
14	Wed	6pm	Med Staff Meeting (Allen)
28	Wed	10:30am	Finance Committee (Burney) Emergency Environmental Services BOD Q Finance Review 401K Annual Report
28	Wed	1pm	Board Meeting (Burney) Director of Public Relations IHF Director - Q Report Safety - 6-month BOD Q Finance Review 401K Annual Report CEO Annual Evaluation

September			
9	Mon	12pm	Strategic Planning Committee
11	Wed	12pm	Quality Committee Pharmacy Dietary Maintenance Personnel Purchasing Blood Transfusion - Q Report Compliance - Q Report
16	Mon	12pm	Strategic Planning Committee
25	Wed	10:30am	Finance Committee Imaging IT
25	Wed	1pm	Board Meeting Director of Nursing - Acute Director of Quality Board Bylaws Review Assessment Process

October			
9	Wed	12pm	Quality Committee Med-Surg/Swing Environmental Services Cardiac Rehab Imaging Marketing Worker's Comp - Q Report Patient Safety First - Q Report
9	Wed	6pm	Med Staff Meeting (Jeanne)
23	Wed	10:30am	Finance Committee (Burney) Director of Human Resources Director of Nursing - SNF
23	Wed	1pm	Board Meeting (Burney) Director of Quality Hospice - Q Report Program Evaluation Nominating Committee for Board Officers

November			
11	Mon	12pm	Strategic Planning Committee
13	Wed	12pm	Quality Committee Emergency Department Hospice Med Staff Outpatient Services Respiratory Employee Health Safety - Q Report CMS Core Measures - Q Report

December			
4	Wed	10:30am	Finance Committee (Burney) Director of Nursing - Acute Maintenance Independent Audit
4	Wed	1pm	Board Meeting (Burney) IHF - Q Report BOD Q Finance Review Cost Report Election of Officers Organizational Meeting Independent Audit
11	Wed	12pm	Quality Committee IT Physical Therapy Surgery/Anesthesia Social Services - Acute/SNF Staff Development Blood Transfusion - Q Report Compliance - Q Report
11	Wed	6pm	Med Staff Meeting (Beatriz)



January			
8	Tue	2:30pm	Management Meeting
9	Wed	12pm	Quality Committee
14	Mon	12pm	Strategic Planning Committee
21	Mon	4pm	MHF Board Meeting
23	Wed	10:30am	Finance Committee
23	Wed	1pm	Board Meeting
Education/Conferences/Events			
Chocolate Festival			

February			
11	Mon	12pm	Strategic Planning Committee
12	Tue	2:30pm	Management Meeting
12	Tue	12pm	Quality Committee
13	Wed	6pm	Medical Staff Meeting
27	Wed	10:30am	Finance Committee (Burney)
27	Wed	1pm	Board Meeting (Burney)
Education/Conferences/Events			
ACHD Leadership Academy			

March			
11	Mon	12pm	Strategic Planning
12	Tue	2:30pm	Management Meeting
13	Wed	12pm	Quality Committee
18	Mon	4pm	MHF Board Meeting
27	Wed	10:30am	Finance Committee
27	Wed	1pm	Board Meeting
Education/Conferences/Events			
CHA Health Policy Leg. Day Rural Healthcare Symposium			

April			
9	Tue	2:30pm	Management Meeting
10	Wed	12pm	Quality Committee
10	Wed	6pm	Medical Staff Meeting
24	Wed	10:30am	Finance Committee (Burney)
24	Wed	1pm	Board Meeting (Burney)
Education/Conferences/Events			
ACHD Leg Day Health Fair Hospice Dinner & Dance			

May			
8	Wed	12pm	Quality Committee
13	Mon	12pm	Strategic Planning Committee
14	Tue	2:30pm	Management Meeting
20	Mon	4pm	MHF Board Meeting
22	Wed	10:30am	Finance Committee
22	Wed	1pm	Board Meeting
Education/Conferences/Events			
AHA Annual Membership Meeting CA Congressional Action Program ACHD Annual Meeting			

June			
11	Tue	2:30pm	Management Meeting
12	Wed	12pm	Quality Committee
12	Wed	6pm	Medical Staff Meeting
26	Wed	10:30am	Finance Committee (Burney)
26	Wed	1pm	Board Meeting (Burney)
Education/Conferences/Events			

July			
9	Tue	2:30pm	Management Meeting
10	Wed	12pm	Quality Committee
15	Mon	12pm	Strategic Planning Committee
15	Mon	4pm	MHF Board Meeting
24	Mon	11am	Finance Committee
24	Mon	1pm	Board Meeting
Education/Conferences/Events			
ACHD Wellness Summit			

August			
13	Tue	2:30pm	Management Meeting
14	Wed	12pm	Quality Committee
14	Wed	6pm	Medical Staff Meeting
28	Wed	10:30am	Finance Committee (Burney)
28	Wed	1pm	Board Meeting (Burney)
Education/Conferences/Events			
Golf Tournament			

September			
10	Tue	2:30pm	Management Meeting
11	Wed	12pm	Quality Committee
16	Mon	12pm	Strategic Planning Committee
16	Mon	4pm	MHF Board Meeting
25	Wed	10:30am	Finance Committee
25	Wed	1pm	Board Meeting
Education/Conferences/Events			

October			
8	Tue	2:30pm	Management Meeting
9	Wed	12pm	Quality Committee
9	Wed	6pm	Medical Staff Meeting
23	Wed	10:30am	Finance Committee (Burney)
23	Wed	1pm	Board Meeting (Burney)
Education/Conferences/Events			
Hospice Chair-ity			

November			
12	Tue	2:30pm	Management Meeting
13	Wed	12pm	Quality Committee
18	Mon	12pm	Strategic Planning Committee
18	Mon	4pm	MHF Board Meeting
Education/Conferences/Events			
North State Giving Tuesday			

December			
4	Wed	10:30am	Finance Committee (Burney)
4	Wed	1pm	Board Meeting (Burney)
10	Tue	2:30pm	Management Meeting
11	Wed	12pm	Quality Committee
11	Wed	6pm	Medical Staff Meeting
Education/Conferences/Events			
Employee Holiday Party			



Mayers Memorial Hospital

Operations Report January 2019

Statistics	November YTD FY19 (current)	November YTD FY18 (prior)	November Budget YTD FY19
Surgeries (including C-sections) ➤ Inpatient ➤ Outpatient			
Procedures (surgery suite)			
Inpatient	840	879	920
Emergency Room	1781	1776	1790
Skilled Nursing Days	11115	11639	11320
OP Visits (OP/Lab/X-ray)	6518	6396	6545
Hospice Patient Days	785	459	520
PT	1384	1590	1375

Statistics	December YTD FY19 (current)	December YTD FY18 (prior)	December Budget YTD FY19
Surgeries (including C-sections) ➤ Inpatient ➤ Outpatient			
Procedures (surgery suite)			
Inpatient	996	1062	1104
Emergency Room	2099	2088	2105
Skilled Nursing Days	13536	13970	13584
OP Visits (OP/Lab/X-ray)	7582	7340	7854
Hospice Patient Days	849	619	624
PT	1634	1831	1650

Operations District-Wide Louis Ward, MHA, CEO

MMHD Ambulance Services

Mayers Memorial Hospital District was recently notified (WED) by SEMSA administration of their intent to pull out of our area. This effects both air and ground resources as well as both Fall River Mills and Adin locations. By contract, we have been provided a 6 month notice of these changes making them effective in mid-late June. Many conversations have taken place over the past couple weeks with the multitude of partners/stakeholders including our other regional EMS partners, The Southern Cascades Ambulance District and the Burney Fire Protection District.

Mayers Memorial Hospital District is working closely with our regional EMS partners while we explore our options in response to the SEMSA termination letter. We are communicating with SEMSA leadership in an effort to better understand the reasoning for the termination clause to be enacted, once that information is fully available to us, we are open to discussing solutions which could result in a continued partnership for SEMSA EMS ground transportation to stay in the region.

We are committed to working with the Southern Cascades Ambulance District and the Burney Fire Protection District, other EMS and air ambulance providers, and all of our local EMS first responders over the next few months while we explore various EMS models

Mayers Memorial Hospital District is committed to our mission to serve the Intermountain Area in times of need and in that light; there will be no interruption of Ambulance services even if our partnership with SEMSA no longer exists after June 25th, 2019. Even with our partnership with SEMSA Mayers Memorial Hospital District chose to retain ownership over ambulances and medical equipment as well as worked closely with our EMS staff ensuring a smooth transition in the case MMHD was to operate the ambulance service again

Retail Pharmacy

The district recently closed on our purchase of a Fall River building which will be the new home of Mayers Pharmacy, a retail pharmacy servicing the Intermountain area. The Application to start a retail pharmacy has been completed and submitted to the California Board of Pharmacy. The Board of Pharmacy stated it can take up to 6 weeks for them to license the new pharmacy. Once the district obtains the license we will have to apply for a Drug Enforcement Agency (DEA) number, this unfortunately can't be applied for until we have an approved license from the CA Board of Pharmacy. The DEA number can also take up to 6 weeks to obtain. There are various other applications we will also need to complete and submit however much of that work is already in progress. District leadership is currently working with a pharmacy design firm in an effort to develop a conceptual design, which will be used to obtain a permit from Shasta County to perform the needed construction to renovate the space into a community pharmacy. The district hired a retail pharmacist earlier this month ensuring a pharmacist's involvement throughout the development stages of the project. Hospital staff, patients, and the community are all very excited to see this project completed which is expected to be spring of this year.

New ER, Lab, and Imaging Wing Expansion Project

Construction continued on the district's largest project this month. The steel exoskeleton structure has been largely completed at this point. Weather has created some delays over the past month, which was expected considering the intermountain winters. Even with the weather, construction has continued as we were able to revise the schedule of some trades and inspections. Ryan Harris, COO will provide a full report on the progress at the January Board meeting. As previously reported, much of the financing for this project comes from a United States Department of Agriculture (USDA) loan. With the U.S Government shutdown, USDA is not providing financing for the project resulting in December and likely January's payments being funded through the hospital's operating budget. Of course this is not ideal as the payments are quite large, 252K in December and over 450K expected in January. Additional information on the project and funding to be provided verbally at the January Board meeting.

MMHD Laundry Facility Completed

This past month the District completed a renovation of a vacant district owned Burney property converting the building into a commercial laundry facility, which will exclusively service the districts laundry and linen needs. The district has made a significant investment in this program in an effort to reduce linen and laundering costs as well as provide local employment opportunities. The district is contracted with Aramark linen service to provide the district's linen needs until early March. The contract has cost the district over 4,000 a week, a driving factor in our efforts to develop our own linen program. Additionally, the district recently purchased a new ford transit van outfitted with a automated lift to ensure the safe and efficient transfer of linens to both of our facilities. Throughout this month staff has soft opened the new laundry facility to work out any last minute details. Over the next few weeks, we will ramp up servicing our own linen needs and decrease the requested inventory from the contract vendors, ultimately ending the contract with Aramark in late February.

Chief Operating Officer Report

Prepared: Ryan Harris, COO

Hospital Expansion Project

- Construction has been hit and miss over the last month due to holidays and weather. During the last month, the metal stud contractor has continued to work on the roof deck and exterior framing. Concrete diamond pour backs were done and had to be insulated due to the cold weather. Our concrete contractor has also been substituted by Layton with a new concrete contractor. This will allow us to meet the skilled and trained workforce requirements on the project for the concrete subcontractor. The new concrete contractor will start the week of 1/28 the roof deck pour will start Tuesday 1/29.
- With the government shutdown affecting USDA (the funding source for the project), our ability to pay Layton for the project could be affected if the government is not reopened soon. The impact to the project will be subcontractors issuing stop-work notices until they are paid which will delay the project and could impact the overall cost of the project due to the delay.
- Current scheduling models reflect a September completion.

Facilities, Engineering, Other Construction Projects

- A conceptual design was completed by the Mayers Team for the retail pharmacy. I submitted a rough drawing of the building layout to the design consultant so they can finalize a design. Next steps for the operations departments include getting a final design back; sending it to an architect for review and stamp, submitting to the county for a permit and once a permit is issued starting construction.
- Louis Ward, Candy Vculek, Travis Lakey, and I worked with Michel Ryan of Greenbough design on a concept for a clinic in Burney. A design was presented to Board Strategic for review. I am working with Shasta County to get the original drawings of the building. Once we can confirm the structural components of the building, we will start working with Engineering to confirm that the concept is viable. At this time a decision will need to be made if we are moving forward with the clinic design or not.
- Other Projects I am working on with Greenbough Design are closing out the 2015 fire panel project with OSHPD, AC 9 emergency replacement project, Long Term HVAC replacement project, phase 3 of the SNF renovation, the demolition of the 1956 building, a facility-wide building inventory and use project, a new space within the hospital for a sonography/ultrasound room.
- Some of the projects our Facilities and Engineering department are currently working on include finishing the Burney Annex Access Control project, finishing the Laundry Facility, installing a new center island at the Burney Annex, reconfiguring the maintenance shop and the implementation of a stocking system through Grainger.
- Some of the upcoming projects our Facilities and Engineering Department will be working on are finishing the last phase of the SNF renovation project, Riverview House remodel into a sleep house, conversion of the MVHC clinic building into office space.

IT

- Current and upcoming IT department projects include: upgrading the network components throughout the facility, moving the telemedicine connection to the secure Telehealth network, setting up a bi-direction interface for Sac Valley Med Share Health Information Exchange (HIE), planning the implementation of a next-generation firewall, Assist with Pacs replacement and migration. Prepare for the networking and connection to the Fall River Campus onsite clinic space once MVHC moves, as well as the new pharmacy building.
- We have our kickoff call with Hyland for the implementation of One Content. We are looking at October 2019 final implementation so more will be reported to the board over the next several months.

Purchasing

- Steve Sweet, our IT department and I have started a new project to streamline our requisition process using either a web-based software or paragon. We still use a paper-based process for this and it is causing some frustration from staff, impeding workflows, and overall is an antiquated way of doing this process. We are currently exploring software that will allow us to submit a purchase requisition digitally that then goes to the appropriate person with signing authority for approval, then to purchasing for a PO and ordering and then a response back to the person submitting the requisition with confirmation.

Dietary

- Susan Garcia, the dietary staff, and I are working to finish up the PRIME project for reporting in March, looking into replacement menu systems that will work best for the dietary department and our residents, looking into ways to improve communication with our department and team, revising departmental work tasks and responsibilities and updating our new orientation procedures.
- We will also be implementing a new point of sale system which will be put in place by the end of the fiscal year.
- The biggest challenge for the dietary department is that over half of the staff has been here less than six months. It is very important to improve our orientation procedures within the department so that both the trainer and trainee do not get overwhelmed and the new employee and staff have a better onboarding experience.

Security

- I have no security incidents to report.

Environmental Services & Laundry

- After some back and forth with Aramark about the language of our contract of when our contract started we have decided to have the final end date of the contract be 3/7/19. This has pushed our start date out one month. Construction is complete at the laundry facility, linens have been washed and are ready to roll out, the staff has been trained on processes, a route for the driver has been established, an implantation plan has been written, put in place and presented to board strategic and quality. With this additional month, we will focus on fine-tuning our processes, getting staffing levels up in EVS allowing the Laundry staff to focus on Laundry only and getting repairs done to the laundry vehicle.

Chief Nursing Officer Report
Prepared by: Candy Vculek, CNO

CNO Report

- See attached overview of SNF and Acute care staffing. Libby Mee will review at the January 30 meeting.
- The facility is in the midst of implementing "Relias". It is a learning management system that provides over 1200 courses ranging from clinical education to regulatory requirements such as fire safety, infection prevention, and nursing pre hire assessments. This will meet the CDPH regulations regarding validation of competency in our registry nursing staff. It provides electronic tracking and verification of completion of any assigned courses and enables MMHD to upload and track any educational programs provided to the staff.

Acute Care

- November (last reported dashboard) Acute ADC=2.20 and Swing ADC=4.40 with ALOS=33
- The State Survey Plan of Correction was accepted and corrections have been implemented. Auditing for compliance continues in order to meet the metrics defined as well as ascertaining that the goals are being met.
- New orientation processes are being evaluated in conjunction with the implementation of Relias.

Surgery

- Dr. Syverson took the month of December off. He is back to the regular schedule of every other week along with Dr. Guthrie once a month.
- CRNA scheduling has stabilized, which solidifies to all surgery dates through April. The CRNA will then work on the schedule with one of the other contract CRNA's to fill dates thereafter.

E.D.

- The Emergency Department treated 318 patients in the month of December.
- JD Phipps has accepted the role of Director of Emergency and Ancillary Services
- A new contract/affiliation with UC Davis for neuro telemedicine is in process. It gives the hospital access to direct video consultation with UC Davis neurological experts when MMHD is treating critically ill stroke and other neuro patients or are in need of a second opinion for them. Implementation has not yet occurred but it promises to be an exciting addition to services and care for our community.
- The new crash carts have been implemented hospital wide. This provides increased standardization and functionality. The Rotary of Burney-Fall River donated \$25,000 that enabled MMHD to purchase two new cardiac defibrillator monitors.
- During the most recent State CDPH inspection, it was determined that we had a gap in training for nursing staff in procedural sedation. JD developed and presented the education and competency to all ED staff bringing us fully compliant with those standards.

- Staffing standards in the ED are increasing to two RN's 24 hours a day in order to meet state mandated staffing ratios within the new E.D. It takes time to fill RN positions and the necessary staffing increase is slowly being met.

Lab

- Lab leadership has transitioned this month from Keith to JD.
- JD and Chris are working through an equipment review to ascertain existing vs new needs for the transition to the new wing. Some of the current equipment is reaching end of life and JD is reviewing departmental needs.

Radiology

- Radiology leadership has also transitioned from Keith to JD this month
- New ultrasound machine will be delivered and placed into service week of Jan 21st. This will increase functional capabilities, quality of imaging, and service reliability
- Presentation made to Ops team for replacement PACS system as current is end of life. Expect decision and implementation plan next month

SNF

- The SNF annual survey was completed with 10 minor deficiencies. These deficiencies have been corrected and CDPH has accept the plan of correction. Tracking mechanisms have been put in place to validate the success of the corrections and ascertain that the SNF remain in compliance with the standards of practice.
- The SNF received a generous donation that allowed MMHD to purchase 10 low air loss specialty mattresses. These mattresses have a huge impact on our skin care program for the residents. This will result in a significant cost savings, as MMHD will no longer have to rent these mattresses.
- There have been two viral outbreaks in the SNF in the past several months. The infection prevention RN is working on providing additional training for both sites regarding hand washing and isolation protocols for the staff.
- Seven New CNA's have just been hired and are in orientation. This will help reduce registry cost.

Chief Clinical Officer Report

Prepared by: Keith Earnest, Pharm.D., CCO

Pharmacy

- New laws went into effect January 1 (with enforcement starting July 1) regarding prescription paper for CII controlled substances. It requires new coding and numbering. New compliant paper has been ordered for the ER. The process for SNF will also require compliant paper which will affect the ordering process (physicians will need to sign before the prescription is obtained and not after.)
- Pharmacy daily report on anti-infectives was unable to be obtained through Paragon so we have retained our report writer consultant to create it.

- The McGeer criteria for urinary tract infections in SNF has been revised with a second round of education aimed at improving adherence to the antibiotic stewardship program.
- We are excited to partner with UC Davis to implement a stroke program in Mayers' ER over the next several months.

Physical Therapy

	Pt seen visits	Pt seen visits	Pt seen visits	Pt seen visits
	2016	2017	2018	2019
	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
July	314	233	336	210
Aug	365	219	345	221
Sept	332	194	324	274
Oct	359	252	297	369
Nov	298	255	288	310
Dec	229	252	241	250
Jan	192	281	259	0
February	213	325	217	0
March	283	408	232	0
April	129	275	217	0
May	156	312	312	0
June	133	399	270	0
Total	3,003	3,405	3,338	1,634
AVERAGE	250.25	283.75	278	272.3333

- Goal is an average of 270 or more visits per month, which is currently on track.
- An onsite interview of a physical therapist candidate is scheduled for 1/25/2019.
- A physical therapist is working at the Burney Annex at least once a week. Recently the focus has been wheelchair assessments. A well-fitting wheelchair is important to prevent wounds and falls and to improve overall quality of life. The therapist works with the DME supplier and the residents' insurance covers the wheelchair.

Telemedicine

- The neurology program is being highly utilized. On 1/21/2019, 8 patients are scheduled. We are even receiving neurology referrals from MVHC in Weed. Part of the neurology visit can be a Mini Mental Status Exam, which are performed in the tele-medicine department.
- Started billing professional fees in November and we are getting some payment. We are still working out the billing process and Amanda Harris, tele-medicine coordinator is tracking payments.

Respiratory Therapy

- A Respiratory Therapist has been invited to Fall River High School to present the dangers of vaping. The presentations will be scheduled once the registry respiratory therapist starts the first week in February.

Interfaces

- I am currently working with PointClickCare, our SNF electronic health record system, to interface it with the laboratory, imaging and pharmacy departments. Costs of the interfaces are being gathered to determine the direction we will go with these projects.