

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors
Beatriz Vasquez, PhD, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback, Director

**Board of Directors
Regular Meeting
Minutes**

July 29, 2020 – 1:00 pm

Teleconference Call – FULLY Remote

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: Beatriz Vasquez called the regular meeting to order at 1:01 pm on the above date.

BOARD MEMBERS PRESENT:

Beatriz Vasquez, President
Abe Hathaway, Vice President
Allen Albaugh, Treasurer
Laura Beyer, Secretary
Jeanne Utterback

ABSENT:

Val Lakey, ED of Community Relations & Business
Development

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Ryan Harris, COO
Keith Earnest, CCO
Candy Vculek, CNO
Diana Groendyke, Director of Nursing, SNF
Libby Mee, Director of Human Resources
Jessica DeCoito, 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 June 24, 2020. *Albaugh, Utterback* *Beyer – Y*
Albaugh - Y
Hathaway – Y
Utterback – Y
Vasquez - Y

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS: WRITTEN REPORTS SUBMITTED

4.1 A motion/second carried; Dustin Graves was recognized as June Employee of the Month. Resolution 2020-13 *Beyer, Utterback* *Beyer – Y*
Albaugh - Y
Hathaway – Y
Utterback – Y
Vasquez - Y

4.2 **Director of Human Resources:** the CNA wage scale will be updated to help with retention and recruiting. 22 inquiries into the CNA program. A lot of interest in the Burney Clinic Manager position.

4.3 **Worker's Compensation – 6 Month Report:** error pointed out on "Injuries Compared to previous years" – 2020 should read: First Aid – 8 and Reportable – 3. It will be a huge benefit to have our Clinic to help with employee worker's comp programs.

4.4 **Director of Nursing – SNF:** the Board thanks the SNF team for all the hard work they are doing. Just completed a 3rd part of a Focus Survey, related to our mitigation plan for COVID, and the survey turned out well. In terms of visitation, we have to follow the mandates put forth by the state and CDC. We continue to have conversations with family members as frequent as we need to. For those residents who are termed "end of life", we have protocols in place for that family. We are vigilant with our COVID restrictions. We have created other modes of visitation via Zoom and window visits. As hard as it is to not let family members in, we have a duty to protect our residents and patients by keeping our facilities closed. Alternative methods of visitation are being researched. Activities Department is keeping busy with activities for our residents – though it's seen that they miss social interaction between residents.

- 4.5 **Hospice Quarterly Report:** Marketing update: contract signed for a hospice webpage that will be linked to MMHD webpage. Numbers have seen a decline because of COVID restrictions. Mock surveyor came in for 4 days and provided an extensive report that will be reviewed with the Hospice Quality Committee.

5 BOARD COMMITTEES

5.1 Finance Committee

- 5.1.1 **Committee Meeting Report:** presenters from Surgery, Cardiac Rehab, Dietary, Patient Access, HIM and Retail Pharmacy.
- 5.1.2 **May & June 2020 Financials:** odd year with donations, CARES Act Funds, DPD Loan, COVID, etc. Partnership provided supplemental funds after negotiations. Financials were recommended to full board for approval. Financials were received, reviewed and approved. *Hathaway/Albaugh* *Beyer – Y*
Albaugh – Y
Hathaway – Y
Utterback – Y
Vasquez – Y
- 5.1.3 **Board Quarterly Finance Review:** lots of reports from the quarter were reviewed. Finance Committee recommended for approval. *Beyer, Utterback* *Beyer – Y*
Albaugh – Y
Hathaway – Y
Utterback – Y
Vasquez – Y

5.2 Strategic Planning Committee Chair Albaugh

- 5.2.1 **Committee Meeting Report –** No July Meeting – rescheduled for August 10th.

5.3 Quality Committee Chair Beyer

- 5.3.1 **Committee Meeting Report –** Lab has already made some improvements in their lab redraws. PRIME: still waiting on some unknowns on how that program will come about – QIP worksheet might replace PRIME.

6 OLD BUSINESS

6.1 Social Media & Board Messaging from Board Members: Director Beyer provided an example: post prior to meeting, post within a week of meeting that links to a message on our website (short update on what was discussed). A process to follow Brown Act rules was discussed. A post would simply be alerting members that we had a meeting and providing them with a link to the website where minutes of the meetings are stored. Will provide this on next meeting agenda for action item. An actual example will be provided for next meeting’s action item.

7 NEW BUSINESS

- 7.1 **Policy & Procedure Approval:** *Utterback, Beyer* *Albaugh – Y*
Beyer – Y
Hathaway – Y
Utterback – Y
Vasquez – Y
1. Board Meetings -- Location, Time, Date and Quorum: Jessica
 2. Discipline Corrective Action: Libby
 3. Corrective Action Notice: Libby
 4. Handling Hazardous Drugs: Keith
 5. Oral Solids Decision Tree: Keith
 6. Assessment of Risk USP 800 MMH675: Keith
 7. HHS Poverty Guidelines - 75% MMH388: Travis
 8. Telecommute: Libby

Review By-Laws, Meeting Times & Dates at October 2020 Board Meeting with action to be taken by December 2020 Meeting.

8 ADMINISTRATIVE REPORTS

- 8.1 **ED of Community Relations and Business Development:** no further questions or comments
- 8.2 **Chief’s Reports: written reports submitted.**
- 8.2.1 **CCO:** Telemed: grant for school counseling – can this expand into staff, and not just students? (this will be forwarded to Amanda Harris to get an answer.)
- 8.2.2 **CNO:** We’re very excited to get moved into the NHW. Teams are prepping and planning to make the move happen. We are starting to see an increase in patients seen in the ER but not quite back to the pre-COVID levels. We are still searching for a Lab Manager.

8.2.3 COO: We have received Occupancy from OSHPD, with some exceptions. Exceptions are our Lab Hood (which is not foreseen to cause much of an issue). Water Tank is an exception, with plans to complete in one year and our NPC rating will change once complete. Back Feed the existing building to the new building, which should be done this week. Once all exceptions have been completed (1-year timeline), OSHPD will come back to provide construction final. Goal is to have Licensure here on August 18th – crunch time for moving everything over including IT moving computers in. Burney Clinic is moving along quickly – some issues that have come up: any gas line that was installed prior to 1985 has to be replaced per PG&E but this will be on their expense HOWEVER this may push our schedule a bit. Fire sprinklers in the building are an issue with flow and riser – more to come as we develop more information on this issue. Demo project is still in design phases. Educating the community on reasons for demo of the building needs to happen now so our community understands and has some opportunities to ask questions. Plans for building tie in from new to existing are taking place.

8.2.4 CEO: COVID update: June 24th we had 92 cases in Shasta Co. and yesterday's number is 339 cases – we are doing our best to keep our residents, patients, staff and community members safe. Licensing application for NHW has been completed and turned in – just waiting on phone call for date of walk through. Moving plans are happening. Virtual tour of NHW is being planned so we can include our community in the opening because we cannot host an open house. New Radiology contract has been signed and will work with MD Imaging for all of our reads. Dr. Saborido is working with Dr. Watson in the facility now. New clinic MD search will occur soon. A search for a new Skilled Nursing Facility van is taking place – our current one is outdated and in need of some significant repairs. SEMSA base moves are being discussed. SB 758 – all the 2030 work for the hospital could get pushed out to 2037. New Admin Building is moved into by Administration, Finance, HR and Payroll. Lots of moves have happened facility wide. Working with Dr. Grant with FRJUSD and what the school year looks like – August 4th meeting between the District and MMHD Staff will take place. Conversations with Steve Gagnon at IMF have occurred on what MMHD can do to help with the 2020 Fair and Livestock show – thoughts about using the local quilters guild to help make masks. Employee Appreciation Week is being planned for end of August.

8.3 Construction Change Orders: none

9 OTHER INFORMATION/ANNOUNCEMENTS: ACHD's 68th Annual Meeting: Virtual meeting. Early Bird Registration price. If anyone is interested, please let Jessica DeCoito know.

10 ANNOUNCEMENT OF CLOSED SESSION – 3:10 pm

10.1 Real Property Government Code 54956.8: Property Negotiations APN 028-340-025

10.2 Personnel Government Section Code 54957:

10.2. CEO Contract Discussion: Nothing to report.

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10.2. CEO Evaluation – Discussion of plans for evaluation: Nothing to report.

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11 RECONVENE OPEN SESSION: 4:15 pm

12 ADJOURNMENT: 4:15 pm

Next Regular Meeting: August 26, 2020

I, Beatriz Vasquez, Board of Directors President, 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

Beatriz Vasquez
Board Member

Jessica DeCoito
Board Clerk

