

Date: March 22, 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.)

1. CALL MEETING TO ORDER: President Hathaway called the regular meeting to order at 1:00 p.m. on the above date with the following present:

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

Board Members Absent: none

Staff Present: Louis Ward, CEO; Travis Lakey, CFO; Libby Mee, Director of Human Resources; Theresa Overton, Director of Nursing; Adam Dendauw, Director of Clinical Services; Marlene McArthur, IHF Exec Director; Valerie Lakey, DOPR/Clerk of the Board

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

2.1 Public Comment – none

3. APPROVAL OF MINUTES – A motion/second and carried, the Board of Directors accepted the minutes of the February 21, 2017 Regular Board Meeting. **(Vasquez, Beyer) – Approved All** Fix members of the board.

4. Department/Operations Reports/Recognitions:

4.1 **Resolution 2017-4**–February Employee of the Month (**Exhibit 1**) Dorothy Hutchison was recognized as February 2017 TEAM MAYERS MVP. Presented by Beatriz VASquez (Hathaway, Beyer) **Approved All**

***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 – Ryan Harris (Written report provided in packet)**

- Discussion of old clinic space in Burney, reviewed the initial diagram and information. Albaugh asked to see if we can utilize the space in the annex part of the building. Harris will bring Plan A and Plan B to next meeting
- SNF Refresh committee met last week to discuss color, materials, etc. We will bring in a design professional to help with interior design. Cost estimate is \$160,000. Most labor will be done in house.
- Project Overview list will be provided once a quarter.
- Environmental Services – looking at putting laundry in the Right Road building. Cost analysis was provided. See finance notes. *Board agenda item for April.*

4.3 **Scheduled Director Report – Libby Mee, Director of Human Resources – (Written report provided in packet)** In addition to the submitted written report: Last year we were using long term registry – have eliminated with permanent staff. We do have one CLS registry that may stay on permanently. Using an Ultra Sound tech traveler currently. Long-term travelers are through Medi-fice. Current – looking at lab CLS. CNA registry in SNF has been reduced. We have four CNA students from last class. There will be a new class beginning in August. Ward noted that he is working with other facilities in starting our own registry. Mee will be attending IOT Career Fair and the Community Center Career Fair in Burney. Mee also reviewed the new evaluation software.

4.4 **Workers Compensation Quarterly Report** – see written report. We are doing well with overall performance. Patient handling in SNF is most common area of claims. We are looking at training, etc. Working with Jack Hathaway and meeting with BETA team. There are some recommendations for

equipment for housekeeping, etc. Mee will show Harris the things that were identified on facilities with BETA rep.

5. BOARD COMMITTEES:

5.1 Finance Committee –Chair Allen Albaugh

5.1.1 Committee Meeting – Albaugh reported on the Finance Committee meeting. Meeting minutes are available on the website. A handout from T. Lakey about where funds come from. **(Exhibit 1)** We have 93 days cash on hand!

5.1.2 February Financials – (Albaugh, Hathaway) – Approved All

5.1.3 Approval of Hospital Credit Card (Albaugh, Hathaway) – Approved All

5.2 Strategic Planning Committee – Chair Mike Kerns

5.2.1 Committee meeting – Kerns reported on the committee meeting. See minutes on the website. Discussion items included:

- Dave Jones from MVHC along with a board member – relationship of the two organizations. Looking at different ways to help make the two organizations more effective.
- Looking at a variety of options, contacting consultants to get some direction.
- In the data gathering phase – questions regarding the governance structure.

5.3 Quality Committee – Chair Beatriz Vasquez

5.3.1 Committee Meeting Report – Reported on dietary, Point Click Care (new EHR for SNF) the program will be of great benefit in the areas of quality, Purchasing report – tier pricing through Dignity Health. PRIME report.

6. NEW BUSINESS

6.1 Updated Compliance Plan – Questions for Jack regarding difference in Quality committees, will refer back to Quality committee for further discussion.

6.2 Updated Organizational Chart – Ryan/Ops will oversee IT dept (IT security/HIPAA under Jack); **Albaugh/Hathaway, all approve**

6.3 Policies for Approval – Albaugh/Vasquez, all approved

- Crisis Communications Plan – *Very large document, would like “key points” simplified for easy viewing*
- Administration of Cathflo Activase (Alteplase) in a CVAD
- Cardiac Stress Testing (CST) - Exercise
- Emergency Operations Plan
- Mopping the IV Room (Pharmacy)
- Floor Cleaning Log, IV Room MMH580
- Prompt Pay Discount

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:*** completed design development portion, going through USDA notes on Layton contract, contract expected by April; SEMSA transition is complete, working on ER staffing (ER tech or source nurse), construction of ambulance garage should be done April; PCC planning on-site visits, would like to send dietary and finance, Plumas will be here soon; MMHD has received Certified Healthcare District designation from ACHD, everyone contributed to process (ethics training); provided and explained handout from CHA.
- **Travis Lakey, CFO** – Audit will be returned next week.
- **Keith Earnest, CCO – *In addition to the written report: none***
- **Sherry Wilson, CNO – *In addition to the written report: none***
- **Marlene McArthur, IHF Director** – Campaign cabinet working hard on reaching goal before going to the public for donations; happy to be a part of the SNF refresh project, almost \$50k to go towards project, includes \$32k anonymous donation; current award cycle is open, over \$50k applied for, thrift store volunteers will look at applications and make recommendation, awarded in May; scholarship cycle open as well, due May 1st; IHF board had concerns about USDA loan but Ward reassured that we will have that; working with 2 property gifts at the moment; thank everyone for attending and contributing to choc festival, \$15k earned, goes towards SNF refresh project; meeting with donor recognition vendors about lobby, also discussing gift shop and if it's worth the space in the new lobby.

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

HEALTH FAIR – APRIL 8TH

Travis, Louis & Beatriz attended Rural Healthcare Symposium

Val & Louis attended CHA Leg Days

ACHD Leg Days soon – Val, Allen & Abe attending

FUTURE AGENDA ITEMS:

- IN-HOUSE LAUNDRY

9. Announcement of CLOSED SESSION – 3:14 pm – Approved All

9.1 Government Code Section 54957:

Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Tom Watson, Chief of Staff)

MEDICAL STAFF REAPPOINTMENT

Allen Morris, MD – Pathology

Scott Zittel, DO – Wound Care

MEDICAL STAFF APPOINTMENT -

Jesse Livingston, MD - Emergency

9.2 Real Property Government Code Section 54956.8

9.3 Personnel Government Code 54957

10. Reconvene Open Session - (Albaugh/Hathaway) All Privileges Approved

Continue discussion on property for staff housing - If advised, will need to post agenda w/one item (Beyer, Albaugh, Vasquez will attend)

12. ADJOURNMENT: There being no further business, at the hour of 3:28 p.m., President Kerns declared the meeting adjourned. Next meeting April 26, 2017 – 1:00 pm– Burney