

**MAYERS MEMORIAL HOSPITAL DISTRICT**

**POLICY AND PROCEDURE**

**PUBLIC FORUM DURING BOARD MEETINGS  
AND REQUEST TO BE HEARD**

**ORIGINATING DATE:** Unknown  
**REVISION DATE:** 1/08, 1/11/10, 3/8/10-BQC  
**MANUALS:** Board, Administration

**POLICY:**

The MMHD Board welcomes members of the public to directly address the board and comment on any subject relating to the business of the governmental body. Meetings are to be conducted in strict compliance with the Brown Act. Every agenda for a special or regular meeting shall provide an opportunity for members of the public to directly address the legislative body on any item under the subject matter jurisdiction of the body either before or during the legislative body's consideration of the item.

**PROCEDURE:**

If members of the public wish to speak to the Mayers Memorial Hospital District board during the public forum section of its agenda and/or wait to address specific agenda item, it is requested that they complete a "Request to Speak to the MMHD Board" form and hand it to one of the board members or to the Board Clerk before the meeting is called to order.

During the "public forum" section on the agenda, the board chairperson will allocate five (5) minutes to each person who has requested to speak to the board. The board chair will call upon requestors, one-at-a-time, to stand and address the board. The board chair will also provide an opportunity to members of the audience that did not voluntarily submit a "Request to Speak to the MMHD Board" form to address the board.

No board discussion shall be held and no action shall be taken on non-agendized open time matters other than to receive the comments, ask clarifying questions if needed, or to refer subject matter to the appropriate department for follow-up, or schedule the matter on a subsequent Board agenda.

Board members are always anxious to hear from constituents outside the meeting but the meeting agenda does not allow time for a continuous public forum therefore this policy is established to assist in processing comments from the public and to conduct an open and orderly meeting.

**REFERENCES:**

The Ralph M. Brown Act

**APPROVALS:**

Board of Directors:

Board Quality Committee: 3/8/10

Author: Unknown

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### Request to Speak to the MMHD Board

The Mayers Memorial Hospital District Board of Directors provides an opportunity at each regular or special meeting for persons to present comments to the Board. Persons wishing to present comments are requested to comply with the following rules:

- a. Speakers should complete this form and return to the Clerk of the Board of Directors **prior to the beginning of the Board meeting** on the day of the meeting at which the person wishes to speak. Although the board prefers submission of this form, the completion of this document is voluntary and not a precondition for attendance and/or for presenting comments during "Public Comment Period".
- b. Comments are **not to exceed five (5) minutes**.
- c. The presentation must be directed to District business only.

Your name: \_\_\_\_\_

Subject matter of your comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your comments relate to an agenda item?  Yes  No

- If so, which agenda item? \_\_\_\_\_
- Do you wish to speak during the Public Comment Period, or wait until the agenda item is addressed by the Board?  
 Open/Public Time  Agenda Item

Note: Pursuant to State Law and Board Policy, no board discussion shall be held and no action shall be taken on non-agendized open time matters other than to receive the comments and, if deemed necessary by the Board, to ask for clarification of the speaker's comments, to refer the subject matter to the appropriate department for follow-up, or to schedule the matter on a subsequent Board agenda.

Contact Information: [clerkoftheboard@mayersmemorial.com](mailto:clerkoftheboard@mayersmemorial.com)

**MAYERS MEMORIAL HOSPITAL DISTRICT**  
**BOARD POLICY AND PROCEDURE**  
**BOARD MEMBER APPOINTMENT PROCESS**

ORIGINATING DATE: 03/98  
EFFECTIVE DATE:  
REVISION DATE: 12/18/07, 3/8/10-BQC  
MANUAL(S): Administration, Medical Staff

Page 1 of 2 plus the following Attachment(s)  
CERTIFICATE OF APPOINTMENT

**POLICY:**

Appointment of board members shall take place in open meetings per the Brown Act and Health Care District Law. The remaining members of the district board shall make the appointment within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

**PROCEDURE:**

The district shall notify the Shasta County Elections office and the Board of Supervisor's Clerk's office of the vacancy no later than 15 days after either the date on which the District board is notified of the vacancy or the effective date of the vacancy, whichever is later.

A "Notice of Vacancy" is prepared and posted in at least three conspicuous places for at least 15 days including information required by Election Code 10515.

A regular or special board meeting is scheduled to conduct interview of all applicants. All interviews will be conducted according to a pre-set list of questions established by Board.

The selection process is as follows:

1. Printed ballots will be distributed to board members. The ballots should be retained (in an envelope, one for each separate vote) in the event of questions or validation is necessary at a later time.
2. Board secretary (or Clerk to the Board) is to collect written ballots. (Note: The purpose of written ballots vs. oral is so that board members do not influence each other.)
3. Board secretary (or Clerk to the Board) reads the votes aloud, stating the board member's name and candidate name.

4. A majority vote confirms one candidate. If vote does not result in a majority, only the top two vote-getters are advanced to a second vote. Board must keep balloting until one candidate receives a majority vote.
5. The newly-appointed board member is announced.
6. The district's Clerk to the Board will prepare the Affidavit/Oath of Office form.
7. The newly-appointed board member must sign the form in the presence of a Notary Public who will provide the oath of office.
8. The new board member is considered a voting member of the Mayers Memorial Hospital District Board of Directors.

**REFERENCES:**

Election Code (California Law)  
MMHD Bylaws (District)  
Ralph M. Brown Act  
Shasta County Elections Department

**COMMITTEE APPROVALS:**

BQC: 3/8/10

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# CERTIFICATE OF APPOINTMENT

This certifies that, at a [special or regular] district meeting held on [date of meeting]

[name of newly-appointed Director]

was appointed to the office of Director, Mayers Memorial Hospital District, for the term ending [date]

IN WITNESS WHEREOF, I hereunto set my hand  
this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
[name]<sup>1</sup>  
[title], Mayers Memorial Hospital District  
County of Shasta, State of California

STATE OF CALIFORNIA )  
                                  ) ss  
County of Shasta      )

I, [name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
[signature of newly-appointed Director]

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
[name and title]<sup>2</sup>

<sup>1</sup> The appointment should be signed by the Chairman of the Board, the Secretary of the Board, or the Clerk to the Board.

<sup>2</sup> A notary public may witness the oath.



**Operations Report  
March 2010**

<b>Statistics</b>	<b>February YTD FY09</b>	<b>February YTD FY10</b>	<b>February YTD FY10 Budget</b>
Inpatient (Acute/OB/Swing) Days	1207	1082	1234
Emergency Room	2530	2675	2192
Skilled Nursing Days	19076	19347	19440
OP Visits (OP/Lab/X-ray)	11594	11487	12861
Hospice Patient Days	1895	808	1780
IMRS Rentals	1930	1264	2171
Ambulance Runs	217	274	203

**Operations District-Wide**

Terry Pena, Interim CEO

The GAC received a deficiency for not being able to obtain the seasonal influenza vaccine for the employees. The problem has since been taken care of and a plan of corrections was sent to the state. A state surveyor visited last week to investigate a couple of self-reported occurrences. Upon exiting, we were informed that the surveyor did not anticipate any deficiencies coming from these incidents.



***Skilled Nursing Facility***

Sherry Wilson, RN

Chief Nursing Officer- SNF

**Fall River Skilled Nursing Facility**

- Census is currently at 29 (as of March 5, 2010)
- Department of Health made no visits to this facility in February
- We continue to use registry for CNA staffing

**Burney Skilled Nursing Facility**

- Census is currently General Population 27 and Alzheimer's Unit 20
- Department of Health Services made one visit to this Facility for a reported fall with injury. During investigation in adequate charting was discovered which resulted in a deficiency. Plan of correction was completed and nursing has begun in servicing on fall charting.
- We have used no registry for the month of February

Currently we are in the process of beginning the task of re-decorating the dining rooms and activity rooms at both facilities. We will encourage community and volunteer help during this tedious process. The staff at both Skilled Nursing facilities would like to extend a Big Thank you for all the positive praise and nice letters they have received from the community and residents family members during this difficult time.



**Critical Access Hospital**

Terry Pena, RN

Chief Nursing Officer – Acute Nursing Division

**Acute/Swing Nursing Unit**

- The Acute/Swing nursing unit volume remained the same for the month of February.
- Three new nurses started orienting to the Medical-surgical nursing unit last week. Two of these nurses are working on interim permits as they are scheduled to take their tests in the next couple months.

**Surgery Department**

- Surgery volume decreased by 18% in the month of February.
- David Spencer has relinquished his position as he is moving out of the area.

**Outpatient Services**

- Outpatient Services clinic volume was down slightly, decreasing 2% in February.

