

Date: January 28, 2015
Time: 2:00 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 Abe Hathaway called the regular meeting to order at 1:01 p.m. on the above date with the following present:

Abe Hathaway, President
Beatriz Vasquez, Secretary
Allen Albaugh, Treasurer

Board Members Absent: Art Whitney, Mike Kerns

Staff Present: Matt Rees, CEO; Valerie Lakey, Board Clerk; Travis Lakey, CFO; Sherry Wilson, CNO; Kathy Broadway, ED Manger; Bob May, Ambulance Manger; Caleb Johnson, CCO; Keith Earnest, CCO

2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS: None

3. APPROVAL OF MINUTES – A motion/second (*Albaugh, Hathaway*), and carried, the Board of Directors accepted the minutes for the regular and special meetings – December 18, 2014 Approved All

4. OPERATIONS REPORT:

In addition to the written operations report included in the board packet, the following verbal reports and discussions are summarized below:

▶ ***Matt Rees, CEO:***

- In addition to the written report. Rees reported that he and Lakey had called the USDA today. Anita at the state office had just received a review. There are still some concerns. A major concern was that all of the GO Bonds were not in there. Rees told her that it was not going to happen because of a commitment to the community.
- Chocolate Festival \$15,000 gross – last year \$10,000 gross

▶ ***Keith Earnest, CCO:***

- Clinical Division is struggling with internet being down. Can't order or bill prescriptions. Images can't be transmitted.
- Physical Therapy referrals have been robust. We are struggling with being able to see them all. We are back to where we were before we lost physicians. Certified Physical Therapy Aid coming March 1. We are looking for a PT. One option is splitting with Modoc. We can use registry, but would love to hire our own. We have 31 patients waiting to be seen. This is a cause of frustration with patients and physicians. PT's see Swing Patients 2 time a day.
- Vasquez asked about alcohol breath testing device – Earnest explained. Looking into buying one, but need to look into the revenue and expenses. This would help us to meet requests from Department of Transportation. It is good revenue. We do urine drug tests. Albaugh asked if there is any other businesses out there we can get for these drug screenings. Possibly ask a local business who does their random drug testing. Earnest will check with Carpenter's Trucking.

▶ ***Sherry Wilson, CNO:***

- Both nursing homes have been under quarantine for about 3 weeks from

respiratory outbreak. Lifted in FRM on Monday and Burney today.

- CNA class waiver has been issued, but Feather River has to get approval from Shasta College. There is a meeting set for February 11th. There are about 30 people wanting to take the class. There are a couple of CNA's wanting to take LVN class. It will be good for our employment prospects. Earnest asked about home health add-on. Wilson didn't think it was a part of the class.
- Wilson will be moving out of her office to make room for more SNF patients. Rees reviewed some potential ideas of where to put extra swing bed patients and long term care patients.
- ▶ **EMR – Louis Ward, Chief Operating Officer** – See written report. Out with baby
- ▶ **Caleb Johnson, Chief Compliance Officer**
 - In addition to the written report Johnson highlighted a large total revenue month in December; largest in the last 5 years. This is attributed to increase Acute and Swing utilization. We should have an above normal month in January. We are at about \$97,000/day in charges. Johnson and Lakey are still working diligently in business office. There are new processes to avoid having amounts age as they have before. Johnson believes it is a process problem, not a personnel problem. We have been changing the process and we will see how it tracks. Follow-up biller needs to get into accounts in a timely fashion. We are starting to shed light on the issues. We need to productively manage the "ticklers". We are running reports and asking questions; the follow-up process is being fixed.
 - Albaugh suggested that a report be generated on what is billed and what is collected. Johnson has been working with Department Managers. Need to address quality of care and dollars and cents. Johnson can provide a report to managers.
 - Gauge expectations against what is happening – accountability.
 - Vasquez asked if managers have enough training to understand the financials. Johnson said probably not enough, but more than they used to. We are working on it.
 - There have been a lot of changes – need to get settled in and go with a standard operating procedure.
 - Will be pulling everything out of Mardon within next few weeks.

5. BOARD COMMITTEES:

5.1 Finance Committee – Chair Allen Albaugh

5.1.1 Committee Meeting – *See minutes as distributed.* Financials looked good.

Would like to see a cash report each month – not just revenue and a complete expense report.

5.1.2 December 2014 Financials – **Approved All(Albaugh, Hathaway)**

5.1.3 OB and Surgery Update – Condition of surgery department – volume is not what the model was. Many things are happening with trying to increase volume. The board will need to revisit at end of fiscal year. We may have another big decision. OB

rate increase will help. Need to discuss the CRNA expenses.

5.1.4 Ambulance Purchase Update Bob May, Ambulance Manager was present to give an update on the Ambulance purchase. *(See finance notes from May's presentation)* We are looking at a F350 4-Wheel Drive Chassis, with a \$10,000 fleet discount. The ambulance is made in South Carolina. It will take at least 4 months to build. Everything is included; it is a turnkey rig - it will be complete. We paid \$115,000 in 2007. This rig will have liquid filled suspension. We are able to run it for a while (shakedown) before we pay for it. **Approved All (Albaugh, Vasquez) \$169,170**

5.2 Strategic Planning Committee – Chair Abe Hathaway

5.2.1 Committee meeting - *See minutes as distributed.*

5.2.2 Retreat – April 2-3, 2015 – will be at the Heritage Room at the Inter-Mountain Fairgrounds.

5.2.3 Board Assessment Presentation – *Tabled to February– Kerns Absent*

5.3 Quality Committee – Chair Mike Kerns

5.3.1 Committee Meeting Report - *No committee Meeting*

5.3.2 Policy & Procedure Approval (Albaugh, Vasquez) **Approved All**

5.3.3 Quarterly P & P Review –Board will be completing manual reviews using the MCN software

6. NEW BUSINESS

6.1 Clinic Update/ Review – Resolution 2015-1: Clinic Operating and Business Plan. Potential of the OB/GYN. Have put together the capital budget. **(Vasquez, Hathaway) Albaugh opposed. Roll Call Vote: Vasquez, Hathaway – aye; Albaugh - nay**

6.2 Resolution 2015-2: Support of Partnership Grant – \$68,000 renovations, \$17,500 flooring, \$15,000 equipment, FRM clinic renovations will be listed as "In Kind" on the grant application. The clinic will provide access to care – 35% of the patients will be Partnership patients. **(Vasquez, Albaugh) Approved All. Roll Call Vote: Albaugh, Hathaway, Vasquez - aye**

6.3 JPIA Agreement – Rees gave an explanation of the JPIA Agreement. Rees presented the JPIA document to formalize agreement with Modoc, Lakeview, and Surprise Valley to work together on various projects. Lakeview has a recruiter now and this could benefit all members of the JPIA. There will be a money savings in many areas as we will be able to share and consolidate in many areas. We will be able to pick and choose what we want to participate in – Each facility's Board will have full authority to decide whether a hospital will participate in specific projects. This will help with rural health care to be able to collaborate. **(Albaugh, Vasquez) Approved All**

6.4 Policy & Procedure Review Schedule – will be sending out schedule.

7. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS

- ▶ Board Education – QHR Webinar 2nd Tuesday each month, 10 a.m. PST

8. ANNOUNCEMENT OF CLOSED SESSION: (2:42 PM)

9. RECONVENE OPEN SESSION – ANNOUNCE ACTION TAKEN IN CLOSED SESSION

10. ADJOURNMENT: There being no further business, at the hour of 3:40 p.m., President Hathaway declared the meeting adjourned. Next meeting February 18, 2015 - Burney

Closed Session: (Time: 2:42 PM)

Medical Staff Credentials
(Albaugh, Vasquez) Approved All

New appointment:

- ✓ David Panossian, MD - Pulmonary Disease

AHP reappointment:

- ✓ Darla Schmunk - NP

Medical Staff reappointments:

- ✓ Allen Morris, MD - Pathology
- ✓ Julia Mooney, MD - Pathology
- ✓ Peter Halt, MD - Radiology

Personnel

- Kathy Broadway and Bob May were present to discuss some personnel issues in ER.
- Rees Insurance – will be added back in to his wage – To comply with law, amend contract to say 1)we are no longer paying insurance, 2)increase base pay by what we were paying for insurance ***(Hathaway, Vasquez) All approved***

October 29, 2014 Closed Session Minutes – table to February

3:40 pm