

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
FINAL Minutes

March 28, 2018 1:00pm
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:** President Mike Kerns called the regular meeting to order at 1:00pm on the above date.

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Ryan Harris, DOO
Judy Jacoby, CNO
Keith Earnest, CCO
Jack Hathaway, DOQ
Libby Mee
Val Lakey
Jessica Stadem, Board Clerk

ABSENT:

- 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 February 28, 2018, as corrected with the following changes: Louis was not in attendance but not marked absent; Travis gave CEO report. Vasquez/Hathaway **Approved All**

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

4.1 **Resolution – 2018-2:** A motion/second carried; Relissa Chizmar was recognized by the Board of Directors as February Employee of the Month. Vasquez/Albaugh **Approved All**

4.2 **Director of Operations Report:** In addition to written report. Requested official sewer approval; still unsure about fire flows; currently discussions on prices of steel, hope is that the signed contract prices won't be affected; drafted policy for change orders, presented to finance, anything over \$50k Board finance needs to be notified, any changes that need to be made, make before next meeting and add as action item; in-house laundry permits being pulled tomorrow, should start project in May; changes to design of Plant Operations, 2 divisions (maintenance & engineering) engineering for new construction, remodels, etc. so maintenance staff can focus on strictly maintenance; attempted to switch phone system last week, firmware support was not available so had to revert back to old system, will attempt again this week. No security issues in past month in Burney, will install fence and work on access control for doors; will have all different clinic options available at SP retreat.

4.3 **Director of Human Resources Report:** In addition to written report. Recruitment and retention of staff is main focus, eliminate registry (CLS in lab, rad tech, CNA in SNF); new KRCR commercials will be recruitment based; advertise in American Nurse Association newsletter, electronically, college career fairs including bay area universities, using 299 collaborate videos and that has been helpful, also advertise on 299 collaborative website, will reach out to chambers regarding new website; meeting with group in Quincy regarding creating our own Northeastern CA registry, not necessarily looking to make profit; 8 currently in CNA program, done in June, currently working on next semester roster, will promote program at health career days at local schools; try to accommodate and train employees as a way to retain staff; will work on better visual for tracking; brought on 2 active RNs already for 2018, new rad tech; implementing new program to check licenses, EverCheck; will work on orientation and re-orientation program, employee handbook.

4.4 **Legislative Update:** Showed new KRCR commercial; provided handout; attended CHA leg day; may reach out to board members for support letters; support 2798 (if applications are not looked at, denied, or approved within time frame, it is automatically approved); support 1795 (although it doesn't really affect us); also discussed CDPH increase in fees and the explanation was because they are hiring more staff; oppose 1152 (each facility is different, they can't all necessarily go by a checklist when discharging homeless patients); returning in April for ACHD leg day; oppose 1288 (as the staffing ratio goes up, so does the fee for noncompliance, making it difficult to stay in compliance.)

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1 Committee Meeting Report – In-house laundry service was presented; solar power presentation, will continue to review and discuss.

5.1.2 A motion/second carried; acceptance of February 2018 Financial Review Albaugh/Hathaway **Approved All**

5.1.3 Audit Review – Wipfli presented at Finance, Travis reviewed

5.2 Strategic Planning Committee

5.2.1 Committee Meeting Report – Continuing community member presence regarding dialysis, MMH decided to not move forward unless partnership could be formed, community members bringing info and looking at every option, will present information at SP retreat; SP retreat will present projects, show what has been achieved since beginning of plan, T Abrams will be invited, will need to format agenda.

5.3 Quality Committee

5.3.1 Committee Meeting Report – Heard about in-house laundry plan; discussed policy process, Prime project on track; phone app for handwashing compliance tracking; discussed green blanket program; new intranet coming soon; admin walkthroughs monthly in each facility; employee handbook is being updated.

6 NEW BUSINESS

6.1 Policies for Approval

- Board Member Vacancy (Appointment) Process
- Public Interface
- Succession Plan

A motion/second carried – Vasquez/Hathaway – all approved above 3 policies.

- Board of Directors' Job Description - Responsibilities – Duties

Did not approve above policy; this version seems to have a lot of new information; would like to see past policies to compare.

7 **ADMINISTRATIVE REPORTS**

7.1 **Chief's Reports**

- 7.1.1 **CEO:** In addition to written report. Met with Ortho surgeon yesterday, very confident he is interested in providing services, introduced to MVHC providers, will be placed in clinic for now; would like to open education center, lacking space between the facilities, Riverview conference room will be closed when construction begins, rented space next to foundation office above McArthur Mart and will turn it in to education center and will be used for day-long trainings, will look into grant to fund equipment, tables, etc.; met MU 2017; submitted MiPS (physician reporting), significant consequences if reporting is not done; new intranet (end of April) and patient portal (go live yesterday) implemented; new admin assistant starting tomorrow, no change in board clerk; Ryan will be promoted to Chief Operations Officer as of April 1.
- 7.1.2 **CNO:** In addition to written report. Since accepting the patients from Lassen, 258 hours of OT in last 10 days, need 15 CNAs for next few days coverage, signed contract with new registry company in Sacramento, 5 CNAs in Burney are out on medical leave, Lassen employees have paid time off by insurance so they did not come with residents, will look at other companies that offer 4-week contracts, set up shift incentives for internal staff; good reports from family of new residents, happy with placement.
- 7.1.3 **CCO:** In addition to written report. MVHC has declined offer to staff phlebotomist in Big Valley; Gina, Respiratory manager, is new CPR coordinator, took credentialing course; hospice moving to building next to Ortega's, small space but will make do, will still have access to storage in Riverview once construction starts.
- 7.1.4 **CFO:** In addition to written report. The lien on Right Roads building will be cleared once it is filed with county. Loan payments done by May.
- 7.1.5 **IHF CEO:** In addition to written report. Foundation board approved \$40k grant cycle for staff; going after another grant for access control door system.

8 **OTHER INFORMATION/ANNOUNCEMENTS**

9 **ANNOUNCEMENT OF CLOSED SESSION – 3:08PM**

- 9.1 **Government Code Section 54962:**
Quality Assurance: Quality Improvement Issues, Medical Staff Report

AHP Reappointments

- 1. Fred Jones, PhD

Staff Status Change to Inactive

- 1. Henry D. Patterson, OD

- 9.2 **Personnel Government Code 54957**

10 **RECONVENE OPEN SESSION – 3:28pm**

A motion/second carried – Vasquez/Beyer – all approved credentials

11 **ADJOURNMENT – 3:30pm**

Next Regular Meeting – April 25, 2018 (Burney)

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

Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk to the Board of Directors, 43563 Highway 299 East, Fall River Mills CA 96028. This document and other Board of Directors documents are available online at www.mayersmemorial.com.