

Date: March 26, 2014  
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 Allen Albaugh called the regular meeting to order at 1:02 p.m. on the above date with the following present:

Allen Albaugh, President  
Brenda Brubaker, Vice President  
Mike Kerns, Secretary  
Art Whitney

Board Members Absent: Abe Hathaway, Treasurer

Staff Present: Matt Rees, CEO; Keith Earnest, CCO; Valerie Lakey, Board Clerk; Travis Lakey, Director of Finance; and Erik Nielsen, Facilities Manager. (Employees Present for presentations: Louis Ward, Marlene McArthur, Barb Spalding, Theresa Overton, Terry King)

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

No public comments.

**3. APPROVAL OF MINUTES – A motion/second (*Kerns/Whitney*), and unanimously carried, the Board of Directors accepted the minutes for the special meeting held February 24, 2104.**

**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:**

- CHA Rural Healthcare Symposium – study with 20 of 30 CAH – looking at out-migration, costs, quality, and data – will give us negotiating power for reasonable rates. Look at medicare beneficiaries – possible partnering with other hospitals.
- Louis Ward & Travis Lakey went to DC
- Assisted Living company – met with Matt about possibilities in the area
- Rees met with Modoc Medical Center and Lakeview in Lakeview – There was discussion of services we could possibly share
- McKesson was here to do a video/photo shoot
- Allen Albaugh & Rees attended Leg Days in Sacramento. Rees said all contacts were supportive of no clawback.
- Rees attended the AHA Region 9 meeting
- Met with MVHC board – some combined marketing- they have a patient coordinator – talked about an information package for patients (marketing our services) Also talked about transportation. There are plans to renovate Burney space for outpatient service – and to work on gaining support from Burney.
- Physician Dinner is March 27 and Hospice Dinner is March 29.

▶ **New Construction/Maintenance Update:**

**Operations**

**Erik Nielsen, Facilities Manager**

- Outpatient Surgery area is complete
- Lost one maintenance employee to Sierra Pacific
- PGE- we have 1<sup>st</sup> contract – postpone until next month – need to decide by June 4<sup>th</sup> - \$108,000 to move power poles
- New Building – Cal Trans permit expired - \$82 to extend
- ANOVA – next round of back-checks
- R & S – bid packages prepared; may get a new superintendent from R & S
- Fire – new fire marshal with OSHPD – we are pushing for rural exemption

- Riverview needs to be put on Septic – we have been trying to figure that out. There are a few options – PGE won't put gas meters where we want them if the sewer main is where it is.
- Office upstairs in shop – complete
- Burney – since last meeting – 2 men per day working at Burney – OPS will do a walk-around at Burney.
- USDA Federal level next week – should take 2-4 weeks

▶ **Keith Earnest, CCO:**

- (Ward and Johnson addressed items in Keith's report) Fax server & Urinalysis problems are being fixed and addressed. Keeping communications open with MVHC and working to resolve.
- Microbiology Modoc Medical – started last Thursday.
- Looking at new Software for PT Department – screens procedures for diagnosis codes – will help streamline and eliminate a lot of work on back end. Will be doing auto reminder calls, texting, etc. It is a Web based program – cost about \$350/month. Looking to add a 3<sup>rd</sup> PT
- Capture Rx – signed contract yesterday.
- No 340B inventory on-site currently
- Cardiac Rehab – still working on credentialing for physician for stress treadmill testing.

▶ **Sherry Wilson, CNO:**

- Terry King and Theresa Overton reported for Wilson in her absence.

**Terry King**– reported that there are currently 71 residents (11 open beds). They are doing intakes daily to fill the beds. The state was here 3 weeks ago for a self-reported case. The Plan of Correction has been submitted. They will probably do a mini survey when they come. The unit is busy preparing for annual survey.

There was an ER complaint – seems like the complaint was unfounded – waiting on report on that issue.

We are covering CNA classes for a few students at College of the Siskiyous – they will contract to work for us.

We are working with CHA on an issue that there was conflicting data with state and fed on a self-reported issue.

Looking for ER manager – Terry King has taken over EMT department.

**Theresa Overton** –reported for Acute. They have been busy with Stage 2 EMR and have been encouraging doctors to work with it. The department is 99.9% full-time; with an occasional traveler. The department is sharing a LTC nurse from the Annex. They have hired a new OB Manager; she will be here in June – relocating from Arizona. We have a contract with UC Davis for 220 hours of OB training. Employees can take class – with commitment contract to work OB. We want to cross-train nurses.

February was slow – Albaugh asked how employees are managed in that case. Overton said they call off for low census, bring in other projects, do competencies, training, policies, education and assist in other departments.

Brubaker asked about the refurbished scopes mentioned in Wilson's written report. Ward said they are good quality. We are in the process of returning the leased equipment.

**5. Presentations/Staff Reports:****EMR – Louis Ward, Director of Support Services:**

We will begin measuring for Meaningful Use Stage 2 on April 1<sup>st</sup>; it has to be completed in one fiscal quarter. Everyone on Day 1 needs to be thinking the same way; we have been working with staff a lot and the information has been presented at all meetings. Ward said he is confident of awareness, but it's not an easy process.

On March 17<sup>th</sup> the Physician documentation program was put in place on ER and inpatient. It has been going pretty well. Ward will attend the next Med Exec to provide support. From 17-26<sup>th</sup> we have shown that 66% of all patients seen have an electronic note. Targeted measure is 30%.

Dragon Dictate will make a big difference for the physicians.

**Safety – Louis Ward, Committee Chairman:**

Ward noted that he was the Co-Chair and the committee was combined with Emergency Disaster. They will meet on April 1<sup>st</sup>. The Committee discusses issues, trainings and safety. There are new lights in the Burney parking lot. There is also a camera at the door at the annex that also covers the gift shop. All of these things came from the safety committee. There are issues with doors. Those types of things will be budgeted in the new facility. Will be looking at electronic door openers. (ADA issues)

**Foundation – Marlene McArthur, IHF CEO:**

McArthur said she spent January and February getting organized and acquainted with Foundation. The Foundation has completed the Chocolate Festival. Thanks to the foundation board, 25% of the net proceeds were invested and the remaining went to new PACS system for imaging. The net was \$6494 to PACS. The Foundation Board also approved \$43,464 which was earmarked for radiology. (\$3000 from Mint Growers Association and the majority was thrift store proceeds.) McArthur noted they will have PR on that soon.

**Other Foundation notes:**

- Internal grants – workout equipment for pulmonary and cardiac - \$3795.
- Working on taxes for 2013
- Resubmitted 2012 taxes.
- Heart of grant season - \$83,613 worth of grants applied for so far.
- \$50,000 – for ambulance
- \$50,000 – ER Services for new facility – Indian Gaming grant
- \$168,000 applied for - awarded \$53,000 last year (external)
- More capacity to expand grant opportunities – will be looking at grant management software program (about \$4000 annually) but could increase grants by maybe \$50,000
- Razors Edge software– McArthur has completed 2 trainings – the foundation has had one malicious activity
- Capital Campaign – Kathy Lakey replaced Pam Giacomini as Capital Campaign co-chair with Mike Kerns. Received first donation from a gentleman who had recently lost his wife. (\$30,000)
- McArthur noted that they want to do a video – Caroline Whitney has been helping to line that up.
- \$1,053,000 raised so far for the Capital Campaign; that include \$400,000 of windmill money.
- Focus on scholarships
- Working on new website
- Working on Strategic Planning goals.

**Health Fair – Barb Spalding, Event Coordinator:**

Spalding reported that there will be 22 booths with a lot of internal booths and some from the outside. There will be a hearing specialist from Palo Cedro and possibility if there is good response he may come up every so often and provide services.

Expecting 300+ attendees – There will be a free breakfast

There will be a new test – Vitamin D

Hospice Dinner – March 29 – sold out. Raffle tickets still available.  
Golf Tournament is scheduled for August 16

**Board Clerk Conference-Valerie Lakey, Clerk of the Board/Marketing Manger:**

Lakey attended a Board Clerk Conference in Napa hosted by the California Special Districts Association. The board was provided with notes and Brown Act updates form the conference.

**(Exhibit A)**

**6. BOARD COMMITTEES:**

**6.1 Finance Committee – Chair Allen Albaugh**

- 6.1.1** Committee Meeting Report: Overview – See finance committee notes
- 6.1.2** February 2014 Financial Reports *(Whitney/Kerns) Approved (All)* **(Exhibit B)**
- 6.1.3** PGE Invoice – Deferred to April
- 6.1.4** Dragon Dictate Purchase – Recommended to approve purchase *(Whitney/Albaugh) Approved (All)*

**6.2 Strategic Planning Committee – Chair Abe Hathaway**

- 6.2.1** Committee Meeting Report – Kerns reported on the Physician Interviews which have all been positive. The physicians have appreciated the one-on-one time. Kerns also noted that ICD-10 has been delayed until 2015.
- 6.2.2** Final Adoption of By-Laws *(Kerns/Whitney) Approved (All)*
- 6.2.3** Retreat Schedule/Agenda – April 3-4, 2014 at Heritage Room, IM Fairgrounds

**6.3 Quality Committee – Chair Brenda Brubaker**

- 6.3.1 Committee Meeting Report:** Brubaker reported on highlights of the Quality Committee minutes. Committee reports were heard from Dietary. The department is providing food safety classes for employees. Purchasing has been making progress in quality and savings with new Aramark contract. Coleen Beck presented survey information and will format as a summary in future committee meetings.
- 6.3.2** Compliance Plan – was referred back to committee for further review.
- 6.3.3** Scope of Services – *(Kerns/Brubaker) Approved (All)* **(Exhibit C)**

**7. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS**

- ▶ Board Education – QHR Webinar 2<sup>nd</sup> Tuesday each month, 10 a.m. PST  
Val will forward webinar information to the board.  
P & P Review Schedule was discussed. Board members will contact Val to set up times to review manuals.

**8. ADJOURNMENT:** There being no further business, at the hour of 3:08 p.m., President Albaugh declared the meeting adjourned.