

APPROVED

Mayers Memorial Hospital District
Board of Directors – Regular Board Meeting

Date: July 30, 2014
Time: 1:01 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 12:59 p.m. on the above date with the following present:

Allen Albaugh, President
Brenda Brubaker, Vice President
Mike Kerns, Secretary
Abe Hathaway, Treasurer
Art Whitney, Director

Board Members Absent: none

Staff Present: Matt Rees, CEO; Keith Earnest, CCO; Sherry Wilson, CNO; Valerie Lakey, Board Clerk; Travis Lakey, CFO; Louis Ward, Director of Support Services; Caleb Johnson, Compliance

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

3. APPROVAL OF MINUTES – A motion/second (Kerns/Whitney), and carried, the Board of Directors accepted the minutes for the regular meeting – June 25, 2014.

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:** Rees reviewed his submitted written report. One of the highlights was that Dr. Syverson will be working soon. Albaugh noted that he wants to track the financials on surgery in a spreadsheet form to be evaluated in 6 months (December 2014) Lisa Akin will present a department report at the August meeting.
- ▶ **Keith Earnest, CCO:** In addition to the submitted report, Earnest reported:
 - Imaging – With the PACS system we have been at an impasse with the images held by the previous company. They do not want to release them. Dr. Halt has helped us with this situation. We are making progress. We have legal counsel working on it.
 - Pharmacy – after hours Pharmacy Company we have been using is out of business – Earnest will be processing in the interim until August 13th when the new company starts. Whitney had a lot of questions about the remote verification company. The new company waived the set-up fee of \$8000.
 - Skilled Nursing label meets the state standard. Acute labels are handwritten – new legislation could make that a liability.
 - PT referrals have dropped – since Dr. Godzich has left. Dr. Dahle said physicians are seeing patients less often.
 - Mary Ranquist is taking over as Hospice manager – Earnest will report to the board.

- **Sherry Wilson, CNO:** In addition to the submitted report, Wilson reported on the following:

- Census is at 74.
- We have been getting a lot of Partnership short-term rehab patients – need to look at the details of billing (patients out of swing bed days) We have only have been accepting patients within our district. Dr. Watson is the final say on admitting the patients. It is helping to fill some of our beds.
- We had our survey last week – it went well. There was a big difference in the survey team this year. They focused on psychotropic's – we have a higher average – we are at 35% - they would like to see around 17%. We are waiting for the report. We had NO med errors.
- Alzheimer's – Dementia patients – they want us to reduce psychotropic's, which creates a potential harm to staff – Whitney says there is a protocol to follow to remove potentially dangerous patients.
- Wilson, Dr. Watson and staff will be visiting another facility to get some ideas.

- **EMR – Louis Ward, Director of Support Services**

Dave Burks is new maintenance lead. The staff is trying to develop a collaborative environment. There have been several things that have stemmed from the survey and has prompted the development of a maintenance plan for both facilities (general and regular maintenance tasks). There will be a plan with quarterly, semi-annual and annual tasks. This will be a part of the POC.

- We are awaiting Fire –Life Safety survey. Working to prepare for that.
- Support Services – Inventory at FY – only off by \$470. We do regular counts during the year – discrepancies go to appropriate department.
- Dietary – electronic charting – Aug 15, 2014 – Acute side Dietician will review.
- Environmental services – Aramark linen service – expected \$80,000 savings per year.
- IT – PACS – legal issues – we are moving forward with interfaces, vitals
- We continue to work on HIE – Northstate health connect – how to manage population health in the northstate region.
- MVHC – MMHD collaborative meetings – 3rd meeting in August – items: shared patient portal, referral process, swing patients
- Documents have been sent to CMS for stage 1 year 2
- ICD 10 – will be October 2015

- Paper usage – is down, we recently purged all of the old records (500 boxes). We are working with a company with for cloud based recovering. We have tape back-up and ICE back-up

5. BOARD COMMITTEES:

5.1 Finance Committee – Chair Allen Albaugh

5.1.1 Committee meeting report – see finance meeting minutes

- Albaugh would like to look into the possibility of a well/pump for irrigation and fire suppression.
- Albaugh also noted that he heard rumor of the LTC facility in Weed closing. Wilson will check into it.

5.1.2 June 2014 and FY14 year end financial Reports ***(Kerns/Hathaway) Approved (All)***

- Financials – Discussed yearend report
- Working on reducing expenses
- Auditors on-site in September
- Conservative on cost report estimate

5.1.3 Health Insurance recommendation and approval of Resolution 2014-5 to leave CalPers as of December 31, 2014. Decision on specific plan will be made in September. Insurance and Employee Benefits Committee will continue to meet.

(Kerns/Hathaway) Approved (All)

5.1.4 USDA Loan Resubmission – No action taken as we have not heard anything from the State USDA department. It was decided to delay the discussion until we hear back from State. At that time the Board will have to approve the application before it is sent to federal level.

It was noted that we have looked at a few other options as a back-up plan and Albaugh suggested to keep exploring options in the meantime.

5.2 Strategic Planning Committee – Chair Abe Hathaway

5.2.1 Committee Meeting Report – Hathaway reported on the July Committee meeting. Minutes were sent out to all board members. Highlights included:

- Website review
- Orthopedics and surgery updates
- Whitney mentioned that we should look into a Coumadin and Diabetic clinic – there will be some good possibilities for reimbursement forthcoming.

5.3 Quality Committee – Chair Brenda Brubaker

5.3.1 Committee Meeting Report: Quality Committee meeting. Brubaker referenced the committee meeting minutes that were sent out and noted that the “clean claim” percentage from the business office was a highlight of the department presentations.

6. NEW BUSINESS

6.1 Policies and Procedures –The following P & P's were presented to and approved by the board. Brubaker had concern that some of the policies do not need to go to the board for approval. It was noted the software is new and being fine-tuned. There are still some things to work out, but overall we are making good progress and keeping up on policies.

- Pressure Ulcer Turn Clock
- Request to Be Cleared for Scheduling MMH493
- Cancellation of Purchase Orders
- Communications
- Construction Purchase Orders
- Credits to Stock
- 6 Minute Walk Test Recording Sheet - RT MMH514
- COPD Patient Knowledge Assessment MMH511
- Initial Respiratory Evaluation - MMH513
- Pulmonary Rehab Tracking Sheet MMH515

(Kerns/Brubaker) Approved (All)

6.2 Organizational Chart Approval

The new Organizational Chart was approved. Brubaker asked why Louis Ward does not have a title. It should be listed at this time as "Director of Support Services" **(Hathaway/Whitney) Approved All**

6.3 Election Resolutions for Modoc and Lassen County: Resolutions 2014-3/2014-4.
(Albaugh/Kerns) Approved (All)

7. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS

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

8. ANNOUNCEMENT OF CLOSED SESSION: 2:52 pm**8.1 Government Code Section 54962**

Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Dan Dahle, Chief of Staff)

Staff Status Change: (to inactive)

- ✓ Bradley Jones, MD
- ✓ Farzad Sabet, MD
- ✓ Laurie Watters, CRNA

Reappointment

- ✓ Maria Teresa Barton, CRNA
- ✓ Tom Watson, MD
- ✓ Todd Guthrie, MD

(Kerns/Hathaway) Approved (All)

8.2 Government Code Section 54957: Personnel – No action

8.3 Approve minutes of the July 30, 2014 Closed Session (Brubaker/Kerns) Approved (All)

10. RECONVENE OPEN SESSION: 3:27 PM - REPORT ACTIONS TAKEN DURING CLOSED SESSION

11. ADJOURNMENT: There being no further business, at the hour of 3:53 p.m., President Albaugh declared the meeting adjourned. 3:28 pm

