

Attachment A  
FINAL

Mayers Memorial Hospital District  
Board of Directors – Regular Board Meeting

Date: September 24, 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 1:04 p.m. on the above date with the following present:

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

**Board Members Absent:** Art Whitney, Director

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

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

**3. APPROVAL OF MINUTES – A motion/second (Kerns/Hathaway), and carried, the Board of Directors accepted the minutes for the regular meeting – August 27, 2014 and September 10, 2014 Special Meeting - Approved All**

**President Albaugh deviated from the regular agenda to accommodate time schedules**

**Insurance Presentation 6.1.4 – Louis Ward - (Exhibit A)**

Cal Pers coverage will end December 31, 2014. The increased cost of CalPers caused the board to decide at a previous meeting to opt out of this coverage in an effort to meet the needs of the hospital and employees.

The insurance committee has actively been looking at a variety of plans. One is through CSAC – California State Associations of Counties. We are eligible because we are a district hospital – this plan increases our network of providers. It will amount to a savings of \$20,452 per month for the hospital. The committee is recommending the CSAC Dividend Plan. For the future, CCHAN is working on a self-funded program which we may be able to be a part of eventually. This plan will help us move to the self-funded plan which focuses on community health, population health and wellness.

CSAC Dividend Plan – Dental/Vision- Guardian

By a motion/second (**Brubaker/Kerns**) and carried, the board accepted the CSAC Dividend Plan. **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:** Rees noted that we have been receiving referrals from Canby. Also, the 299 Collaborative received grant for HIE \$300,000/year for 3 years. We will be working with other involved entities to formulate the plan. This will be of a great service to all involved.

Rees was in Seattle for the RPB9 meeting. He is a committee member representing rural and critical access hospitals and will be on the committee for one more year. Topics of discussion included:

- **Population Health** – rural hospitals are in a better position than larger hospitals.
- **Social Media**

Rees also noted that there is a JPA Workshop in Modoc tomorrow (September 25) at 6 pm at Niles Hotel in Alturas. Agreement between districts to help offset costs and share overhead. Kerns will attend.

- ▶ **Keith Earnest, CCO:** Annual Pharmacy inspection this morning – went well. Weed Skilled Nursing facility patients went back home. There were some complications with medication transports on the Weed end, but we got it all worked out.
- ▶ **Sherry Wilson, CNO:** We took 6 evacuated patients from Weed – Wilson noted what is was like to be on the other side of the evacuation and said we did well. Census is at 72 today. We will be getting one patient tomorrow and possibly 2 more.

Brubaker asked about on-call EMT's. Wilson said we hired 3. Terry King is resigning as Ambulance Director. Will be interviewing next week.

A big priority is to get something going on the new ambulance purchase

OB Department is making good progress

Kerns asked about flu shots. It is required of all staff. The vaccine is not in yet.

Wilson reported on the BETA Conference and the Award for Excellence received by the ED Department.

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

We are off of Fire Watch; we were on it for 45 days. Ward noted that the Staff was very helpful; as we had to do fire checks every hour. OSHPD, State Fire Marshal reviewed/inspected the new fire panel and we received a certificate of acceptance last Friday. All documentation has been sent to CDPH. POC has been accepted. Maintenance has been great getting things done.

- ▶ **Caleb Johnson, Chief Compliance Officer**

ICD 10 – RHIT will be here next week – will be starting up again in preparation for ICD10.

Revenue Cycle – Caleb presented a report at Finance explaining revenue cycle reports.

## **5. REPORTS**

**Hospice – Mary Ranquist was introduced by Keith Earnest as the new Hospice Manager** – Hospice reports quarterly to the board. Ranquist has 35 years nursing experience. She has been working on learning Hospice software and the staff just finished last training. They have implemented medication billing system. The quality assurance program is tied to the new software – Ranquist is working with CMS daily to get a number to submit quality measures. She is also learning Hospice regulations. Chair-ity tickets are available at Riverview House and in Admitting.

## **6. BOARD COMMITTEES:**

### **6.1 Finance Committee – Chair Allen Albaugh**

**6.1.1** Committee Report – Reviewed the finance committee meeting notes (Minutes

distributed separately)

**6.1.2 August 2014 Financials** – postponed as auditors have been on site and the financials are not complete. T. Lakey will get reports out ASAP. Kerns had questions on the surgery report. It was also noted that the SNF reimbursement rate hasn't changed yet – Lakey and Rees will follow-up with the CFO of Partnership. The administrative team has been working on cost savings and has currently saved about \$48,000/month – see notes from finance.

**6.1.3 USDA loan** – there has been no news

**6.1.4 Health Insurance Plan Recommendation** (see above)

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

**6.2.1 Committee Meeting Report** – (Minutes dispersed separately) The highlights of the committee included discussion about Population Health, MMHD's relationship with MVHC, family practice physicians, referrals, specialty physicians and expansion of services. We are working with LAFCO again – on a possibility of District Expansion. There is an upcoming meeting – a revised application is going through the approval process.

## **6.3 Quality Committee – Chair Brenda Brubaker**

**6.3.1 Committee Meeting Report** (Minutes dispersed separately)

Highlights included the correction of a Lab specimen labeling problem with samples coming from the ER – The issue was rectified and training was completed with staff. Cyber Security a real issue and will continue to be addressed.

## **7. NEW BUSINESS**

**7.1 Trustee Appointment** – The board clerk will be posting the vacancy left by Trustee Brubaker. Trustee Kerns was the only one who filed for election; therefore no election will be needed. The remaining seat will be appointed by the board.

### **7.2 Biennial Review of Conflict of Interest Policy – *A motion/second***

**(Hathaway/Brubaker), approved all** – To submit signed FCCP letter indicating there will be changes made on the Conflict of Interest Code. Changes will include the list of designated positions as follows:

- Directors
- Chief Executive Officer
- Chief Financial Officer
- Chief Nursing Officer
- Chief Clinical Officer
- Chief Compliance Officer
- Chief Operations Officer

CEO to sign and submit by October 1, 2014

**7.3 By Laws Review** – Upon the first review – it was decided to remove the portion of the bylaws regarding the removal of a board member for lack of attendance. There is some potential legality since it is an elected position.

New board orientation process was questioned – need to have a good system in place.

### **7.4 Preliminary Report on backup solutions**

Caleb Johnson gave a presentation on disaster backup of electronic information. They are researching an offsite option and are working with a company back east. Paragon servers have offsite storage on tapes – they are backed up and taken to Burney. (This is only Paragon

information) We have nothing in place for non-Paragon. We are looking at real time backup on servers on their side – 24 hours back. \$2500/month. There is the option of having separate servers in Burney. There are a lot of different options that we need to explore. We need to evaluate the risk – determine the value of that risk and put a budget in place. More information will be forthcoming.

**8. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS**

- ▶ Board Education – QHR Webinar 2<sup>nd</sup> Tuesday each month, 10 a.m. PST
  - ▶ Board Assessments – can work through ACHD again if we choose.  
Board Clerk will request link from ACHD for the assessment.
- Mike Kerns will be on the Advocacy Committee for ACHD for another year

**9. ANNOUNCEMENT OF CLOSED SESSION: 2:47 pm****9.1 Government Code Section 54962**

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

None

**9.2 Government Code Section 54957: Personnel – CEO Bonus criteria/Evaluation****9.3 Approve minutes of the August 27, 2014 Closed Session (*All*) (*Hathaway/Kerns*)****10. RECONVENE OPEN SESSION: 3:15 PM - REPORT ACTIONS TAKEN DURING CLOSED SESSION**

**11. ADJOURNMENT:** There being no further business, at the hour of 3:17 p.m., President Albaugh declared the meeting adjourned.