

**MAYERS MEMORIAL HOSPITAL DISTRICT
QUALITY COMMITTEE MEETING
MINUTES – SEPTEMBER 14, 2016**

FINAL Attachment A

QC Attendance

Mike Kerns, Board Chair
Beatriz Vasquez, PhD, Committee
Laura Dolman-Beyer
Sherry Wilson
Theresa Overton
Jack Hathaway

Other Staff Present

Susan Garcia
Steve Sweet
Dave Burks
Keith Earnest
Libby Mee
Barbara Spalding
Jessica Stadem
Valerie Lakey

Absent

Louis Ward – at conference

(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.)

SUBJECT	DISCUSSION	
CALL TO ORDER	The meeting was called to order at 12:08 pm by Kerns in Fall River Mills	
Public Request to Speak	None	
Opening Remarks by Chairman Kerns	None	
Minutes	Minutes from the August 17, 2016 quality committee meeting were approved. M/S/C (Vasquez, Hathaway) . All Approved	Approved
Department Reports	<p>Volunteer Services, Barbara Spalding – Spalding reported last time on the volunteer application process, some volunteers in SNF were not being processed. That has been remedied. There are a few that need to be completed. Wilson will check on the law requirements of volunteer background check. Volunteers are not covered under Workers Comp. Changes will be made to handbook. Volunteers need to wear name badges when in facility. Some have not received badges. Barb will get a list to Jessica. Policies and procedures have been replaced and upgraded. Goals – using volunteers to help with surveys. Potentially grandfather volunteers that have been here a longer amount of time and not have them go back and do all of the paperwork. Kerns noted that the store looks great. The store is doing well.</p> <p>Pharmacy, Keith Earnest – (<i>Power Point – Exhibit A</i>) Pharmacy Access Afterhours was the focus of Earnest’s presentation. A lot of pharmacy access is for ER hold patients. Vasquez had questions about the Pyxis machine and how it works.</p> <p>Dietary, Susan Garcia – Update on the McConnell grant. Burney and Fall River – new furniture and tables. Communication board and display case. Outside tables and chairs. Need to finish the decorations. Everything has been purchased. Menu display monitor. Changed the way</p>	Reports

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	<p>food is purchased. Using containers – example (small and large salads, etc) Applied for Driscoll grant – employee education – trying for 20 Serve Safe certificates for employees and one Certified Dietary Manager (CDM)course.</p> <p>Maintenance, Dave Burks – (Exhibit B)Worked with dietary to fix Burney annex water damage. Plumbing in drain pipes – cast plumbing – have replaced about 70% under the building and more in the walls. Nurses’ station 3 has been renovated as well as the nurses’ station in Burney. Will be renovating SNF area this winter. Thrift store exterior will be painted soon.</p> <p>Personnel, Libby Mee – (Exhibit C) Focus on recruiting. Will be working on SNF side. Working with Shasta College on CNA program. Completed Master’s Certificate. Applying principles learned in the program. Quality is implemented in the new hire process. Looking at turnover ratio. Will be able to measure – working with Jack. Working on wage scale, job descriptions. Will be doing an employee satisfaction survey will go out Sept 23rd. Working on training calendar.</p> <p>Purchasing – Steve Sweet – New restroom deodorizes. Six weeks into FY17 and have issued 427 purchase orders for a little over \$399,000. Grants - \$29,000 foundation. Capital expenditures - \$131,000. Helped with Pyxis setup.</p>	
Quarterly Reports	Compliance - Move to October	Reports
Standing Reports	<p>SNF – Mock survey results were sent out. There was good feedback. Worked on things that could be fixed immediately, then charts were reviewed. A few other specific areas were addressed. There is a new report Wilson is looking forward to sharing. Kerns asked about visiting another facility. It will happen after the survey.</p> <p>Administration, Louis Ward – no report (at WipFli Conference)</p> <p>Infection Control, Shelley Lee - Absent</p> <p>PRIME, Jack Hathaway – Reporting platform is up and live. We have access – it is due September 30th. We are looking at how we are going to capture the group. Million Hearts – 30 patients 2 times per year. Antimicrobial 30 patients - 2 timers per year. Need to be Medical/Partnership patients. Our skilled Nursing Patients count. Teamed up with Northern Inyo – Reports for McKesson that are ready for PRIME. We may have access to those reports</p> <p>Quality, Jack Hathaway - Working on the new MMHD QIP – working together with the multiple departments. Met yesterday for the first time.</p>	Reports

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	Developing and external reporting chart. Will be putting up a Quality tracking board in the board rooms. Because of volume sometimes the good work we do is unrecognized. Nothing we do is insignificant, but becomes statistically insignificant. Would like to have the 5-7 quality indicators to track and will post publicly on the website. Working with Tahoe Forest.	
		Action
Closed Session	Darla Schmunk (Vasquez, Kerns) Approved	
Announcements;	Next meeting: Wednesday, October 12, 2016 in Fall River Mills	
Adjournment	Meeting adjourned 1:35 pm	

Minutes By: Valerie Lakey