

Attachment A
FINAL

Mayers Memorial Hospital District
Board of Directors – Regular Board Meeting

Date: December 28, 2016
Time: 1:00 P.M.
Location: Mayers Memorial Hospital
Burney, 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 Hathaway called the regular meeting to order at 1:02 p.m. on the above date with the following present:

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

Board Members Absent: none

Staff Present: Louis Ward, CEO; Travis Lakey, CFO; Ryan Harris DOO; Keith Earnest, CCO; Jack Hathaway, DOQ; Valerie Lakey; DOPR/Clerk of the Board

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

Natalie Cox was present to ask if we have hired any new doctors. **Ward responded:** Negotiating with Dr. Watson. Will be hiring a NP to work 2 weeks per month. Working with MVHC to bring in additional physicians in the clinic. A new physician started at the clinic today. Meeting with a husband/wife team on January 16th. Will be employed by the clinic and have privileges at MMHD. Looking at an ER physician that may come to the area in February. New ER physician – Dr. Colas – he may take increased responsibility in hospital. Cox asked if any of these have OB experience. Overall – none are interested in OB at this point.

3. APPROVAL OF MINUTES – A motion/second and carried, the Board of Directors accepted the minutes of the November 30, 2016 Regular Board Meeting. **(Kerns/Albaugh) – Approved All**

4. ANNUAL ORGANIZATIONAL MEETING

4.1 Nominating Committee Report:

- President-Kerns
- VP – Vasquez
- Secretary - Hathaway
- Treasurer - Albaugh
- Beyer – Trustee

Committees: **Finance** (Albaugh, Hathaway) **SP** (Kerns, Albaugh) **Quality** (Vasquez, Beyer)

4.2 Election of Officers (Albaugh/Kerns) – **Approved All** Gavel turned over to President Kerns. Trustee Beyer was sworn in down in Redding as our new board member.

4.3 Approval of Annual Calendar – Change the January meeting to the 24th as the 25th will be an AB2024 meeting that Ward must attend. (Albaugh/Vasquez) – Approved All

Department/Operations Reports/Recognitions:

5.1 Resolution 2016-13–November Employee of the Month **(Exhibit 1)** Sharon Lyons was recognized as November 2016 TEAM MAYERS MVP. Presented by Laura Beyer – **Approved All**

***Please Note:** Chief reports will now be at the end of the agenda in order to expand on discussion or answer questions regarding items that were addressed on the full agenda.

5.2 Director of Operations report – Ryan Harris (Attachment D) Gave a verbal report in addition to the written report.

- Looked at energy consumption. Reviewed P G & E invoices. We are below the national average of kilowatt usage. There are some energy efficiency items we can look at. We are having issues with hot water heaters; they are at end of their life cycle. We will look at replacing those over time. Lighting is another item we will be looking at. HVAC units are big items on energy consumption. Albaugh asked if there was much insulation – Harris said not much at the Fall River campus. Heat needs to be 71 -81 degrees. Will be monitoring the heating
- Garbage Removal – we are doing it the most cost effective way at this point.
- SNF renovations – Working with vendors to get a good budget in place. We will have a good plan with minimal delays so it doesn't impact the residents as much. OSHPD approval may be needed. If we replace handrails, OSHPD has to approve.
- Dietary is at full staff – there are some growing pains with new staff.
- Purchasing – Paperless PO's. More oversight and approval.
- Aramark is doing better on "send backs".
- Will be working on spending with departments that show the biggest increase.
- Will be working on security at both facilities.
- Fire door inspection was performed. There was a short that shut down doors. The problem was found – replaced a fuse.

5.3 Scheduled Director Report – Jack Hathaway, Director of Quality (Attachment E) Slide Presentation. Televisions are in place at Station 3, Station 1 and Lobby and will show Quality feedback of the various departments. Data will be pulled from the Qualitick programs. In addition to written report:

- HIPAA issues – with one reportable incident. Training, read and sign, volunteer policy.
- POC completed.
- Mock Surveys - refocus energy on Acute findings
- Joint Commission DRAFT contract is being sent. We will see what the cost will be.
- PRIME will go live in 2017. Have put together a flow sheet.
- Reviewed No Smoking Policy.

6. BOA RD COMMITTEES:

6.1 Finance Committee –Chair Allen Albaugh

6.1.1 Committee Meeting – Heard from Acute and IT Departments. There is a drop in referrals. 65 days cash on hand at the end of the month. \$2.2 mil in mail form IGT funds. Collections are up from last year.

6.1.2 Quarterly Finance Review – (Albaugh, Hathaway) – Approved All

6.1.3 November Financials –(Albaugh, Hathaway) – Approved All

6.1.4 Approval of Resolution 2016-14 Construction Bank Account– (Albaugh, Hathaway) – Approved All (5-0)

6.2 Strategic Planning Committee – Chair Abe Hathaway

6.2.1 Committee meeting – Hathaway reported on the committee meeting. Topics covered were physician recruitment, SEMSA, building update and relationship with MVHC.

6.2.2 By-Laws – (Hathaway, Vasquez) – Approved All

6.2.3 Organizational Analysis/CAH Report – (Hathaway, Albaugh) – Approved All

6.2.4 SEMSA Contract/Discussion – Contract language that Administration is working on. Should have a final contract in January.

6.3 Quality Committee – Chair Mike Kerns

6.3.1 Committee Meeting Report –The committee heard a report from Outpatient Department. The department is doing a great job keeping up on financial end. Kay Shannon is stepping down as manager. Michelle Peterson will take over as manager. Referrals are down. Issue with people coming to ER and back to ER for the follow-up. Also heard from Cardiac Rehab.

6.3.2 Policies for Approval – (Kerns, Hathaway) – Approved All (Correct the signatures)

7. NEW BUSINESS

7.1 Med Staff Privileges (Kerns, Vasquez) – Approved All (with corrections)

7.2 Med Staff By-Laws (Hathaway, Albaugh) – Approved All

8. OPERATIONS REPORT:

In addition to the written operations report included in the board packet, the following verbal reports and discussions are summarized below:

- **Louis Ward, CEO – *In addition to the written report:***

In addition to the written report:

- Ward made note of the new television in the Burney Board room to conference both board rooms together for meetings. Should cut down on mileage.
- Building Project – Hired an equipment planner. Turned in preliminary OSHPD plan.
- SEMSA – had a meeting on December 20th. Very well received by the staff. (See SP notes) Ward would like to have a meeting in January to introduce the community to SEMSA. The EMS staff will participate. District will still remain owner of ambulance services. It is a partnership with increased benefits to the community. (Lions Hall in mid-January) Helicopter will be here in March. Memberships – there will be a period of time in which SEMSA will honor Reach or PHI. Emergency Medicine Response will be available. There may be access to a Rapid Response Unit.
- Physician Recruitment (see above)
- Timeclock Plus went live December 25th. Working through the bugs.
- Wage Scale – January 1st – new wage scale. Increased minimum wage for CNA's from \$13 to \$15. 45% of staff received 85 cent per hour raise. The scale will be adjustable over the next 5 years.
- \$15 per patient per day increase from Partnership.
- TEAM HUDDLES – will be implemented in January for all staff that is interested.
- Employee Meetings at end of January first of February.
- Spending freeze on large capital expenditures. Current projects will continue.
- Partnership grant - \$99,000; Money is reallocated to efforts on telemedicine. A space at each facility for a telemedicine program for the community. **"TeleMed2U"**
- Employee bonuses were appreciated.
- Albaugh asked about the JPIA and Hwy 299 Collaborative – both are focusing on recruitment. Contracted a company that is analyzing OSHPD date – outmigration.
- Will be working on scenarios with MVHC (Merger, Partnership, Compete)
- Discussion on continuing to communicate with MVHC – Board to Board. Kerns will contact the MVHC chair.

- **Keith Earnest, CCO - *In addition to the written report:*** In addition to the written report

- Earnest attended Hospice Regulatory Bootcamp in Vegas. Learned a lot.
- Clean room requirements – Submitted for waiver for completion date.
- New PT has started orientation and can work under supervision until she gets her license

- **Sherry Wilson, CNO – *In addition to the written report:*** Absent

9. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS BOARD COMMENTS, UPCOMING EVENTS, ETC. – <ul style="list-style-type: none">• your:life – Val Lakey went over the new wellness program (see attached)
10. Announcement of CLOSED SESSION – 3:40 pm
11. Reconvene Open Session - No Action
12. ADJOURNMENT: There being no further business, at the hour of 4:25 p.m., President Hathaway declared the meeting adjourned. Next meeting Tuesday, January 24, 2017, Fall River Mills