

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors
Beatriz Vasquez, PhD, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback, Director

**Board of Directors
Regular Meeting
Minutes**

July 31, 2019 – 1:00 pm
Boardroom (Fall River Mills)

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: Beatriz Vasquez called the regular meeting to order at 1:00 pm on the above date.

BOARD MEMBERS PRESENT:

Beatriz Vasquez, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback

STAFF PRESENT:

Louis Ward, CEO
Ryan Harris, COO
Keith Earnest, CCO
Candy Vculek, CNO
Val Lakey, Board Clerk
Mary Ranquist
Diana Groendyke
Shay Herndon

ABSENT:

2 CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS

3 APPROVAL OF MINUTES

3.1 A motion/second carried; Board of Directors accepted the minutes of June 24, 2019 **Utterback/Beyer** **Approved All**

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

4.1 A motion/second carried; James Marlow was recognized as June Employee of the Month. Resolution 2019-10 **Beyer/Utterback** **Approved All**

4.2 **Hospice Quarterly Report** – Mary Ranquist – (See attached). Admissions have increased this quarter. One of the RN's is off on disability. Have hired a local LVN who is pursuing RN.

4.3 **Director of Nursing Report – SNF** – Diana Groendyke – Thanks from the staff for the appreciation day and gift. Annex census is 78. There have been a lot of outdoor activities utilizing the vans. Looking at activities programs and the use of technology, etc. There will be a 10-year activities plan presented.

4.4 **Director of Human Resources** – Workers Comp Report – Shay Herndon reported for Libby Mee. See attached report. The written report was reviewed. Discussion on recruiting agencies that we have used and the effectiveness. Just Culture was discussed and explained. This is a program that is offered through BETA. The program is at no cost to MMHD. Working on the orientation and re-orientation process. Will be completed on an iPad that will replace the paper packets.

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1 **Committee Meeting Report:** Met July 31, 2019. There was an update with Dietary and Cardiac Rehab. See attached reports from the finance packet.

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| 5.1.2 | June 2019 Financial Review, AP, AR and acceptance of financials. | <i>Hathaway/Utterback</i> | <i>Approved All</i> |
| 5.1.3 | 401K Retirement Plan – Change the eligibility after 90 days instead of 1 year. Sign-up monthly instead of quarterly. Currently 74 of 214 employees enrolled. Should help retention with a 401k. Are not vested until 5 years. | <i>Utterback/Hathaway</i> | <i>Approved All</i> |
| 5.2 | Strategic Planning Committee | | |
| 5.2.1 | Committee Meeting Report – No Committee meeting | | |
| 5.3 | Quality Committee Chair Beyer | | |
| 5.3.1 | Committee Meeting Report – No Committee Meeting | | |
| 6 | NEW BUSINESS | | |
| 6.1 | Policies & Procedures – Acute Stroke Protocol Business Associates Conservative Sharp Instrumental Wound Debridement Nursing Ventilator Management In The Absence Of Respiratory Therapy Phone Reimbursement Scope Of Services MMHD | <i>Utterback/Beyer</i> | <i>Approved All</i> |
| 6.2 | AB2190 Attestation – <i>The board has been advised</i> | <i>Utterback/Albaugh</i> | <i>Approved All</i> |
| 7 | ADMINISTRATIVE REPORTS | | |
| 7.1 | Chief's Reports | | |
| 7.1.1 | CEO – In addition to the written report - Discussed day care. Met with school district and Shasta County of Education. (SCOE). There is potential for funding that Shasta County will be submitting and we can potentially include our project. Looking at a modular or building renovation. Looking at a building instead of a rental. The process and collaboration will continue with working on details and funding. In the meantime, there are some possibilities to work with space available at the elementary school. Will meet again on Monday, August 5th. Cindy Dodds from Burney Community Center will also be there. Telemed grant – The three year grant will bridge a gap with needs of the school district. Thanks to Amanda Harris and Sheba Sawyer. | | |
| 7.1.2 | CCO: In addition to the written report: Earnest also referenced the HRSA grant. Working to get some Redding physicians to be able to refer for some outpatient procedures. | | |
| 7.1.3 | CFO: In addition to the written report: Some of the supplemental may not be as large next year. Still working on the models for QUAF. Transferred money to the LAIF account. Albaugh asked about the return on Telemedicine. Much of it goes to ancillary services. | | |
| 7.1.4 | CNO: In addition to the written report: Preparing to come back to Finance with information on Mindray. Will bring in August. Looking at LEAN processes in SNF. Quality to reduce risk and cost. Interviewed 2 more RN's this week. | | |

Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk to the Board of Directors, 43563 Highway 299 East, Fall River Mills CA 96028. This document and other Board of Directors documents are available online at www.mayersmemorial.com.

7.1.5 **COO:** In addition to the written report. Construction is about 56 days behind. There will be some change orders discussed. A lot of progress has been made in the last few weeks. Looking at a November 26, 2019 completion date.

Also addressed the kitchen repairs. The pipes under the building need to be repaired or replaced. Will be working on a long-term plan.

There will be temperature monitors re-installed on the refrigerators in Dietary.

Emergency repairs will done during the night time hours.

HVAC bids are coming in very high. There was a lot of discussion regarding the plan for the future.

7.2 **Construction Change Orders:** \$240,000 water tank. So far there have been \$325,000 in change orders. *Albaugh/Hathaway* **Approved All**

8 OTHER INFORMATION/ANNOUNCEMENTS

Legislative Update - none

9 ANNOUNCEMENT OF CLOSED SESSION – 3:05 pm

9.1 Government Section Code 54962
• Quality Assurance: Quality Improvement Issues, Medical Staff Report – No report or privileges

9.2 Real Property Government Code 54956.8 – No Action

9.3 **Litigation Government Code 54956.9** – Discussed construction contracts. Will be amending the current contracts. Recommend we pay the \$99,000 for the initial 40 day delay. *Albaugh/Utterback*

9.4 Personnel Government Code 54957 –

10 RECONVENE OPEN SESSION: 3:41 pm –

11 ADJOURNMENT

Next Regular Meeting — August 28 - Burney – 1:00 pm

I, _____, Board of Directors _____, certify that the above is a true and correct transcript from the minutes of the regular meeting of the Board of Directors of Mayers Memorial Hospital District

Board Member

Board Clerk