

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**

April 22, 2020 – 1:00 pm  
Teleconference Call – FULLY Remote

*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 1:06 pm on the above date.

**BOARD MEMBERS PRESENT:**  
Beatriz Vasquez, President  
Abe Hathaway, Vice President  
Laura Beyer, Secretary  
Jeanne Utterback

**ABSENT:**  
Allen Albaugh, Treasurer

**STAFF PRESENT:**  
Louis Ward, CEO  
Ryan Harris, COO  
Keith Earnest, CCO  
Travis Lakey, CFO  
Candy Vculek, CNO  
Theresa Overton, Director of Nursing Acute  
Jessica DeCoito, Board Clerk

**2 CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS: NONE**

**3 APPROVAL OF MINUTES**

- |     |   |                           |   |
|-----|---|---------------------------|---|
| 3.1 | A motion/second carried; Board of Directors accepted the minutes of March 25, 2020. | <i>Hathaway/Utterback</i> | <i>Beyer – Y<br/>Hathaway – Y<br/>Utterback – Y<br/>Vasquez - Y</i> |
| 3.2 | A motion/second carried; Board of Directors accepted the minutes of April 10, 2020. | <i>Utterback/Hathaway</i> | <i>Beyer – Y<br/>Hathaway – Y<br/>Utterback – Y<br/>Vasquez - Y</i> |

**4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS**

- |     |   |                           |   |
|-----|---|---------------------------|---|
| 4.1 | A motion/second carried; Danise Vaughn was recognized as March Employee of the Month. Resolution 2020-06  | <i>Hathaway/Utterback</i> | <i>Beyer – Y<br/>Hathaway – Y<br/>Utterback – Y<br/>Vasquez - Y</i> |
| 4.2 | Director of Nursing – Acute: Theresa Overton – written report submitted. No additional comments.  |                           |   |
| 4.3 | Director of Quality: Jack Hathaway – written report submitted. Question regarding the medication/fluid – this will always be high. This graph does not compare each item. We are very diligent in this area – this is not a spike. A constant moving piece. |                           |   |
| 4.4 | Director of ED & Ancillary Services: JD Phipps – written report submitted. No additional comments or questions.   |                           |   |
| 4.5 | Hospice Quarterly Report: Mary Ranquist – written report submitted. No additional comments or questions.  |                           |   |

**5 BOARD COMMITTEES**

**5.1 Finance Committee**

- |       |   |                           |   |
|-------|---|---------------------------|---|
| 5.1.1 | <b>Committee Meeting Report:</b> no additional questions or comments. Written reports submitted from departments. COO explained PPE tracking and inventory processes. The Activities Team is working on some new and different ways to keep residents active. Update on our energy audit. |                           |   |
| 5.1.2 | <b>March 2020</b> Financial Review, AP, AR and acceptance of financials.  | <i>Hathaway/Utterback</i> | <i>Beyer – Y<br/>Hathaway – Y<br/>Utterback – Y</i> |

			<i>Vasquez - Y</i>
5.1.3	Burney Health Clinic Award of Contract & Resolution 2020-07: discussion on delays with regards to COVID-19 – not at this time. A motion/carried: Burney Rural Health Clinic Contract has been approved with Trent Construction. Resolution 2020-07 approved.	<b>Hathaway/Utterback</b>	<b>Beyer – Y</b> <b>Hathaway – Y</b> <b>Utterback – Y</b> <b>Vasquez - Y</b>
5.1.4	Capital Expenditure Plan: MHF provides each year for us to review & accept.	<b>Hathaway/Utterback</b>	<b>Beyer – Y</b> <b>Hathaway – Y</b> <b>Utterback – Y</b> <b>Vasquez - Y</b>
5.2	<b>Strategic Planning Committee Chair Albaugh</b>		
5.2.1	<b>Committee Meeting Report</b> – no meeting held in April or March. May 11 <sup>th</sup> is the next meeting.		
5.3	<b>Quality Committee Chair Beyer</b>		
5.3.1	<b>Committee Meeting Report</b> – DRAFT Minutes attached in Packet. No additional comments or questions.		
<b>6</b>	<b>NEW BUSINESS</b>		
6.1	<b>Policy &amp; Procedure Quarterly Summary Approval ATTACHMENT G</b>	<b>Utterback/Hathaway</b>	<b>Beyer – Y</b> <b>Hathaway – Y</b> <b>Utterback – Y</b> <b>Vasquez - Y</b>
6.2	<b>MVHC Correspondence to Board:</b> clarification for our knowledge. No additional comments.		
<b>7</b>	<b>ADMINISTRATIVE REPORTS</b>		
7.1	<b>Chief's Reports</b>		
7.1.1	<b>CEO:</b> Update on coronavirus measures in place for both county and local was discussed. A lot of discussions for the area opening back up as we await the news from the Governor. MMHD has begun discussions about opening up the services that have been closed – admissions into SNF is being planned with extra measures in place for COVID-19 precautions. We are working one on one with employees who have needed individual assistance for the current stay at home orders. Dr. Saborido will be joining us for tomorrow to meet with MMH team members. He will join us full time in July. Working on convincing a current doctor in our ER to stay with MMHD full time. Reviewed the Burn Rate Calculator to help manage our PPE inventory. Kudos to all the staff and the hard work they are doing. June 2015 = \$3000 cash on hand and in April 2020 = \$19,000,000 cash on hand --- HUGE improvements and all thanks to our wonderful staff and team. And because of this we do not need to lay off any staff.		
7.1.2	<b>CCO:</b> we are ramped up. We are prepared for the Flex plan. Cardiac Rehab is creating a plan for opening back up.		
7.1.3	<b>CFO:</b> working on Paycheck Protection Program – if we use 75% of this funding for payroll, it is forgiven and no payback required. Tri Counties could not process our application but we were able to get it into two other banks. CHFFA Financing application is moving along. CARES Act - \$10 Billion in funding will be allocated to rural hospitals and clinics – we do not know what that figure is for us yet. Money for COVID reimbursements is available through FEMA and CARES Act – but you can only choose one source.		
7.1.4	<b>CNO:</b> submitted report. Good to see the staffing is full on Acute. Still need some positions filled on SNF.		
7.1.5	<b>COO:</b> review of COO report. Expansion construction is moving a lot much faster after the new management came in on the job. Pictures of expansion project shown – flooring, signs, etc. Electrical Delay Claim has been rejected – will most likely be resolved after construction is complete. Laundry facility is being viewed by insurance company and we are waiting on bids from restoration companies. Burney Clinic construction will begin on May 4 <sup>th</sup> . Administration Building is coming along very well – projected completion by end of May.		
7.2	ED of Community Relations and Business Development: Trustees sharing their appreciation for all the work Val is doing with all the reporting on COVID for both MMHD staff, trustees and community as well as the county and state information. Update provided on work being done with the county's emergency operations for COVID-19 and any emergencies in the future.		
7.3	<b>Construction Change Orders:</b> none		

8 OTHER INFORMATION/ANNOUNCEMENTS

Outward communication from the Board at the conclusion on the board meeting – what we did, where to find the information. Please place on the agenda for May's Board Meeting.

9 ANNOUNCEMENT OF CLOSED SESSION – 2:07 pm

.2 Real Property Government Code 54956.8: Potential property purchase with new services offered: No actions to report.

11 RECONVENE OPEN SESSION: 2:19 pm

12 ADJOURNMENT: 2:19pm

Next Regular Meeting: May 27, 2020 – Teleconference

I, Beatriz Vasquez, Board of Directors President, 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

Beatriz J. Vasquez  
Board Member

Jessica DeCorto  
Board Clerk