

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**

May 27, 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 1:01 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
Travis Lakey, CFO
Candy Vculek, CNO
Jessica DeCoito, Board Clerk

ABSENT:

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 April 22, 2020. *Albaugh/Utterback* *Beyer – Y*
Albaugh – Y
Hathaway – Y
Utterback – Y
Vasquez – Y

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

4.1 A motion/second carried; Vicki Moran de la Torre was recognized as April Employee of the Month. Resolution 2020-08 *Hathaway/Utterback* *Beyer – Y*
Albaugh – Y
Hathaway – Y
Utterback – Y
Vasquez – Y

4.2 Mayers Healthcare Foundation Quarterly Report- Marlene McArthur: written report submitted. Thrift Store volunteers are meeting up and discussing the opening up and what the rules are. Gift Shop at Pharmacy is open. Virtual Store is being created. 11 scholarships will be given out. A new website is being created for the Foundation. Anonymous Donor has given support to the new CNA classes being set up and starting in August. Golf Tournament is potentially not going to happen, but researching ideas for the fall. Health Fair options are being discussed to still provide our community with this service. Fundraising is at a standstill.

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1 **Committee Meeting Report:** CARES Funding was discussed. Retail Pharmacy accounting and supplies needs to be addressed.

5.1.2 **April 2020** Financial Review, AP, AR and acceptance of financials. *Hathaway/Utterback* *Beyer – Y*
Albaugh – Y
Hathaway – Y
Utterback – Y
Vasquez – Y

5.1.3 Cornerstone Bank Account: Recommendation from Finance Committee to full Board for approval to open an account. Need to separate the USDA loan from CHFFA Loan. *Hathaway/Albaugh* *Beyer – Y*
Albaugh - Y
Hathaway – Y
Utterback – Y
Vasquez - Y

5.2 **Strategic Planning Committee Chair Albaugh**

5.2.1 **Committee Meeting Report** – DRAFT minutes included in packet. SP Committee should be updated as to what’s happening now but also projecting the SP plan. With COVID-19, the future could look very different for the hospital. We need to start thinking about where this could take us and how we can prepare the hospital, strategic plan, etc for that future. Board Clerk to add to next SP Meeting Agenda.

5.3 **Quality Committee Chair Beyer**

5.3.1 **Committee Meeting Report** – DRAFT Minutes attached in Packet. No additional comments or questions.

6 NEW BUSINESS

6.1 **Policy & Procedure Approval** *Albaugh/Hathaway* *Beyer – Y*
 1. Exclusions Screening Policy *Albaugh - Y*
 2. Medication Administration in a Public Setting MMH672 *Hathaway – Y*
 3. Reporting of Overpayments *Utterback – Y*
Vasquez - Y

6.2 **Board Member Messaging:** attached write up provided by Director Beyer. Hesitations with social media were expressed. Conversations with Intermountain News for helping be the avenue for Mayers to share anything needs to continue to happen. Importance with being active in the social media posting was discussed. Directors and staff to research how other boards are handling social media posts and report back for a discussion at the next meeting.

6.3 **June & July Board Meeting Dates:** June will be the 24th – no change of date – we will not have financials to approve for June, those will be pushed to July for approval. July Finance and Board Meeting will be on July 29th.

6.4 **Board Member Elections: Resolution Calling for Election & Specification of the Election Order 2020-09. Approved** *Beyer/Utterback* *Beyer – Y*
Albaugh - Y
Hathaway – Y
Utterback – Y
Vasquez - Y

7 ADMINISTRATIVE REPORTS

7.1 **Chief’s Reports: written reports submitted.**

7.1.1 **CEO:** testing going on with COVID-19 everywhere. We have ordered antibody and antigen tests and our shipping date keeps getting pushed out. SNF Mitigation Plan was created and submitted to CDPH. Calls with other CEO’s have lessened. A lot of work being done on “How to Run My Hospital” Bill. Discussion about June & July Board Meetings being via in person or Zoom. Discussions with School Superintendent with how MMHD can help with the schools plans for masks, gloves, etc. Conversations will continue as the situation develops.

7.1.2 **CCO:** Retail Pharmacy is open for in person visits and following all COVID-19 measures. Flu shots have been pre-ordered and a plan is being put together for offsite clinics and staff will get through pharmacy in hospital.

7.1.3 **CFO:** working on the Chagemaster, CARES Act Payments, etc. We are tracking all COVID-19 expenses.

7.1.4 **CNO:** Staffing is almost full with just a few openings. COVID-19 Management Plan for Skilled Nursing Facility was required to be submitted. Five different components to the plan and much detail was added to the plan. Mandatory COVID-19 testing has come out of this plan – 100% employees and residents will be tested. The plan includes infection prevention, isolation areas, patient to employee interaction, PPE supplies, etc. Residents are experiencing some depression while in isolation but staff are doing everything they can – new activities, Zoom meetings, and window visits.

7.1.5 **COO:** NHW is getting closed to finishing up. July 7th is the targeted date for completion, and then we will work on licensure to occupy the building. Burney Clinic demo has begun. We have seen some unforeseen issues – as building drawings aren’t accurate to what has been found. But good progress is being made. Admin Bldg is coming along with completion by July 1st. Laundry facility is complete gutted and progress is being made. Grand Opening may not happen with NHW Open House because of COVID-19, but we are continuing to work on this and will update at June Board Meeting.

7.2 ED of Community Relations and Business Development: written report submitted. District Recertification was completed and submitted – has to be done every 3 years. EP: noted that working in the EOC (Emergency Operations Center) was very beneficial for our small hospital. All 5 hospitals worked together to create a document for resurgence plan. Director Vasquez provided a thank you to Val for all her work and efforts.

7.3 **Construction Change Orders:** none

8 **OTHER INFORMATION/ANNOUNCEMENTS:** ACHD ANNUAL MEETING WAS CANCELLED AND THE EDUCATION COMMITTEE IS LOOKING INTO OTHER AVENUES FOR EDUCATION. DIRECTOR UTTERBACK GAVE KUDOS TO ALL STAFF FOR ALL THE HARD WORK GIVEN ALL THE CURRENT COVID-19 CIRCUMSTANCES – SENTIMENT ECHOED BY ALL DIRECTOR AND CEO.

9 **ANNOUNCEMENT OF CLOSED SESSION** – 2:59 pm

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

11 **RECONVENE OPEN SESSION: 3:19 pm**

12 **ADJOURNMENT: 3:19pm**

Next Regular Meeting: June 24, 2020

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 DeCointo
Board Clerk