

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 Agenda
August 26, 2020 1:00 pm

Due to COVID-19 shelter in place orders and under the authority of the Governor’s Executive Order N-29-20, this meeting will be conducted entirely by teleconference. No physical location will be available. Members of the public can attend and provide public comment via teleconference at the following link and number:

Zoom Meeting: [LINK](#)

Zoom Call In Number: 1 669 900 9128, Meeting ID: 954 8219 9161

Mission Statement

Mayers Memorial Hospital District serves the Intermountain area, providing outstanding patient-centered healthcare to improve quality of life through dedicated, compassionate staff, and innovative technology.

In observance of the Americans with Disabilities Act, please notify us at 530-336-5511, ext 1264 at least 48 hours in advance of the meeting so that we may provide the agenda in alternative formats or make disability-related modifications and accommodations. The District will make every attempt to accommodate your request.

				Approx. Time Allotted
1	CALL MEETING TO ORDER			
2	CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS	— Persons wishing to address the Board are requested to fill out a “Request Form” prior to the beginning of the meeting (forms are available from the Clerk of the Board, 43563 Highway 299 East, Fall River Mills, or in the Boardroom). If you have documents to present for the members of the Board of Directors to review, please provide a minimum of nine copies. When the President announces the public comment period, requestors will be called upon one-at-a time, please stand and give your name and comments. Each speaker is allocated five minutes to speak. Comments should be limited to matters within the jurisdiction of the Board. Pursuant to the Brown Act (Govt. Code section 54950 et seq.) action or Board discussion cannot be taken on open time matters other than to receive the comments and, if deemed necessary, to refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.		
3	APPROVAL OF MINUTES			
	3.1 Regular Meeting – July 29, 2020	Attachment A	Action Item	2 min.
4	DEPARTMENT/QUARTERLY REPORTS/RECOGNITIONS: NO DEPARTMENT REPORTS			
	4.1 Resolution 2020-14 – July Employee of the Month	Attachment B	Action Item	5 min.
	4.2 Mayers Healthcare Foundation	Attachment C	Report	2 min.
	4.3 Safety – 6 month Report	Attachment D	Report	2 min.
	4.4 Hospice July Quarterly Report	Attachment E	Report	2 min.
5	BOARD COMMITTEES			
	5.1 Finance Committee			
	5.1 Committee Meeting Report		Report	5 min.
	5.1.2 July 2020 Financial Review, AP, AR and Acceptance of Financials		Action Item	5 min.
	5.1.3 401 K Annual Report	Attachment F	Report	5 min.
	5.1.4 Bank Account Name Change from OLD: USDA DEBT SERVICE to NEW: CHFFA CONSTRUCTION – Requiring approval from Board		Action Item	5 min.
	5.2 Strategic Planning Committee			
	5.2.1 August 10 th Meeting Report – DRAFT Minutes Attached	Attachment G	Report	5 min.

5.3	Quality Committee				
	5.3.1	August 11th Meeting Report – DRAFT Minutes Attached	Attachment H	Report	5 min.
6	OLD BUSINESS				
	6.1	Social Media & Board Messaging from Board Members	Attachment I	Action Item	5 min.
7	NEW BUSINESS				
		Policy & Procedure Approval:			
		1. Emergency/Disaster Management – SNF: Val			
		2. Emergency and Critical Incident: Val			
		3. Fentanyl (Duragesic) Patch Disposal Acute: Keith			
		4. Internal Medicine Core Privileges: Jack			
		5. Medical Staff Bylaws: Jack			
7.1		6. Medical Staff Rules: Jack	Attachment J	Action Item	5 min.
		7. Orthopedic Surgery Core Privileges: Jack			
		8. Pathology Core Privileges: Jack			
		9. Privileges in Neurology, Telemed: Jack			
		10. Rheumatology Telemedicine Core Privileges: Jack			
		11. Vasoactive Drips – Intropic Nursing Administration: Keith			
7.2		New Skilled Nursing Facilities Van: Quotes from Crown Motors and Corning Ford Attached – Requiring approval from Board	Attachment K	Action Item	5 min.
8	ADMINISTRATIVE REPORTS				
8.1		ED of Community Relations & Business Development – Val Lakey	Attachment L	Report	5 min.
8.2		Chief's Reports – Written reports provided. Questions pertaining to written report and verbal report of any new items	Attachment M	Reports	
	8.1.1	CFO – Travis Lakey		Report	5 min.
	8.1.2	CCO – Keith Earnest		Report	5 min.
	8.1.3	CNO – Candy Vculek		Report	5 min.
	8.1.4	COO – Ryan Harris		Report	5 min.
	8.1.5	CEO – Louis Ward		Report	5 min.
8.3		Construction Change Orders – None			
9	OTHER INFORMATION/ANNOUNCEMENTS				
10	ANNOUNCEMENT OF CLOSED SESSION				

Government Section Code 54962: Medical Staff Credentials

List of Credentials:

STAFF STATUS CHANGE

1. Fred Gorin, MD – Move to inactive
2. Richard Carregal, DO – Move to inactive

MEDICAL STAFF REAPPOINTMENT

- 10.1 1. Tom Watson, MD – Family & Emergency Medicine

MEDICAL STAFF APPOINTMENT

1. Sander Saidman, MD – Radiology
2. Jonathan Jewkes, MD – Radiology
3. Adam Attoun, DO – Radiology
4. Douglas Hughes, MD – Radiology
5. Gregory Ginsburg, MD – General Surgery
6. Melissa Butts, DO - Rheumatology

10.2 **Pending Litigation Government Code 54956.9**

10.2.1 Response Letter to Government Section Code 900 Claim

10.2.2 Summons for File No. 19-001160 – Case SCRDCVPO20-0195515-003

10.3 **Real Property Government Code 54956.8:** Property Negotiations APN 028-340-025

10.4 **Personnel Government Code 54957:**

10.4.1 Finalize CEO Evaluation

10.4.2 Finalize CEO Contract

11 **RECONVENE OPEN SESSION** – Report Closed Session Action

Information

12 **ADJOURNMENT:** Next Regular Meeting – September 30th, 2020

Posted 08/21/2020

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Board of Directors
Regular Meeting
Minutes

July 29, 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
Allen Albaugh, Treasurer
Laura Beyer, Secretary
Jeanne Utterback

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Ryan Harris, COO
Keith Earnest, CCO
Candy Vculek, CNO
Diana Groendyke, Director of Nursing, SNF
Libby Mee, Director of Human Resources
Jessica DeCoito, Board Clerk

ABSENT:

Val Lakey, ED of Community Relations & Business
Development

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 June 24, 2020. **Albaugh, Utterback** **Beyer – Y**
Albaugh - Y
Hathaway – Y
Utterback – Y
Vasquez - Y

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS: WRITTEN REPORTS SUBMITTED

4.1 A motion/second carried; Dustin Graves was recognized as June Employee of the Month. Resolution 2020-13 **Beyer, Utterback** **Beyer – Y**
Albaugh - Y
Hathaway – Y
Utterback – Y
Vasquez - Y

4.2 **Director of Human Resources:** the CNA wage scale will be updated to help with retention and recruiting. 22 inquiries into the CNA program. A lot of interest in the Burney Clinic Manager position.

4.3 **Worker’s Compensation – 6 Month Report:** error pointed out on “Injuries Compared to previous years” – 2020 should read: First Aid – 8 and Reportable – 3. It will be a huge benefit to have our Clinic to help with employee worker’s comp programs.

4.4 **Director of Nursing – SNF:** the Board thanks the SNF team for all the hard work they are doing. Just completed a 3rd part of a Focus Survey, related to our mitigation plan for COVID, and the survey turned out well. In terms of visitation, we have to follow the mandates put forth by the state and CDC. We continue to have conversations with family members as frequent as we need to. For those residents who are termed “end of life”, we have protocols in place for that family. We are vigilant with our COVID restrictions. We have created other modes of visitation via Zoom and window visits. As hard as it is to not let family members in, we have a duty to protect our residents and patients by keeping our facilities closed. Alternative methods of visitation are being researched. Activities Department is keeping busy with activities for our residents – though it’s seen that they miss social interaction between residents.

- 4.5 **Hospice Quarterly Report:** Marketing update: contract signed for a hospice webpage that will be linked to MMHD webpage. Numbers have seen a decline because of COVID restrictions. Mock surveyor came in for 4 days and provided an extensive report that will be reviewed with the Hospice Quality Committee.

5 BOARD COMMITTEES

5.1 Finance Committee

- 5.1.1 **Committee Meeting Report:** presenters from Surgery, Cardiac Rehab, Dietary, Patient Access, HIM and Retail Pharmacy.
- 5.1.2 **May & June 2020 Financials:** odd year with donations, CARES Act Funds, DPD Loan, COVID, etc. Partnership provided supplemental funds after negotiations. Financials were recommended to full board for approval. Financials were received, reviewed and approved. *Hathaway/Albaugh* *Beyer – Y*
Albaugh – Y
Hathaway – Y
Utterback – Y
Vasquez – Y
- 5.1.3 **Board Quarterly Finance Review:** lots of reports from the quarter were reviewed. Finance Committee recommended for approval. *Beyer, Utterback* *Beyer – Y*
Albaugh – Y
Hathaway – Y
Utterback – Y
Vasquez – Y

5.2 Strategic Planning Committee Chair Albaugh

- 5.2.1 **Committee Meeting Report** – No July Meeting – rescheduled for August 10th.

5.3 Quality Committee Chair Beyer

- 5.3.1 **Committee Meeting Report** – Lab has already made some improvements in their lab redraws. PRIME: still waiting on some unknowns on how that program will come about – QIP worksheet might replace PRIME.

6 OLD BUSINESS

6.1 Social Media & Board Messaging from Board Members: Director Beyer provided an example: post prior to meeting, post within a week of meeting that links to a message on our website (short update on what was discussed). A process to follow Brown Act rules was discussed. A post would simply be alerting members that we had a meeting and providing them with a link to the website where minutes of the meetings are stored. Will provide this on next meeting agenda for action item. An actual example will be provided for next meeting's action item.

7 NEW BUSINESS

- 7.1 **Policy & Procedure Approval:** *Utterback, Beyer* *Albaugh – Y*
Beyer – Y
Hathaway – Y
Utterback – Y
Vasquez – Y
1. Board Meetings -- Location, Time, Date and Quorum: Jessica
 2. Discipline Corrective Action: Libby
 3. Corrective Action Notice: Libby
 4. Handling Hazardous Drugs: Keith
 5. Oral Solids Decision Tree: Keith
 6. Assessment of Risk USP 800 MMH675: Keith
 7. HHS Poverty Guidelines - 75% MMH388: Travis
 8. Telecommute: Libby

Review By-Laws, Meeting Times & Dates at October 2020 Board Meeting with action to be taken by December 2020 Meeting.

8 ADMINISTRATIVE REPORTS

- 8.1 **ED of Community Relations and Business Development:** no further questions or comments
- 8.2 **Chief's Reports: written reports submitted.**
- 8.2.1 **CCO:** Telemed: grant for school counseling – can this expand into staff, and not just students? (this will be forwarded to Amanda Harris to get an answer.)
- 8.2.2 **CNO:** We're very excited to get moved into the NHW. Teams are prepping and planning to make the move happen. We are starting to see an increase in patients seen in the ER but not quite back to the pre-COVID levels. We are still searching for a Lab Manager.

8.2.3 **COO:** We have received Occupancy from OSHPD, with some exceptions. Exceptions are our Lab Hood (which is not foreseen to cause much of an issue). Water Tank is an exception, with plans to complete in one year and our NPC rating will change once complete. Back Feed the existing building to the new building, which should be done this week. Once all exceptions have been completed (1-year timeline), OSHPD will come back to provide construction final. Goal is to have Licensure here on August 18th – crunch time for moving everything over including IT moving computers in. Burney Clinic is moving along quickly – some issues that have come up: any gas line that was installed prior to 1985 has to be replaced per PG&E but this will be on their expense HOWEVER this may push our schedule a bit. Fire sprinklers in the building are an issue with flow and riser – more to come as we develop more information on this issue. Demo project is still in design phases. Educating the community on reasons for demo of the building needs to happen now so our community understands and has some opportunities to ask questions. Plans for building tie in from new to existing are taking place.

8.2.4 **CEO:** COVID update: June 24th we had 92 cases in Shasta Co. and yesterday's number is 339 cases – we are doing our best to keep our residents, patients, staff and community members safe. Licensing application for NHW has been completed and turned in – just waiting on phone call for date of walk through. Moving plans are happening. Virtual tour of NHW is being planned so we can include our community in the opening because we cannot host an open house. New Radiology contract has been signed and will work with MD Imaging for all of our reads. Dr. Saborido is working with Dr. Watson in the facility now. New clinic MD search will occur soon. A search for a new Skilled Nursing Facility van is taking place – our current one is outdated and in need of some significant repairs. SEMSA base moves are being discussed. SB 758 – all the 2030 work for the hospital could get pushed out to 2037. New Admin Building is moved into by Administration, Finance, HR and Payroll. Lots of moves have happened facility wide. Working with Dr. Grant with FRJUSD and what the school year looks like – August 4th meeting between the District and MMHD Staff will take place. Conversations with Steve Gagnon at IMF have occurred on what MMHD can do to help with the 2020 Fair and Livestock show – thoughts about using the local quilters guild to help make masks. Employee Appreciation Week is being planned for end of August.

8.3 **Construction Change Orders:** none

9 **OTHER INFORMATION/ANNOUNCEMENTS:** ACHD's 68th Annual Meeting: Virtual meeting. Early Bird Registration price. If anyone is interested, please let Jessica DeCoito know.

10 **ANNOUNCEMENT OF CLOSED SESSION – 3:10 pm**

10.1 **Real Property Government Code 54956.8:** Property Negotiations APN 028-340-025

10.2 **Personnel Government Section Code 54957:**

10.2. **CEO Contract Discussion:** Nothing to report.

1

10.2. **CEO Evaluation – Discussion of plans for evaluation:** Nothing to report.

2

11 **RECONVENE OPEN SESSION: 4:15 pm**

12 **ADJOURNMENT: 4:15 pm**

Next Regular Meeting: August 26, 2020

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



Mayers Memorial Hospital District
Always Caring. Always Here.

RESOLUTION NO. 2020-14

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF MAYERS MEMORIAL HOSPITAL DISTRICT RECOGNIZING**

Lonnie Hancock

As July 2020 EMPLOYEE OF THE MONTH

WHEREAS, the Board of Trustees has adopted the MMHD Employee Recognition Program to identify exceptional employees who deserve to be recognized and honored for their contribution to MMHD; and

WHEREAS, such recognition is given to the employee meeting the criteria of the program, namely exceptional customer service, professionalism, high ethical standards, initiative, innovation, teamwork, productivity, and service as a role model for other employees; and

WHEREAS, the MMHD Employee Recognition Committee has considered all nominations for the MMHD Employee Recognition Program;

NOW, THEREFORE, BE IT RESOLVED that, Dustin Graves is hereby named Mayers Memorial Hospital District Employee of the Month for July 2020; and

DULY PASSED AND ADOPTED this 26th day of August 2020 by the Board of Trustees of Mayers Memorial Hospital District by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Beatriz Vasquez, President
Board of Trustees, Mayers Memorial Hospital District

ATTEST:

Jessica DeCoito
Clerk of the Board of Directors

Foundation Update (dated 8/18/20):

The *Mayers Healthcare Foundation (MHF)* board of directors met for business on July 20, 2020.

Find below some of the meeting's business and recent foundation activities.

- Reports: Financial Balance Sheet, P&L with previous year comparisons (including \$10K variance supplemental report), and Gift By Date for the period 5/1/20-6/30/20.
- Reports verbally by: Volunteer/Events Director, Foundation CEO, District CNO and District Board Director.
- Other foundation board business highlights:
 - Amazon SMILE registration being denied for MHF because (I believe) of our charity status. We are a 501(c)(3) nonprofit, organized exclusively for the benefit of a publicly supported organization (MMHD) described in 509(a)(3) (within our bylaws). MHF files federal tax forms as a Type III functionally integrated supporting organization (MHF) operated in connection with, and functionally integrated with, its supported organization (MMHD). This is more important than you might think and both governing bodies should have some basic understanding of the status and its impact. On our annual 990 Income Tax form, we list our supported organization(s): MMHD, the sole supported organization documented as well as the monetary support. Now...back to the Amazon SMILE. It seems that this status wrenches us down as far as charity (a good thing for us!) but possibly not as global as other 501(c)(3) organizations. Perplexing why we are denied while other neighboring and similar 501(c)(3) corps have been accepted by Amazon SMILE. Still investigating and hoping to receive Amazon SMILE benefits. Side note: Please sign up with the C&K Market Community Rewards program if you haven't already.
 - Upcoming Events:
 - Health Fair (discounted blood testing) will be organized when we get a "green light" from laboratory department. We want to afford them time to get settled into their new beautiful department before we ask them to assist us in planning the event. Participants will be processed, in regard to COVID, as any other visitor entering the hospital. Community members continue to ask for the discounted blood tests—plus, it will give them an opportunity to see their new hospital wing. This will not be an event where there will be mass numbers but offered to our community throughout the remaining year.
 - Northstate Giving Tuesday is December 1st. As you all know this fundraising event is facilitated by Shasta Regional Community Foundation (SRCF). We will be participating in the event this year to raise funds for designated equipment. We ask you to help us market the event and encourage your friends, neighbors and family to participate on December 1st. BTW...the SRCF recently announced they have changed their name to **Community Foundation of the North State**.
- Finance Committee meeting held 7/22/20
 - Pittville property
 - Financial P&Ps annual review

→ MHF Scholarship Awards 2020 - \$11,400

- 4 Community Scholarships awarded to graduating high school seniors majoring in health/medical studies (2 FRHS/1 BVHS/1 BHS)
- 3 Community Renewal Scholarships (awarded to students graduating from local high schools in prior years)
- 5 Mayers Employee Development Scholarships (MEDS) awarded to Mayers' employees enrolled in the following programs: MSW, BSN, LVN, FNP, ASN
- 1st Ever... Dr. Robert M. Adams II, Memorial Scholarship was awarded this year to a student with a GPA of 3.0+ enrolled in a bachelor's program.

Scholarship awards are funded through the generosity of community members through private contributions and the Mayers Gift Shop proceeds. Gratitude and thanks to these generous donors and to the volunteers for their time and efforts in operating, stocking, and working the gift shop!

Restricted Scholarships Awarded: Anna Conde Memorial Scholarship; Dr. Robert M. Adams, II, Memorial Scholarship; Dr. Dan Dahle Scholarship; Leland Kerns Memorial Scholarship; and the Julie McCullough Memorial Scholarship.

→ News & Announcements

- \$8,000 Anonymous donor-advised gift for Mayers' nursing development (restricted funds).
- \$22,000 Award to MMHD for NHW landscaping project. This gift is from proceeds raised during the 2018 On-the-Green Golf Tourney!
- \$32,760 2020 MHF Awards:

2020 MHF Awards			
	Department	Purpose	Awarded Amount
1	Acute	Bladder Scanner	5500.00
2	Environmental Services	Auto Scrubber	8000.00
3	Food & Nutrition - Burney	Plate Heater	1322.00
4	Food & Nutrition - FRM	Plate Heater	1322.00
5	Food & Nutrition - FRM	Meal Delivery Carts (s)	7810.00
6	SNF - Burney	*Hepa-Care Air Purification System (2)	2400.00
7	Physical Therapy	**LiteGait Trainer	6406.00
		Total 2020 MMHD Award	\$32,760.00

*/** = Collaborative Funding Efforts

*\$11,948 = SRCF Grant \$7,500 + MHF Award \$2400

**\$17,906 = SRCF Grant \$7,000 + MHF Award \$6406 + Russ & Helen Hawkins Donation \$4500

The 2020 Awards are funded through the generous thrift store donors, and the good works of our volunteers and staff operating the Lucky Finds Thrift Store!

Recognition and thanks to our foundation board members! Keith Earnest, PharmD, President; Steven Raffin, MD, Vice President; Renee Coe, Secretary; Paul Kerns, Treasurer; Linda Adams, Mona Carr, James Hamlin, Randall Harr, Martin Johnson, Elsie Matthews, Gail McClung and exofficio directors Jeanne Utterback and Louis Ward.

Marlene McArthur, Chief Executive Officer
Mayers Healthcare Foundation



Safety/ Emergency Preparedness Quarterly Report

August 26, 2020 Regular Board Meeting

Presented by: Valerie Lakey

With the focus on COVID-19 since March 2020, most training has been put on hold. We have been using real application of our training.

Screening and other COVID signage for the New Hospital Wing was completed. We continue to stay up to date on all COVID stats and provide information as needed to staff. We attend a weekly (virtual) Shasta County Hospital surge planning meeting. We are currently working on a regional surge plan with our RDHMS (Regional Disaster Health Medical Specialist).

We launched the "MyEOP" App that includes most all resources for Safety and Emergency Preparedness. Additionally, the App includes information for Survey readiness and Infection Control. This App provides information that is easily accessible on a smartphone or tablet.

We have been identifying alternate methods of getting staff to utilize App. We will be reviewing it during orientations and helping staff load the App. We are also planning some interactive drills and activities that would use the App to encourage the use.

We published our first quarterly Safety/Emergency Preparedness newsletter in June. This will be an additional resource for staff and it will feature regular topics that align with our CMS EP Guidelines.

The Safety Committee has been meeting virtually since March. We are hoping to get back to more productive and interactive in-person meetings soon. The committee is working to identify policies and procedures that need to be updated as a result of the new building. We will be updating fire drills, evacuations, lockdowns, etc. Additionally maps are being updated. The committee is also working on updating the Workplace Violence Prevention plan as required since we have a new building.

A tour for Shasta County Sheriff and CalOES was conducted to review safety and emergency preparedness in the new hospital wing. We were pleased to have Sheriff Eric Magrini in attendance. This is a way to stay proactive and "know who we know" before we need to know them. It was a productive visit and some ideas were shared to facilitate good communication and accessibility.

As a part of the North state Emergency Preparedness Coordinator group, a meeting and tour was held at Enloe (before COVID) and just recently at SRMC. These meetings are a chance for EP Coordinators to share ideas, resources, and education and collaborate in order to be prepared for regional EP events. All of the representatives involved have found this to be a valuable resource. We will be visiting Mayers and Modoc for our next meeting in October.

We met with PG & E and the Hospital Council regarding PSPS events. PG&E has been working with CHA and Hospital Council to ensure that California Hospitals maintain power during PSPS events. They have a generator program which could be utilized if we have a need. The meeting was on-site at the Fall River Campus and our plant operations was able to review our generator system with the PG & E representatives.

We met with staff from FRJUSD to offer resources and ideas regarding student safety and COVID. We will continue to meet and collaborate with the school district.

Upcoming Training:

Surge Tabletop Drill with Shasta County Hospitals - November

Upcoming Projects:

FastCommand System on Intranet

Convert EOP and other documents to electronic format

Hospice quarterly report

April 1, 2020 – June 30, 2020

Hospice staff has been diligently keeping up with the ever changing standards of care recommendations during the covid-19 pandemic. We have been screening and educating all patients, family members and the community at large as per recommendations from our hospitals and CDC guidelines. Many questions and concerns have and will continue to be addressed as they arise. Some hospice regulations such as volunteer hours and via teleconference routine visits have been deferred for the time being until otherwise notified. Staff continues to do in person routine visits and use appropriate PPE within the home. During this time hospice staff has continued to take cover hospice on-call hours as well as on-call hours for acute-care floor in the event of a covid-19 patient.

Hospice had a mock surveyor come in the end of June. This comprehensive survey included a review and audit of all vendor contracts, DME usage, billing practice, mission statement, patient satisfaction scores, in field observation of nursing, HHA and documentation. Documentation and EMR was thoroughly reviewed. We received a several page report and as a team we will review it and continue to make improvements.

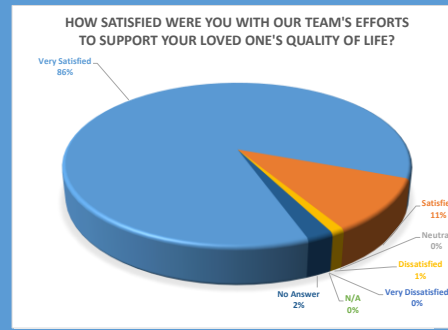
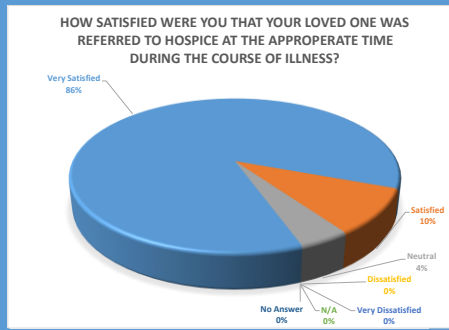
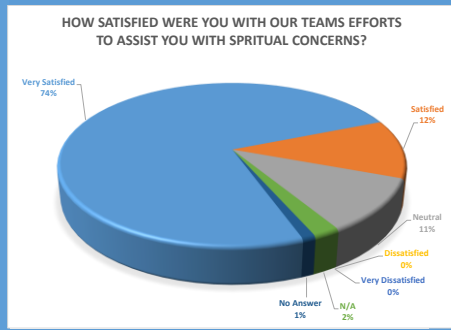
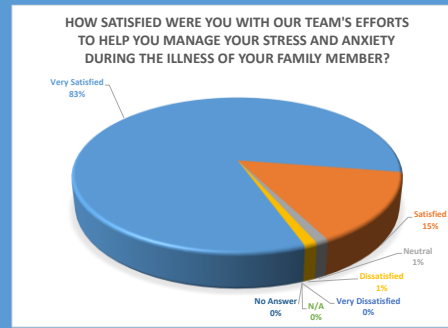
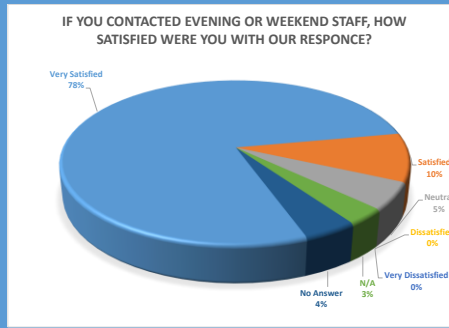
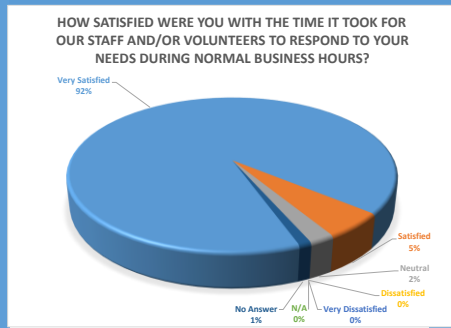
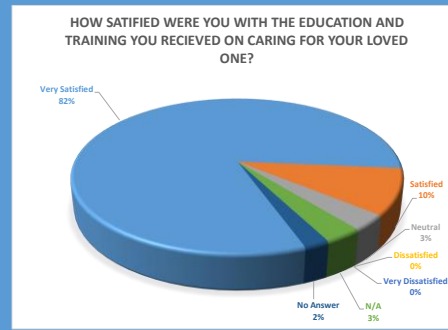
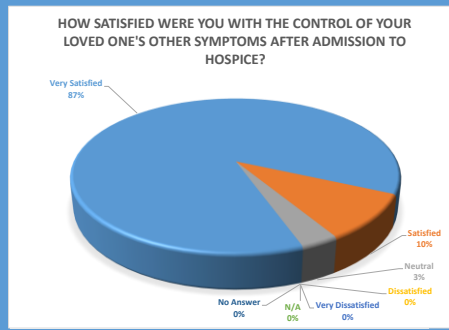
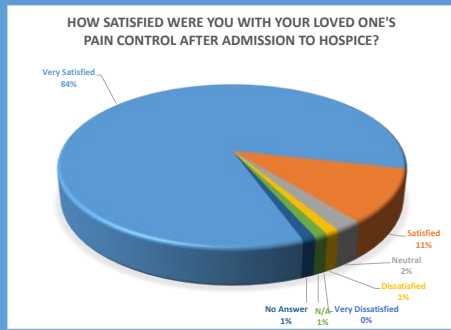
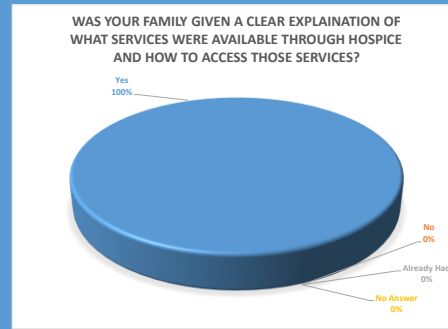
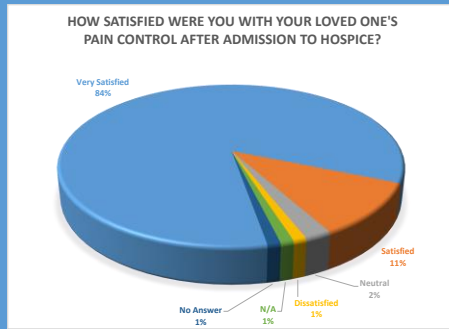
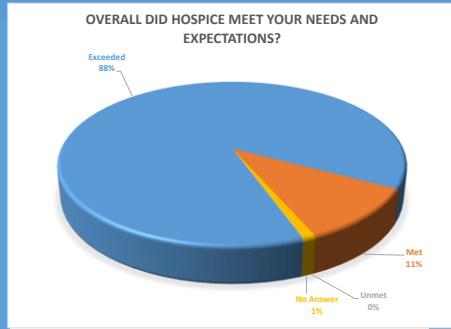
There have been vast improvements in our overall Pepper report scores. This improvement was achieved through educating staff, working with our EMR provider and diligent auditing of all charts. I do find our EMR rather cumbersome to work with. A conversation needs to be had about a new EMR system.

Attached you will find patient satisfaction scores which are above the national average.

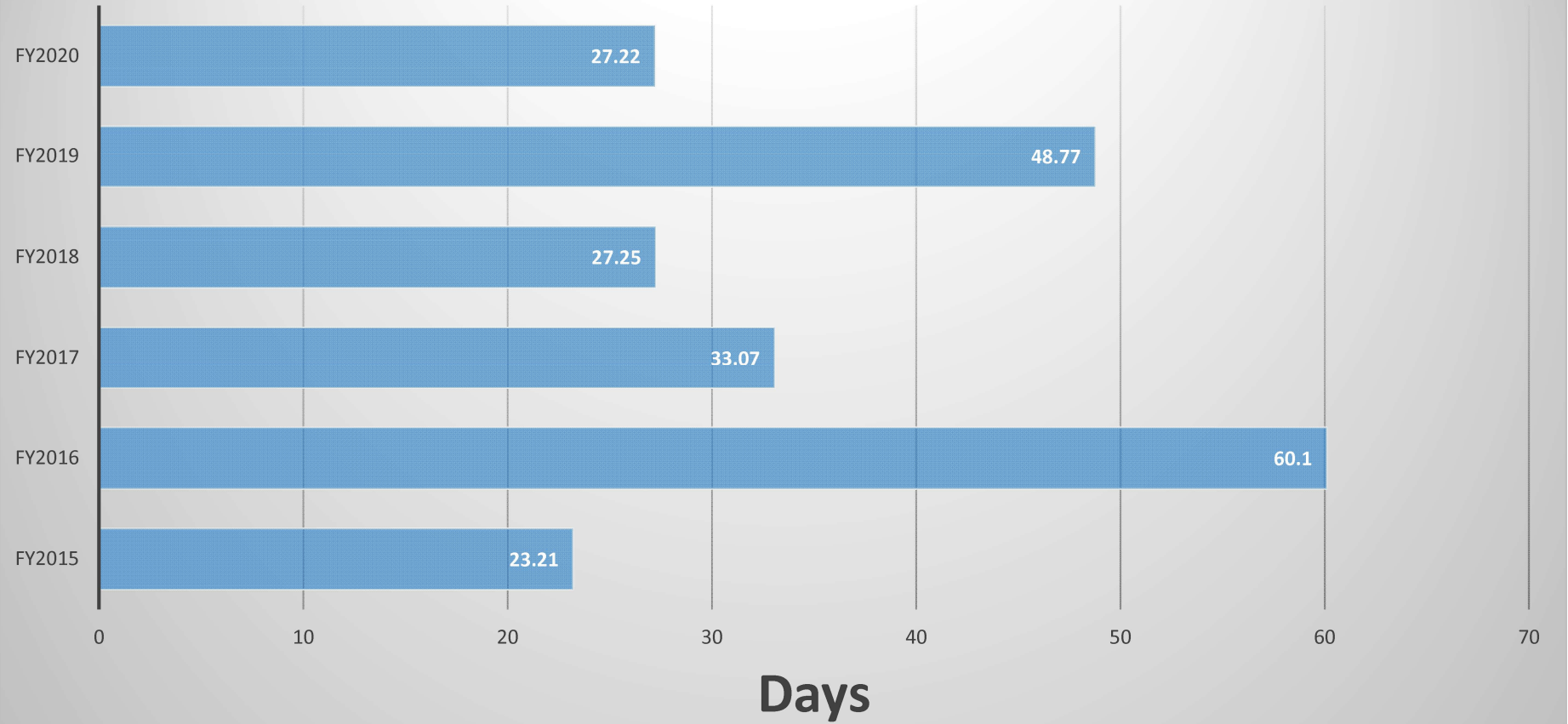
Respectfully submitted,

Mary Ranquist

Hospice Quality Dashboard 2020

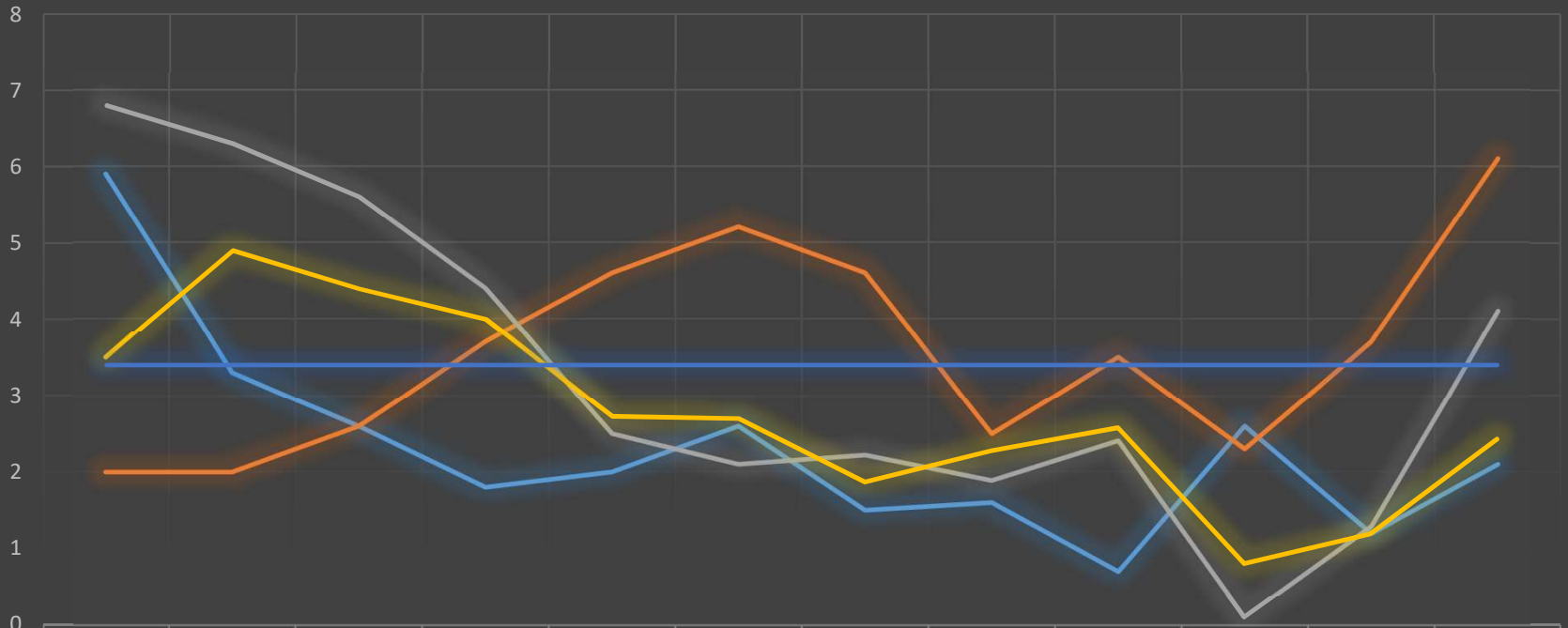


Average Length of Service



Average Patient Days

— fy2017
 — fy2018
 — fy2019
 — fy2020
 — Target



	July	August	September	October	November	December	January	February	March	April	May	June
fy2017	5.9	3.3	2.6	1.8	2	2.6	1.5	1.6	0.7	2.6	1.2	2.1
fy2018	2	2	2.6	3.7	4.6	5.2	4.6	2.5	3.5	2.3	3.7	6.1
fy2019	6.8	6.3	5.6	4.4	2.5	2.1	2.22	1.89	2.41	0.1	1.29	4.1
fy2020	3.5	4.9	4.4	4	2.73	2.7	1.87	2.28	2.58	0.8	1.19	2.43
Target	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4

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
Strategic Planning Committee
Minutes
August 10, 2020
Fully Remote Zoom Meeting

Attachment A

DRAFT

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:** The meeting was called to order at 12:010 pm on the above date.

BOARD MEMBERS PRESENT:

Allen Albaugh, Chair
Beatriz Vasquez, PhD, President

STAFF PRESENT:

Louis Ward, CEO
Ryan Harris, COO
Travis Lakey, CFO
Jessica DeCoito, Board Clerk
Marlene McArthur, MHF Executive Director
Sheba Sawyer, MHF Grant

Community Members Present

None

-
- 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; committee members accepted the minutes of May 11, 2020 Albaugh/Vasquez **Albaugh – Y**
Vasquez – Y

- 4 Mayers Healthcare Foundation: Alignment between MHF's Fundraising Priorities & MMHD's Strategic Plan**

Important for our fundraising plan to align with the MMHD's Strategic Plan. MHF wants to help align donors with MMDH's Strategic Plan and goals to help meet MMHD's needs. Knowing what a foundation or grant requires in their application, and aligning our Strategic Plan and evaluation of plan now will help with applying for grants in the future. Let's begin looking into grants that could be specific to our rural health clinic, and our future projects.

- 5 COVID-19 Update:** 400 cases in Shasta Co.

- 6 COVID-19: PREPARING FOR A LONG TERM PLAN:** plan is flexible but 4 areas where our priorities are: testing, visitation for residents, NHW set up and morale for staff and residents. Actively searching for the rapid tests and machines to process the tests – competition trying to get these tests and processes. COVID trailer is being moved to the new hospital wing. A screening process will be in place with the opening of the NHW. Negative pressure room is available in the NHW for those needing more care. Actively working on visitation plans for family members with the residents – but right now CDPH is requiring us to keep the SNF and Acute closed. Staff morale is very important and we have plans being set up for thanking our staff and providing some happiness in these cloudy times.

- 7 CONSTRUCTION UPDATE:** current projects: NHW – licensure is set for August 18th with the hopes of opening up right away. SNF Refresh project is complete for phase 1 and phase 2 but phase 3 is on hold because of COVID – this is the permitted set of updates. Burney Clinic is set to finish on January 2021. Demolition project is set to start by April 2021. Riverview House and Admin Building are complete with a few punch list items to finish. Nurse Call Project is set to start and will finish within

4 weeks. Heli Stop project is set to start on September 7th with completion targeted at 1 week later. Burney Annex Fire Panel – will begin next year. HVAC project is the more expensive project with a 2 to 3-year timeframe – looking at beginning at 2021 with completion date around end of 2023. PT & Cardiac Rehab project will hopefully begin around September 2021 and completion around 2023. Move SNF down into Cardiac Rehab. After demo of 1953 building – we could put together a nice courtyard for community and residents. FR Kitchen has some updates with refrigeration unit that would require wall demo – FR Clinic project start in 2023 and complete in 2024. Lots of projects and a lot of factors playing into this, including legislature, finances, efficiency, etc. We need to dial this in within the next 6 months.

8 ADMINISTRATIVE REPORT: more flu vaccines have been ordered than last year with the hopes of folks coming in through the Retail Pharmacy for their flu vaccinations. August 18th – CDPH will be onsite to license the new hospital wing (hopefully). August 11th – MMHD will meet with FRJUSD on how we can help them out. Board Quality and Managers Meeting scheduled for August 11th. Clinic – we are very close to getting a clinic manager hired and a mid-level has been hired with a start date in October 2020. We continue to look at other positions to fill in our clinic as well, and we are developing the plan for training on our EMR (electronic medical record) system, etc.

9 OTHER INFORMATION/ANNOUNCEMENTS: None at this time.

10 ADJOURNMENT – 1:22 pm – Next Strategic Planning meeting is September 14th at 1:00 pm

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
Quality Committee
Minutes

Full Remote Teleconference
August 11, 2020 @ 1:30 PM
Fully Remote Zoom Meeting

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: Board Chair Laura Beyer called the meeting to order at 1:32 pm on the above date.		
	BOARD MEMBERS PRESENT:		STAFF PRESENT:
	Laura Beyer, Secretary Jeanne Utterback, Director		Louis Ward, CEO Candy Vculek, CNO Ryan Harris, COO Keith Earnest, CCO
	ABSENT: Jack Hathaway, Director of Quality		Dawn Jacobson, Infection Control Alex Johnson, Facilities & Engineering Ryan Nicholls, IT 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; committee members accepted the minutes of July 8, 2020	Utterback, Hathaway Beyer – Y Utterback – Y
4	ADMINISTRATIVE REPORT: FRJUSD Board Meeting for tomorrow will bring up safety and insurance concerns. Our Housekeeping, Infection Prevention, Safety and Administration teams are meeting with School District leadership to help support their safe environments and provide feedback to their teams. Discussions in place regarding the testing of teachers & staff at a higher tier level. Licensure will be onsite for the NHW on August 18 th . Lots of movement going on with NHW for moving equipment in, cleaning the space and preparing for the NHW to open. Hope is for license to be approved on the 18 th but additional time for opening may be needed depending on Licensure staff requests. Staff morale is a slinky with ups and downs with COVID restrictions, NHW nearing completion, no in person meetings, no visitors for residents, no fair, etc. We are working on an Employee Appreciation Week for the week of fair. Testing: we are working on procuring the necessary equipment to process tests within 5 minutes. Busy hiring for the Burney Clinic Manager position – offer is out and waiting on response. A Physician Assistant has been hired and will begin in October to begin training in the Hospitalist Program.		
5	Quality Facilities Reports: Written reports submitted.		
	5.1	Facilities & Engineering: appreciation shared with team for all the hard work they do for MMHD.	
6	Quality Staff Reports: Written Reports submitted		
	6.1	Information Technology: Staff has a packed workload with a new building and a pandemic in place, let alone their normal IT maintenance calls. Helping fellow MMHD staff understand the circumstances has been helpful. NHW equipment for IT has been moved over and set up. Phone server will stay in the existing building until we can have a better plan in place on a better timeline.	

6.2	Safety – Quarterly Report: what percentage was on the uptake of the EOP app? Do we have metrics on the use of the app? Val to report to Quality Committee. Val continues to be a part of a weekly team meeting with Shasta Co. Public Health.
7	Quality Patient Reports: Written reports submitted
7.1	Environmental Services: having some difficulties with getting some additional staff to help with the NHW workload.
7.2	Dietary: LEAN process was started pre-COVID but has been put on hold. But we have been able to provide lunches to staff with an online point of sale system. Breakfast hours and options will become available soon. Tracking orders and profits from the kitchen will be easier now with the Point of Sale system.
7.3	SNF Events/Survey: CDPH Survey last week – getting a survey every 2 to 4 weeks – to check in on our SNF mitigation plan. Surveys are going very well for both facilities. New Van Driver has been hired for Activities. CNA program starts shortly with 6 students. And we have a lot of interest
7.4	Infection Control: continue to work on employee COVID testing – just having to wait on results. Working with FRJUSD on infection prevention in the school environment.
8	Quality Finances Reports: Written reports submitted
8.1	Purchasing: staffing posed a challenge with losing two team members within two weeks of each other. But we were able to hire a Stock Clerk to join the team.
9	Quality Education: No information to be reported in August. Will update in September.
10	Quality Program Reporting and Initiatives: No report for August. Will update in September.
11	Old Business
11.1	Report Template: continue to gather input. Provide feedback to Laura & Jeanne and work on template to provide at next month's meeting.
12	OTHER INFORMATION/ANNOUNCEMENTS: None
13	ANNOUNCEMENT OF CLOSED SESSION: 2:25 pm
	<p>APPROVAL OF CREDENTIALS: LIST OF CREDENTIALS:</p> <ul style="list-style-type: none"> - STAFF STATUS CHANGE <ol style="list-style-type: none"> 1. Fred Gorin, MD – Move to Inactive 2. Richard Carregal, DO – Move to Inactive - MEDICAL STAFF REAPPOINTMENT <ol style="list-style-type: none"> 1. Tom Watson, MD – Family & Emergency Medicine - MEDICAL STAFF APPOINTMENT <ol style="list-style-type: none"> 1. Sander Saidman, MD – Radiology 2. Jonathan Jewkes, MD – Radiology 3. Adam Attoun, DO – Radiology 4. Douglas Huges, MD – Radiology 5. Gregory Ginsburg, MD – General Surgery 6. Melissa Butts, DO – Rheumatology <p>Credentials approved to be reviewed at the next Regular Board Meeting on August 26th. Motion to approve was moved by Director Utterback, seconded by Director Beyer. Votes: Utterback – Yes and Beyer - Yes</p>
14	RECONVENE OPEN SESSION - Report closed session action
15	ADJOURNMENT: 2:29 pm - Next Regular Meeting – September 9 th , 2020

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.

This is a sample of what the FACEBOOK post would look like. I can change the pictures to correspond to what is happening in that month.



MEETINGS, AGENDAS, NOTES

MMHD BOARD UPDATE

WWW.MAYERSMEMORIAL.COM

The Mayers Memorial Hospital District board will be having a regular meeting August 26, 2020 at 1:00 pm. The meeting will be virtual. Click here for the meeting agenda. (Link to website)

Posts will be made:

- Prior to meeting—with link to agenda
- After meeting—The board met on [date] and discussed and decided on several issues. Click here to read some of the highlights of the meeting. The full minutes will be available when approved at the next meeting on [date]

On the website: We will make a banner that looks similar to FB graphic to put on the home page and will also put a link on the board page.

“Message from the Board of Directors: on [date], the board discussed several topics including [highlight up to three areas such as progress of building, key positive financial standings, state of a particular service, etc.]. If you have any questions, comments or concerns, please be sure to contact one of the board members who are here to represent you and our community’s best interests.”

Process: it is intended that the message on the website will be rather short and just highlight a few things and as appropriate, bring in a few other messages such as a reminder to shop at the thrift store, etc.

An action item could be added to each meeting agenda that determines who will write that month’s message and members can let the author know whether there is any particular item from the agenda they want highlighted or agree to let the author choose.

An additional layer can be added by the author sending their draft to the Board President for review and comment prior to sending to Val to be published. This would add a layer without potentially violating the Brown Act.

Efforts will be made to have the message on the website within a week of the meeting.

CORNING FORD

Source: REFERAL		Salesperson: KELLY BREEDLOVE	
Price	39,191.00	Trade	0.00
Taxable A.M.O.	0.00	Payoff	0.00
Document Processing Charge	85.00	Net Trade	0.00
Emissions Testing Charge	0.00	Cash Down	0.00
Sales Tax	2,847.51	Deferred Down	0.00
Non-Tax A.M.O.	21,998.00	Rebate	1,000.00
Service Contract	0.00	Total Down	1,000.00
Subtotal	64,121.51		
DMV Fees	0.00	APR	0.00
State Emissions Certification or Exemption Fee	0.00	Term	1
California Tire Fee	8.75	Monthly Payment	63,160.26
Electronic Veh Reg or Transfer Charge	30.00	Final Payment of	
Total Insurance	0.00		
Total			
Amount Financed	63,160.26		
Finance Charges	0.00		
Total of Payments	63,160.26		

63,16.26

*** BUYER ***

MAYERS MEMORIAL HOSPITAL
P O BOX 459
FALL RIVER MILLS, CA 96028

Date of Birth: _____
Home Phone Number: (530) 336-5511
Work Phone Number: (530) 336-7556
County: SHASTA
Email: rharrsi@mayersmemorial.com

*** CO-BUYER ***

Date of Birth: _____
Home Phone Number: _____
Work Phone Number: _____
County: _____
Email: _____

*** PURCHASE ***

*** TRADE 1 ***

*** TRADE 2 ***

Stock Number
Year
Make
Model
Body Style
Color
Trim
Key 1 Number
Key 2 Number
Weight
License
Odometer
VIN
Cylinders
Vehicle Type

*** BANK ***

NONE
CA

*** INSURANCE ***

2020 TRANSIT NA Page: 1 of 2
 Order No: L119 Priority: Ord FIN: PU266 Order Type: 59 Price Level: 040
 Ord PEP: 301A Cust/Flt Name: NORCALMOBITY PO Number: CDOT148EL

	RETAIL	DLR INV	RETAIL	DLR INV		
U4X HR PASS XL RWD	\$45160	\$42901.00	20E	10360#	GVWR	NC NC
148" WHEELBASE			21P	2W	D/P PLZ VNYL	NC NC
YZ OXFORD WHITE			41H	ENG	BLK HEATER	75 69.00
V VINYL			425	50	STATE EMISS	NC NC
K PALAZZO GRAY			47E	BUILDERS	PKG (1240)	(1129.00)
301A PREF EQUIP PKG			153	.FRT	LICENSE BKT	
.XL TRIM			16C	.VINYL	F FLOOR	
57B .MANUAL A/C	NC	NC	53K	.MOD	WIRING SYS	
99G 3.5L ECOBOOST	1495	1361.00				
44U .10-SPEED TRANS				TOTAL	BASE AND OPTIONS	49100 43291.13
TB8 195/75R16C BSW	NC	NC		TOTAL		49100 43291.13
X7L 3.73 LS	325	296.00				*THIS IS NOT AN INVOICE*
JOB #2 ORDER						
CA BOARD FEES	NC	.65				* MORE ORDER INFO NEXT PAGE *
FLEET SPCL ADJ	NC	(430.00)				F8=Next

F1=Help F2=Return to Order F3/F12=Veh Ord Menu

F4=Submit F17=Delete Entry

S006 - MORE DATA IS AVAILABLE.

QC41811

2020 TRANSIT NA Page: 2 of 2
 Order No: L119 Priority: Ord FIN: PU266 Order Type: 59 Price Level: 040
 Ord PEP: 301A Cust/Flt Name: NORCALMOBITY PO Number: CDOT148EL

	RETAIL	DLR INV	RETAIL	DLR INV
96K .LESS RR SEAT PK				
545 SHRT PWR HT MIR	160	145.00		
57N RR WIN DEFROSTR	NC	NC		
60C CRUISE CONTROL	325	296.00		
63E DUAL BATTERIES	NC	NC		
87E AUX FUSE PANEL	385	351.00		
92E PRIVACY GLASS	675	615.00		
942 DAYTIME LAMPS	45	41.00		
SP DLR ACCT ADJ		(2931.00)		
FUEL CHARGE		10.48		
DEST AND DELIV	1695	1695.00		
TOTAL BASE AND OPTIONS	49100	43291.13		
TOTAL	49100	43291.13		

THIS IS NOT AN INVOICE

Stock Order

VAN - 39,191
VAN + 21,998

Conv 61,189.00
- 1000 Rebate



www.norcalvans.com



1300 Nord Ave. Chico CA 95926

866-892-0150

Fed ID# 94-2698111



NorCal Vans Upfit Ordering Guide

(Version 6-20) Created By:	Greg Hollis	Email:	Greg@nor-calvans.com	Proposal#	SO6130
Quote Date:	7/30/2020	Quote Expiration Date:	8/29/2020	Price Level:	Dealer

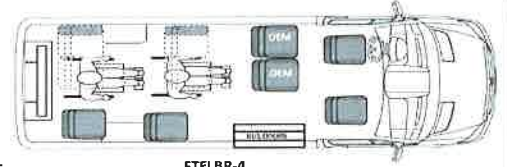
Dealer/Customer:	Corning Ford	Contact:	Kelly Breedlove	Reference:	Mayer
Street:	2280 Short Drive		Phone:	530-824-5434	
City/State/ZIP:	Corning	CA	96021	Email:	kbreedlove@corningford.com
Model:	350 EL Passenger Van	Ext Color:	TBD	VIN:	TBD

Nor-Cal Vans Paratransit Package Standard Features

- ADA-Compliant Commercial Wheelchair Lift.
- Flush-mount L-Track
- Tie-Down Storage Bags
- Freedman Seating (Level 1 Gray Vinyl, Inboard Armrest)
- Ford OEM seats retained when possible.
- Wheelchair Lifts and Installation FMVSS 403/404 Compliant
- Wheelchair Lift Interlock System.
- Q-Strait M-Series manual tie-down belts, with lap and shoulder.
- Altro Transflor Meta Flooring at Wheelchair Securement areas.
- Entry Grab Bar Stanchion at non-lift door.

Package	NorCal Vans Base Package Pricing	QTY	Dealer	Retail	TOTAL
ELBR-4	Transit Bus Door Wheelchair Transporter ELBR-4	1	\$21,198	\$24,198	\$21,198

- *Transit Bus Wheelchair Transporter (ELBR-4)
- *36" Wide Opening (33" net) X 76" Tall
- *Door Operator Switch at Driver Station
- *Second Door Operator Switch at Curb-Side B-Pillar.
- *Non-Slip Flooring On Steps
- *Stainless Steel Wheel Liners
- *One 2-Passenger OEM Seat, Curb-Side.
- *Two 2-Passenger Fold-Away Seats, Street-Side.
- *Two 1-Passenger Seats, Curb-Side.
- *Two Wheelchair Securement Locations.
- *Automatic Bus Door Entry (White)
- *Door Interlock System
- *Lowered Stepwell Entry
- *Boarding Lights
- *Tinted Glass Doors
- *Entry Grab Handles
- *Braun Century II ADA-Compliant Wheelchair Lift
- *34"x 54" Platform, 800lb Rating.



FTELBR-4

Option	Additional Available NorCal Vans Options	QTY	Dealer	Retail	TOTAL
C02255	Upgrade Manual belts to QRT Max Belts	2	\$211	\$253	\$422
KA-SA-01155	Safety kit #1, Transit (5lb BC Fire extinguisher, 25-Unit First Aid Kit, Reflective triangle flare kit (3), Seatbelt strap cutter/window breaker escape tool)	1	\$165	\$198	\$165
KA-DE-01201	ADA Signage/Decal Kit	1	\$30	\$36	\$30
KA-EL-01235	Back Up Alarm (Ecco) Mounted Under Rear Of Van	1	\$80	\$96	\$80
KA-SO-02093	Oxygen Tank Holder, Basic Floor Mount, fixed-in-place	1	\$103	\$124	\$103

Conversion Total: \$21,998

Transportation, Estimate n/a

Total Sale \$21,998

Tax and License Fees are not included in this price.

Signature _____ Date _____ Purchase Order # _____

Crown Motors

555 W. Cypress Ave. Redding, CA 96001

Cell# 530-241-4321 Fax# 530-255-2932

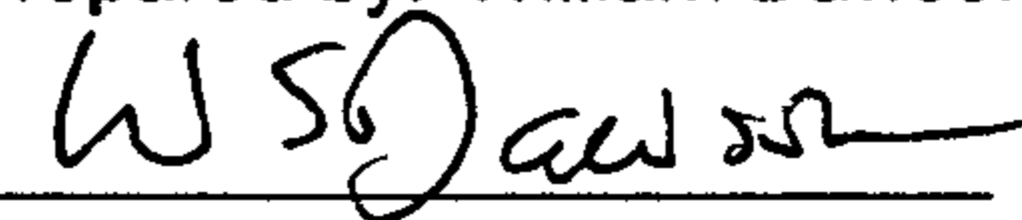
Email: bill@crowworktrucks.com www.crownworktrucks.com

Fleet Bid

7/31/2020

To: Mayers Memorial Hospital District
Attn: Travis Lakey

Prepared by: William Dawson



Vehicle Quoted: New 2020 Ford Transit 350 Passenger Wagon

Quantity	Description	Unit Price	Total
1	New 2020 Ford Transit 350 Passenger Wagon Ordered Van Approximately 90-120 days to delivery *Price includes Transit Bus Wheelchair Transporter Package ELBR-4 per Proposal# SO6130 ** Delivery to Mayers Memorial is included	\$60,678.55	\$60,678.55
Exempt Plates		Net Price	\$60,678.55
		Sales Tax	\$4,399.20
		License	\$0.00
		Doc Fee	\$0.00
		Tire Tax	\$12.25
		MVCS Fee	\$30.00
		Bid Amount	\$65,120.00

Good Until 8/10/2020

Submitted by:
William Dawson
Fleet Manager
bill@crowworktrucks.com
cell# 530-523-6011



www.norcalvans.com



1300 Nord Ave. Chico CA 95926

866-892-0150

Fed ID# 94-2698111



NorCal Vans Upfit Ordering Guide

(Version 6-20) Created By:	Greg Hollis	Email:	Greg@nor-calvans.com	Proposal#	SO6130
Quote Date:	7/30/2020	Quote Expiration Date:	8/29/2020	Price Level:	Dealer

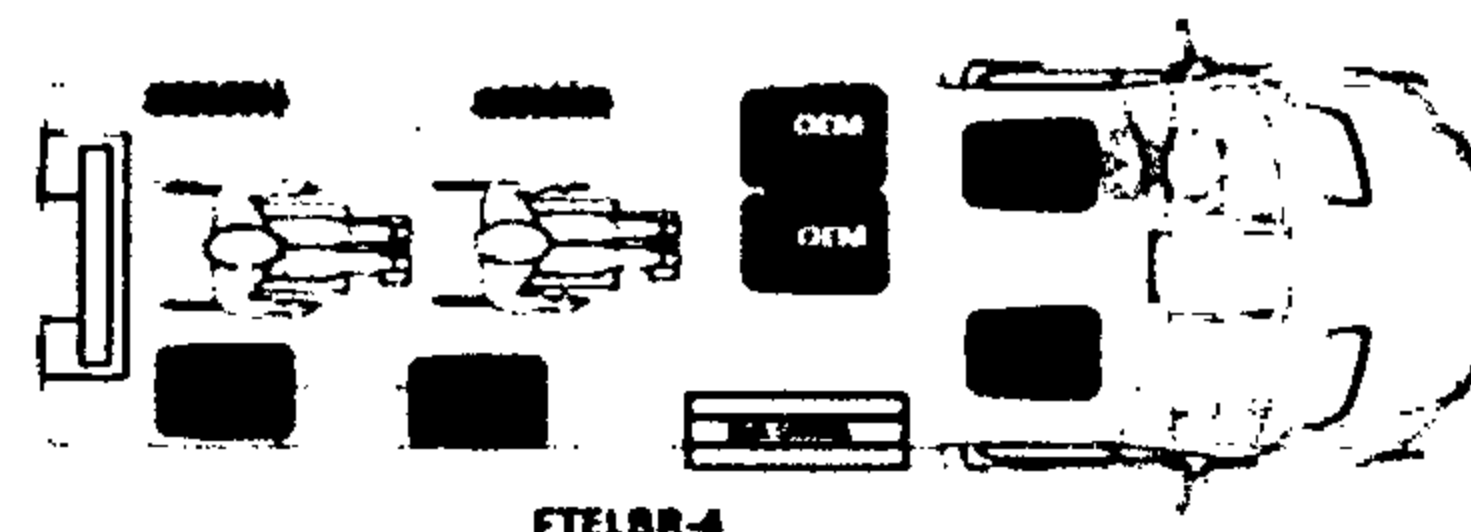
Dealer/Customer:	Crown Motors	Contact:	Bill Dawson	Reference:	Mayer
Street:	555 Cypress Ave.		Phone:	530-523-6044	
City/State/ZIP:	Redding	CA	93001	Email:	bill@crowworktrucks.com
Model:	350 EL Passenger Van	Ext Color:	TBD	VIN:	TBD

Nor-Cal Vans Paratransit Package Standard Features

- ADA-Compliant Commercial Wheelchair Lift.
- Flush-mount L-Track
- Tie-Down Storage Bags
- Freedman Seating (Level 1 Gray Vinyl, Inboard Armrest)
- Ford OEM seats retained when possible.
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- | | |
|---|---|
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| *36" Wide Opening (33" net) X 76" Tall | *Door Interlock System |
| *Door Operator Switch at Driver Station | *Lowered Stepwell Entry |
| *Second Door Operator Switch at Curb-Side B-Pillar. | *Boarding Lights |
| *Non-Slip Flooring On Steps | *Tinted Glass Doors |
| *Stainless Steel Wheel Liners | *Entry Grab Handles |
| *One 2-Passenger OEM Seat, Curb-Side. | *Braun Century II ADA-Compliant Wheelchair Lift |
| *Two 2-Passenger Fold-Away Seats, Street-Side. | *34"x 54" Platform, 800lb Rating. |
| *Two 1-Passenger Seats, Curb-Side. | |
| *Two Wheelchair Securement Locations. | |



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KA-EL-01235	Back Up Alarm (Ecco) Mounted Under Rear Of Van	1	\$80	\$96	\$80
KA-SO-02093	Oxygen Tank Holder, Basic Floor Mount, fixed-in-place	1	\$103	\$124	\$103
KA-SE-01586	Add 2-Pass. OEM Seat from Inventory (subject to availability) (street side floor mount)	1	\$250	\$350	\$250

Conversion Total:	\$22,248
Transportation, Estimate	n/a
Total Sale	\$22,248

Tax and License Fees are not included in this price.

Signature _____ Date _____ Purchase Order # _____

Prepared for: Travis Lakey

Mayers Memorial Hospital District

Prepared by: Bill Dawson

07/31/2020



Crown Ford | 555 West Cypress Redding California | 960012819

2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
U4X	Base Vehicle Price (U4X)	\$45,160.00
Packages		
301A	Order Code 301A <i>Includes:</i> - Transmission: 10-Spd Automatic w/OD & SelectShift Includes auxiliary transmission oil cooler. - GVWR: 10,360 lbs - Tires: 195/75R16C 107/105 R AS BSW - Wheels: 16" Heavy Duty Silver Steel Includes exposed lug nuts. The center ornament only comes on the front wheels, and not on the rear wheels. - Radio: AM/FM Stereo Includes Bluetooth, dual USB ports and a 4.0" multi-function display. - 8 Speakers (4 Front/4 Rear)	N/C
Powertrain		
99G	Engine: 3.5L EcoBoost V6 <i>Includes auto start-stop technology.</i>	\$1,495.00
44U	Transmission: 10-Spd Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i>	Included
X7L	3.73 Limited-Slip Axle Ratio	\$325.00
STDGV	GVWR: 10,360 lbs	Included
Wheels & Tires		
STDTR	Tires: 195/75R16C 107/105 R AS BSW	Included
STDWL	Wheels: 16" Heavy Duty Silver Steel <i>Includes exposed lug nuts. The center ornament only comes on the front wheels, and not on the rear wheels.</i>	Included
Seats & Seat Trim		
21P	Dark Palazzo Gray Vinyl Bucket Seats w/Armrests <i>Deletes driver lumbar support. Includes 2-way manual driver seat and 2-way manual passenger seat.</i>	N/C
V	Vinyl Front Bucket Seats	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Travis Lakey

Mayers Memorial Hospital District

Prepared by: Bill Dawson

07/31/2020



Crown Ford | 555 West Cypress Redding California | 960012819

2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

As Configured Vehicle (cont'd)

Code	Description	MSRP
96K	2-Passenger Seats w/Add. Rear Seat Attachment Points <i>13 rear seats are removed, but seat attachment points are still present.</i>	Included
Other Options		
PAINT	Monotone Paint Application	STD
148WB	148" Wheelbase	STD
153	Front License Plate Bracket <i>Standard in states requiring two license plates and optional in all other states.</i>	Included
545	Short-Arm Manual-Folding Heated Pwr Adjusting Mirrors <i>Includes turn signals.</i>	\$160.00
92E	Privacy Glass <i>Provides protection of vehicle occupant(s) and occupant personal belongings. The glass also provides occupant comfort by helping to reduce vehicle cool-down time.</i> <i>Includes:</i> <i>- Rear-Window Defroster</i>	\$675.00
57N	Rear-Window Defroster	Included
60C	Cruise Control w/Adjustable Spd Limiting Device (ASLD) <i>The ASLD feature is great for city driving; it allows the driver to set an upper speed limit for the vehicle. If the vehicle begins to approach the upper speed limit then audible and visual warning are given.</i>	\$325.00
87E	Auxiliary Fuse Panel <i>Includes high spec interface connector.</i> <i>Includes:</i> <i>- Dual AGM Batteries (70 Amp-hr Each)</i> <i>- Modified Vehicle Wiring System</i> <i>Includes modified vehicle connections for customized wiring harness provisions.</i>	\$385.00
53K	Modified Vehicle Wiring System <i>Includes modified vehicle connections for customized wiring harness provisions.</i>	Included
58U	Radio: AM/FM Stereo <i>Includes Bluetooth, dual USB ports and a 4.0" multi-function display.</i> <i>Includes:</i> <i>- 8 Speakers (4 Front/4 Rear)</i>	Included
63E	Dual AGM Batteries (70 Amp-hr Each)	Included
41H	Engine Block Heater <i>(400W rating). Recommended when minimum temperature is 10 degrees F or below.</i>	\$75.00

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Prepared for: Travis Lakey

Mayers Memorial Hospital District

Prepared by: Bill Dawson

07/31/2020



Crown Ford | 555 West Cypress Redding California | 960012819

2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

As Configured Vehicle (cont'd)

Code	Description	MSRP
47E	Builder's Prep Package <i>Deletes rear floor covering, rear-seats and restraints and rear-seat rails and fasteners.</i> <i>Includes:</i> - Front License Plate Bracket - Modified Vehicle Wiring System <i>Includes modified vehicle connections for customized wiring harness provisions.</i> - Front Only Vinyl Floor Covering - 2-Passenger Seats w/Add. Rear Seat Attachment Points <i>13 rear seats are removed, but seat attachment points are still present.</i>	-\$1,240.00
Fleet Options		
942	Daytime Running Lights Requires valid FIN code. <i>Provides enhanced vehicle visibility during daylight conditions.</i>	\$45.00
Emissions		
425	50-State Emissions System	STD
Interior Colors		
VK_02	Dark Palazzo	N/C
Primary Colors		
YZ_01	Oxford White	N/C
SUBTOTAL		\$47,405.00
Destination Charge		\$1,695.00
TOTAL		\$49,100.00

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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs

Dimensions

- Exterior length: 263.9"
- Exterior height: 107.7"
- Front track: 68.2"
- Front headroom: 56.6"
- Front shoulder room: 67.9"
- Maximum cargo volume: 425.4cu.ft.
- Exterior width: 81.3"
- Wheelbase: 148.0"
- Front legroom: 41.3"
- Front hiproom: 60.7"
- Cargo volume: 100.5cu.ft.

Powertrain

- * **EcoBoost 310hp 3.5L DOHC 24 valve twin turbo V-6 engine with variable valve control, gasoline direct injection**
- * **Recommended fuel : premium unleaded**
- 10 speed automatic transmission with overdrive
- * **Limited slip differential**
- Fuel Economy Highway: N/A
- * **Auto stop-start feature**
- ULEV II
- Rear-wheel drive
- Fuel Economy Cty: N/A
- Capless fuel filler

Suspension/Handling

- Front independent strut suspension with anti-roll bar, gas-pressurized shocks
- Electric power-assist rack-pinion Steering
- LT195/75SR16 CBSW AS front and rear tires
- Rear rigid axle leaf spring suspension with gas-pressurized shocks
- Front and rear 16 x 6 argent steel wheels
- Dual rear wheels

Body Exterior

- 3 doors
- * **Driver and passenger power remote heated, manual folding door mirrors with turn signal indicator**
- Black door mirrors
- Clearcoat paint
- 1 rear tow hook(s)
- Sliding right rear passenger
- * **Turn signal indicator in mirrors**
- Black bumpers
- Front and rear 16 x 6 wheels

Convenience

- Manual air conditioning
- * **Ford Co-Pilot360 - Adaptive Cruise Control with ASLD distance pacing**
- Driver 1-touch down
- Manual tilt steering wheel
- Day-night rearview mirror
- Emergency SOS
- * **Cruise control with steering wheel controls**
- Power front windows
- Remote power door locks with 2 stage unlock and illuminated entry
- Manual telescopic steering wheel
- FordPass Connect 4G internet access
- Wireless phone connectivity

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Prepared for: **Travis Lakey**

Mayers Memorial Hospital District

Prepared by: **Bill Dawson**

07/31/2020



Crown Ford | 555 West Cypress Redding California | 960012819

2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

- 1 1st row LCD monitor
- Full overhead console
- Rear door bins
- Front and rear cupholders
- Driver and passenger door bins

Seats and Trim

- * **Seating capacity of 2**
- 4-way driver seat adjustment
- Driver and passenger armrests
- Front bucket seats
- 4-way passenger seat adjustment
- Metal-look instrument panel insert

Entertainment Features

- AM/FM stereo radio
- External memory control
- 8 speakers
- Fixed antenna
- Auxiliary audio input
- Steering wheel mounted radio controls
- Streaming audio

Lighting, Visibility and Instrumentation

- Halogen aero-composite headlights
- Variable intermittent front windshield wipers
- * **Rear window defroster**
- * **Deep tinted windows**
- Tachometer
- Low tire pressure warning
- Lane departure
- Fully automatic headlights
- Rain sensing wipers
- Fixed rearmost windows
- Front reading lights
- Camera(s) - rear
- Trip odometer

Safety and Security

- 4-wheel ABS brakes
- 4-wheel disc brakes
- ABS and driveline traction control
- Dual seat mounted side impact airbag supplemental restraint system
- Airbag supplemental restraint system occupancy sensor
- SecuriLock immobilizer
- Ford Co-Pilot360 - Pre-Collision Assist with Automatic Emergency Braking (AEB) Feature
- Brake assist with hill hold control
- Ford Co-Pilot360 w/Side Wind Stabilization Electronic stability control
- Dual front impact airbag supplemental restraint system
- * **Safety Canopy System curtain 1st row overhead airbag supplemental restraint system**
- Power remote door locks with 2 stage unlock and panic alarm
- Manually adjustable front head restraints

Dimensions

General Weights

Curb.....	6,865 lbs.	GVWR.....	10,360 lbs.
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Mayers Memorial Hospital District

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07/31/2020



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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Payload..... 3,420 lbs.

Front Weights

Front GAWR..... 4,130 lbs.

Rear Weights

Rear GAWR..... 6,725 lbs.

General Trailering

* Towing capacity..... 7100 lbs.

* GCWR..... 12600 lbs.

Fuel Tank type

Capacity..... 25.1 gal.

Capless fuel filler..... Yes

Off Road

Load floor height..... 28 "

Interior cargo

Cargo volume..... 100.5 cu.ft.

Maximum cargo volume..... 425.4 cu.ft.

Height..... 77.0 "

Length..... 170.2 "

Minimum width..... 53.7 "

Powertrain

Engine Type

* Brand..... EcoBoost

Block material..... Aluminum

Cylinders..... V-6

Head material..... Aluminum

Ignition..... Spark

* Injection..... Gasoline direct injection

Liters..... 3.5L

Orientation..... Longitudinal

* Recommended fuel..... Premium unleaded

Valves per cylinder..... 4

Valvetrain..... DOHC

Variable valve control..... Yes

* Forced induction..... Twin turbo

Engine Spec

Bore..... 3.64"

* Compression ratio..... 10.0:1

Displacement..... 213 cu.in.

Stroke..... 3.41"

Engine Power

* SAEJ1349 AUG2004 compliant..... Yes

* Output..... 310 HP @ 5,000 RPM

* Torque..... 400 ft.-lb @ 2,500 RPM

Alternator

Type..... HD

Amps..... 250

Battery

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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Amp hours 70
* Type Dual

Run down protection Yes

Engine Extras

* Block heater Yes

* Auto stop-start feature Yes

Transmission

Electronic control Yes
Overdrive Yes
Type Automatic

Lock-up Yes
Speed 10

Transmission Gear Ratios

1st 4.689
3rd 2.146
5th 1.52
7th 1
9th 0.689
Reverse Gear ratios 4.866

2nd 2.985
4th 1.769
6th 1.275
8th 0.854
10th 0.636

Transmission Extras

Sequential shift control SelectShift

Oil cooler Regular duty

Drive Type

Type Rear-wheel

Drive Feature

* Limited slip differential Mechanical

Traction control ABS and driveline

Drive Axle

* Ratio 3.73

Exhaust

Material Stainless steel

System type Single

Emissions

CARB ULEV II

EPA Tier 2 Bin 5

Fuel Economy

Fuel type Gasoline

Driveability

Brakes

ABS 4-wheel
Type 4-wheel disc

ABS channels 4
Vented discs Front

Brake Assistance

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Mayers Memorial Hospital District

Prepared by: Bill Dawson

07/31/2020



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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Brake assist	Yes	Hill hold control	Yes
<i>Suspension Control</i>			
Ride	Regular	Electronic stability control	Stability control with anti-roll
<i>Front Suspension</i>			
Independence	Independent	Type	Strut
Anti-roll bar	Regular		
<i>Front Spring</i>			
Type	Coil	Grade	Regular
<i>Front Shocks</i>			
Type	Gas-pressurized		
<i>Rear Suspension</i>			
Independence	Rigid axle	Type	Leaf
<i>Rear Spring</i>			
Type	Leaf	Grade	Regular
<i>Rear Shocks</i>			
Type	HD		
<i>Steering</i>			
Activation	Electric power-assist	Type	Rack-pinion
<i>Steering Specs</i>			
# of wheels	2		

Exterior

<i>Front Wheels</i>			
Diameter	16"	Width	6.00"
<i>Rear Wheels</i>			
Diameter	16"	Width	6.00"
Dual	Yes		
<i>Spare Wheels</i>			
Wheel material	Steel		
<i>Front and Rear Wheels</i>			
Appearance	Argent	Material	Steel
Covers	Hub		
<i>Front Tires</i>			
Aspect	75	Diameter	16"

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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Sidewalls	BSW
Tread	AS
Width	195mm
RPM	733

Speed	S
Type	LT
LT load rating	C

Rear Tires

Aspect	75
Sidewalls	BSW
Tread	AS
Width	195mm
RPM	733

Diameter	16"
Speed	S
Type	LT
LT load rating	C

Spare Tire

Mount	Underbody w/crankdown
-------	-----------------------

Type	Full-size
------	-----------

Wheels

Front track	68.2"
-------------	-------

Wheelbase	148.0"
-----------	--------

Body Features

* Front license plate bracket	Yes
Side impact beams	Yes

Body material	Fully galvanized steel
Rear tow hook(s)	1

Body Doors

Door count	3
Rear cargo	Split swing-out

Right rear passenger	Sliding
----------------------	---------

Exterior Dimensions

Length	263.9"
Body height	107.7"
Side door opening height	63.0"
Rear door opening height	72.2"
Rear door opening degree	253.0

Body width	81.3"
Front bumper to Front axle	40.3"
Side door opening width	51.2"
Rear door opening width	59.8"

Safety

Airbags

Driver front-impact	Yes
Occupancy sensor	Yes

Driver side-impact	Seat mounted
* Overhead	Safety Canopy System curtain
1st row	

Passenger front-impact	Yes
------------------------	-----

Passenger side-impact	Seat mounted
-----------------------	--------------

Seatbelt

Height adjustable	Front
Pre-tensioners (#)	2

Pre-tensioners	Front
----------------	-------

Security

Immobilizer	SecuriLock
-------------	------------

Panic alarm	Yes
-------------	-----

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Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Seating

Passenger Capacity

* Capacity 2

Front Seats

Split Buckets Type Bucket

Driver Seat

Fore/aft Manual Reclining Manual

Way direction control 4

Passenger seat

Fore/aft Manual Reclining Manual

Way direction control 4

Front Head Restraint

Control Manual Type Adjustable

Front Armrest

Driver Yes Passenger Yes

Front Seat Trim

* Material Vinyl * Back material Vinyl

Rear Seat Trim Group

* Material Vinyl * Back material Vinyl

3rd Row Seat Trim

* Material Vinyl * Back material Vinyl

Convenience

AC And Heat Type

Air conditioning Manual Underseat ducts Yes

Audio System

Auxiliary audio input Yes Radio AM/FM stereo

Radio grade Regular Seek-scan Yes

External memory control External memory control

Audio Speakers

Speaker type Regular Speakers 8

Audio Controls

Steering wheel controls Yes Streaming audio Bluetooth yes

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Prepared for: **Travis Lakey**
 Mayers Memorial Hospital District
 Prepared by: Bill Dawson
 07/31/2020



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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Audio Antenna

Type Fixed

LCD Monitors

1st row 1

Primary monitor size (inches) 4

Cruise Control

* Cruise control With steering wheel controls

* Distance pacing Ford Co-Pilot360 - Adaptive Cruise Control with ASLD

Convenience Features

Driver foot rest Yes

12V DC power outlet 2

Emergency SOS Integrated

Wireless phone connectivity Bluetooth

Door Lock Activation

Type Power with 2 stage unlock

Remote Keyfob (all doors)

Integrated key/remote Yes

Auto locking Yes

Door Lock Type

Tailgate/rear door lock Included with power door locks

Instrumentation Type

Display Analog

Instrumentation Gauges

Tachometer Yes

Engine temperature Yes

Instrumentation Warnings

Oil pressure Yes

Engine temperature Yes

Battery Yes

Lights on Yes

Key Yes

Low fuel Yes

Low washer fluid Yes

Door ajar Yes

Rear cargo ajar Yes

Service interval Yes

Brake fluid Yes

Low tire pressure Yes

Instrumentation Displays

Clock In-radio display

Camera(s) - rear Yes

Instrumentation Feature

Trip odometer Yes

Lane departure Warning

Forward collision Mitigation

Steering Wheel Type

Material Urethane

Tilting Manual

Telescoping Manual

Front Side Windows

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 Mayers Memorial Hospital District
 Prepared by: **Bill Dawson**
 07/31/2020



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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Window 1st row activation	Power		
<i>Windows Rear Side</i>			
2nd row activation	Fixed	3rd row activation	Fixed
<i>Window Features</i>			
1-touch down	Driver	* Tinted	Deep
<i>Front Windshield</i>			
Wiper	Variable intermittent	Rain detecting wipers	Yes
<i>Rear Windshield</i>			
* Defroster	Yes	Window	Fixed
Interior			
<i>Rear View Mirror</i>			
Day-night	Yes		
<i>Headliner</i>			
Coverage	Full	Material	Cloth
<i>Floor Trim</i>			
* Coverage	Front	Covering	Vinyl/rubber
<i>Trim Feature</i>			
Instrument panel insert	Metal-look	Gear shifter material	Urethane
<i>Lighting</i>			
Dome light type	Fade	Front reading	Yes
Illuminated entry	Yes	Variable IP lighting	Yes
<i>Floor Console Storage</i>			
Storage	Yes	Type	Partial
<i>Overhead Console Storage</i>			
Storage	Yes	Type	Full
<i>Storage</i>			
Driver door bin	Yes	Front Beverage holder(s)	Yes
Glove box	Locking	Passenger door bin	Yes
Rear yes	Yes	Instrument panel	Bin
Rear door bins	Yes		
<i>Cargo Space Feature</i>			
Tie downs	Yes		
<i>Legroom</i>			

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Mayers Memorial Hospital District

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07/31/2020

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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Selected Equip & Specs (cont'd)

Front	41.3"
<i>Headroom</i>	
Front	56.6"
<i>Hip Room</i>	
Front	60.7"
<i>Shoulder Room</i>	
Front	67.9"

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2020 Transit-350 Passenger RWD High Roof HD Ext. Van 148" WB DRW XL (U4X)

Price Level: 40 | Quote ID: MMH20U4X

Warranty

Standard Warranty

Basic

Distance 36,000 miles Months 36 months

Powertrain

Distance 60,000 miles Months 60 months

Corrosion Perforation

Distance Unlimited miles Months 60 months

Roadside Assistance

Distance 60,000 miles Months 60 months

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**Executive Director of Community Relations & Business Development – Valerie Lakey
August 2020 Board Report**

Legislation/Advocacy

AB2537 (Rodriguez) — Personal Protective Equipment: Health Care Employees, sponsored by the California Nurses Association, would require hospitals to maintain a stockpile of six months' worth of unexpired personal protective equipment (PPE). **AB 2537** was heard in Senate Labor, Public Employment and Retirement on August 11 and passed on a 4-1 vote. Rumors persist that **AB 2537** may be merged with **SB 275** (Pan), which also creates requirement on PPE stockpiles and is sponsored by SEIU. Both measures were heard last week (Aug. 17 & 18) in Appropriations Committees in the second house.

SB 275 would require the state and health facilities, including hospitals, to maintain a 90-day pandemic-level stockpile of personal protective equipment (PPE). It would also subject health facilities to fines for failure to maintain the specified amounts of PPE and for failure to provide PPE to employees upon reasonable request. **AB 2537** would require hospitals to have a six-month stockpile of PPE and subject hospitals to fines for failure to maintain that level of PPE.

SB758 would extend the deadline for the 2030 mandate to 2037 and create a stakeholder advisory committee to examine how California's health care delivery system prepares and responds to disasters of all kinds. There is a lot of pushback from "labor" and there is talk of a 5 year instead of a 7 year extension. Given the operational and economic constraints of COVID-19, there is a push from CHA to immediately consider the timing of the 2030 mandate. The lessons of the pandemic, as well as past disasters, when planning for future disasters are also being asked to be considered. The bill was heard in the Assembly Appropriations Committee on Aug. 18. and placed on suspense file.

AB890 – the Nurse Practitioner bill is still a priority. This bill authorizes a nurse practitioner who meets certain requirements to practice without physician supervision in specified environments. It would help to ensure millions of Californians are able to access health care services by allowing nurse practitioners to practice to the full extent of their education and training. The bill passed the Senate Business and Professions Committee (7-1) on Aug. 8. It was heard in Senate Appr. and amended and re-referred to Appr.

The session is wrapping up. The Legislature continues to hear bills in committees. Appropriations committees will be finalized on Aug. 20, leaving only floor sessions for the remainder of the month. They are constitutionally required to adjourn on Aug. 31. The Governor then has 30 days to consider the

legislation sent to him. We are working hard in the Legislative Strategy Group as well as writing letters and contacting members.

Marketing/Public Relations/Recruiting

A film crew was on-site for filming for a virtual “Open House”. The day went very well. Footage of the new building was captured as well as some drone footage. The video will feature portions of an interview with Dr. Watson. It is scheduled to be complete by the end of the month. We will use this video as well as many pictures, social media posts, etc. to promote the opening of the new building.

The video crew was also able to get over to the retail pharmacy to take some photographs we will use for marketing of the retail pharmacy. We are doing a bulk mailer featuring the drive-thru and mail delivery options of the pharmacy. We will also be offering a coupon for OTC items and promoting “meds to beds”. We are very pleased with the photographs and hope to have the mailer out in the next few weeks.

Information/Welcome packets are ready to send to several new are providers, including a new provider at Pit River that we are getting Wound Care referrals from.

Work continues on Hospice website and marketing. Currently we are just waiting on direction from hospice regarding logo.

Jeanna Bucher, a Fall River High School Senior had a Nursing Skills Fair on August 20. She was mentored by Michelle Peterson. We were able to help her with some marketing materials, MMHD swag and prizes.

This summer we have had two high school graduates as summer interns. Cassie Stevenson and Natalie Osborne have had the opportunity to work in various departments throughout the facility. This portion of our “Planting Seeds, Growing Our Own” has proven to be very successful and we are excited to offer the opportunity to these students. Interestingly enough, both students this year enjoyed Wound Care! They were both able to work in clinical and non-clinical areas.

Disaster/Emergency Preparedness

Please see quarterly [Safety/Emergency Preparedness report](#).



Operations Report August 2020

Statistics	July YTD FY20 <i>(current)</i>	July YTD FY19 <i>(prior)</i>	July Budget YTD FY20
Surgeries <i>(including C-sections)</i>	7	8	8
➤ Inpatient	0	2	2
➤ Outpatient	7	6	6
Procedures <i>(surgery suite)</i>	157	135	192
Inpatient	56	109	169
Emergency Room	254	417	335
Skilled Nursing Days	2284	2376	2312
OP Visits (OP/Lab/X-ray)	1172	1295	1409
Hospice Patient Days	86	93	117
PT	258	212	250

Chief Clinical Officer Report

Prepared by: Keith Earnest, CCO

Physical Therapy

- Exploring wholesale option for physical therapy equipment to be sold via Mayer's Pharmacy.
- The Lite Gait machine is in Redding and is expected to be delivered to Mayer's by the end of the month. PT staff will be in-serviced the week of the 24th and onsite training will follow once the equipment is on site. PT staff is identifying current outpatients and SNF patients that may benefit.
- Taylor Sloat, DPT candidate, will complete his time at Mayer's September 4th.
- We have an open contract agreement to take PT Assistant students (one at a time starting in February 2021)
- PT staff will be educating nursing during skills training (skills faire) on gait belts and transfers.

Pharmacy

- The Board of Pharmacy Inspection for Sterile Compounding inspection took place on August 3rd. The inspector had recommendations on changing a cleaning product which was implemented and staff has been in-serviced. The regulations require a detergent be used in the barrier isolator but the manufacturer does not recommend a detergent as it can cloud the acrylic. We are now using a detergent on the stainless steel work surface only.
- Quarterly CII controlled substance reconciliations are required by the state board of pharmacy. This has been a cumbersome process. We have reworked our forms and reports to streamline the process.

- The Hazardous Waste (USP800) education was launched to SNF nursing staff and requires 100% to pass. The test gives real world examples of things that nurses dispose on a daily basis.

Retail Pharmacy

- The State Board of Pharmacy inspection took place August 3rd. The inspection took only 40 minutes and the inspector gave lots of positive feedback. No plan of corrections was required.
- Tracy Geisler, pharmacy clerk, and Val Lakey, marketing director, are working on a marketing plan that includes coupons, and a mass mailing.

Telemedicine

- With the delayed start date at FRJUSD to Sept 8th, talk therapy for students will continue at Mayer's on Fridays until school resumes. At school counseling is scheduled to resume the week of Sept 21. Amanda Harris has rescheduled blocks of time and locations and will flex if necessary if the school situation changes.
- Telemedicine has changed neurologists. Dr. Woodburn is privileged and will start seeing patients on August 25.
- Endocrinology numbers are higher than usual and endocrinology generates a lot of lab referrals.
- Nutrition has rebounded. This service dropped off with the stay at home order and people were delaying care.
- Amanda Harris has educated Dr. Saborido on telemedicine services for ER and inpatients (pediatrics and neuro patients) and will be working with him on telemedicine in Mayer's new clinic.

Respiratory Therapy

- David Farrer, RT, has is researching funding to acquire the device for oxygen administration to infants via heated humidified high flow nasal cannula. This is now the standard of practice and oxygen tents are no longer used. Mayer's has converted to high flow nasal oxygen for pediatrics and adults.
- In advance of relaunching Mayer's pulmonary rehab program, we have planned to train staff at Sky West Medical Center in Klamath Falls. We have worked with Sky West in the past and the pulmonary department is willing to work with us but due to COVID restrictions, outside staff is not permitted.
- Staff has stocked respiratory supplies in the new Emergency Department.

Cardiac Rehab

- Numbers are steady since reopening at 15-20 per day which is down as some patients continue to shelter in place.
- We currently have three monitored patients.
- Weight equipment funded by the foundation will be installed after the physician's equipment is moved to the garage and floor maintenance is conducted.
- The gym is open to employees but sanitation wipes are still at a premium.
- Exploring grant/award opportunities to replace Holter monitors. The department is down to one and two are not able to be repaired.

Chief Nursing Officer Report

Prepared by: Candy Vculek, CNO

The New ED/Laboratory/Radiology wing is open! The move was both exciting and taxing on the staff and they did a terrific job. Things will continue to settle in over the next couple of weeks.

The first C.N.A class started on August 17th. There are 5 students in the class for MMHD (there were 7 enrolled originally but two had injuries) The second class starts October 12th and there is a lot of interest already.

An offer has been made and accepted by Amanda Ponti for the Clinic Manager position. Amanda will be joining MMHD from Modoc Medical Center where she was their clinic manager. She will be starting soon and will develop all the processes, policies and procedures needed to stand up a clinic. She will also be involved in all other aspects of standing up a clinic. MMHD has also hired another local mid-level provider to work in the clinic when it opens.

SNF Report

- Census = 81 Residents (Burney Annex = 45; Station 2 Fall River = 36); Two female beds and two male beds are available in the Burney Annex front. The Memory Care Unit is at capacity. At Station 2: One female bed is open.
- Both MMHD-Skilled Nursing Facilities have now been merged into one skilled nursing facility in our Electronic Health Record. Lots of hard work was done by staff members to accomplish this goal.
- MMHD is diligently following all CDC Guidelines and State mandates for Covid-19 prevention/protection. Staff continues to be tested monthly. Routine CDPH surveys are being conducted every three to six weeks related to COVID-19 compliance. To date there have been no deficiencies
- “Covid-19” SNF Survey Report is filled out and sent daily (before noon) to CDPH to keep them informed. Also a separate Weekly Report is now being prepared and sent.
- An Application for ‘Clinical Laboratory Improvements Amendments’ (CLIA) Waiver is being submitted. This is necessary in order for us to obtain the Rapid Response Covid-19 Test machines for both Station 2 and Burney Annex.

Acute Care Report

- June: Acute ADC 0.63, Swing ADC 11; LOS 1.10. FYE 20 Acute ADC 1.61, Swing ADC 9.71; LOS 2.28. OBS Days 10.66 and FYE 20 average 10.
- Last fulltime RN hire completed orientation mid-July. Acute care is now fully staffed with their own nurses and registry usage is anticipated to drop in the August numbers.
- OPM and Acute completed scorecard summary goals.

Emergency Department

- The Emergency Department treated 350 patients in the month of July.
- Staffing – There is currently one travel RN for the ED. There are still two total open positions but one is currently being filled by per diem staff.
- COVID Operations update – With the move to new ED the trailer has been relocated to the ambulance bay parking lot. The COVID screening process is unchanged except that there is now

a negative pressure isolation room within the ED that can be utilized for non-admitted sick COVID patients. The OPM unit will still be utilized for any admitted COVID patients.

- The transition to the new ED went smooth. There will still be a period of time where the staff will need to learn new processes and become comfortable with the new environment.

Laboratory

- Staffing –The search continues for a permanent laboratory manager. Management is also exploring interim options
- Microbiology – install of hood and equipment slated to take place over the next couple of weeks. CDPH provided us permission to continue current micro operations in old building while new equipment is installed and configured so as not to interfere with operations of either
- New wing equipment – Continue to have some issues with new chemistry analyzer. Factory rep due back out again. Because this equipment was purchased on a reagent contract – all of this extensive “tech time” is on Siemens not Mayer’s.

Radiology Board Report

- Staffing: We had two sonographer applications. A job offer has been made and accepted. This will be the first time MMHD has had their own USN tech in a long time. This will result in a solid reduction in registry costs for radiology.
- MDI and VRAD radiology groups are fully implemented. There have been a few IT challenges that resulted in delayed read reports but most have been worked out.
- CT/RF – Now that we are live in new wing – Siemens is onsite performing applications programming and ongoing training that is done with actual studies and patients
- PCC interface for Radiology is progressing. The current interface build project timeline is targeted for end of August completion

Chief Operating Officer Report

Prepared by: Ryan Harris, COO

Hospital Expansion Project

- It is with great pleasure to be able to report that we received our license from CDPH on Tuesday, August 18th, 2020. We were able to move in and see our first patients that same day. This moment was somewhat bittersweet for me as this project has been a part of my career at MMHD from the very first day I started. We spent two years designing the building and two more years constructing it. There has not been a day since I have been here that this project has not been part of my daily life. I could not be more proud of the building we were able to construct for this community and the stability it will provide for patient care for years to come. But even more so than the building, I am extremely proud of all of the operations departments. In particular, Sherry Rodriguez and the housekeeping staff, Alex Johnson and the Facilities staff, and Ryan Nicholls and the IT staff; who worked exceptionally hard over the last month to ensure the building was ready for our opening date. It was because of their hard work that contributed to our licensing process going so smoothly. I am so proud of the entire MMHD TEAM and the accomplishment we were able to achieve for our staff and this community.

Facilities, Engineering, Other Construction Projects

- The Mayer's Rural Health Clinic project is still going very well. We are starting to run into some roadblocks with the new PG&E gas service and riser room. We have lost about 14 days on the project schedule because we cannot do certain aspects of the project until these issues are resolved. The design team, Trent Construction, Alex, and I are all working on resolving these issues as soon as possible and thinking of ways to gain back the time lost.
- Alex and the Facilities team did a great job moving all of the departments around over the last month. Engineering is still wrapping up the exterior of the new Admin/Finance building but it will be completed in the next couple of weeks.
- With the completion of the new hospital wing, my focus will now shift to the demolition project. The project scope is growing with the additional HVAC work that will need to be done, the additional scope of demoing the entire old generator yard, as well as bringing our domestic and fire water distribution up to current code. This project is still progressing as planned. The milestones that we must meet are as follows: Completion of the new hospital wing by 9/25/20, start partial demolition of the existing hospital by 4/15/21, completion of the demolition project by 12/15/21. We are working through HVAC issues as one of our HVAC units sits on two rooflines and after the building is demolished it will sit too close to the outside edge of the building per code. This project is still on schedule. An RFB will be sent out upon approval of the contract documents by OSHPD.
- In addition to moving into the NHW, we were able to move the physicians into Riverview. This project is 98% complete with some additional exterior work that will need to be done over the next couple of weeks.
- The Acute Nurse Call project has been rescheduled to start on 9/14/2020.
- SNF Refresh project will include the updating of all sinks to be ADA compliant. This project has also been put on hold because of the facility's COVID-19 restrictions. No changes to this project.
- We have decided to bring the helistop project in-house. We have received the drawings and are waiting until Layton's temporary power is out of the way to begin. PG&E is scheduled to remove the remaining power poles on 9/7/2020. We will start construction of the new helistop on 9/8/2020.
- Facilities and engineering crews have been working closely with nursing leadership to ensure that our facilities can meet the demands of COVID-19 including rooms for a patient surge, isolation rooms, negative air pressure, monitoring, and HEPA filtration. To date, these measures are working appropriately.
- I have requested an update on the Laundry facility building permit as well as a cause of the fire. If I have more information at the board meeting I will report on it then.
- The church has applied for a use permit for the daycare in Fall River and the application for licensure went in on 7/22/2020. No update on this project.
- No work was done on the Fall River HVAC project this past month due to several other projects starting and current workloads for staff.

IT

Day To Day

- IT has 3 FTEs
- IT received 541 (445 last month!) new tickets
- Of 504 available hours, IT spent 191.63 Hours of their time on those tickets
- In that time, IT was able to resolve 522 of those tickets with:
 - Average of 8.25 tickets resolved per day per FTE
 - Average overall response time of 2H25M

- Average resolution time of 3H33M
- 87.4% resolved upon first contact
- Of those received, 26 had an impact on Patient Care, Business Continuity, Regulatory Compliance, or Security Posture
- Of those received, 97.3% were resolved within the SLA
- We received a total of 49 Satisfaction Surveys
 - 48 Replied 5/5 Stars
 - 1 Replied 4/5 Stars
 - 0 Replied 3/5 Stars
 - 0 Replied 2/5 Stars
 - 0 Replied 1/5 Stars

***One-Offs
Projects***

- Backup and Disaster Recovery Revamp
 - What's been done this month
 - Pausing until post NHW
 - What's coming
 - P&P for updating our air-gapped password and critical documentation vault regularly (DR)
 - Pricing out Tape and Cloud options
- SAFR EMS Project
 - Currently facilitating between SacValley MedShare
- Internet speed upgrades
 - What's been done this month
 - Burney upgrade to Gigabit Internet expected to be completely finished on 8/11
 - Retail Pharmacy 20 Megabit Internet upgrade delayed, we need to cut out part of the parking lot to repair the conduit before Frontier can finish
- Clinic
 - What's been done this month
 - Still re-quoting Paragon Ambulatory
 - What's coming
 - Server room install
 - Camera placement
 - Ethernet placement/count
 - Assisting in the selection of a Clinic EMR
- Ticketing System
 - What's been done this month
 - What's coming
 - Change Management process to help reduce the impact IT Changes have on daily business functions
- Patch Management
 - What's been done this month
 - Almost to 80% compliant, had to turn off some test servers to maintain hardware stability
 - What's coming
 - Once we iron out the bugs, patch compliance reports will be provided

- Expanded patching policies to include other devices, including network hardware and hypervisors
- Network Infrastructure Refresh
 - What's been done this month
 - Completed WiFi Survey in Burney
 - What's coming
 - Retiring of 4900M routers in Fall River
 - Installation of access layer in old server room
- Security Initiatives
 - What's been done this month
 - What's coming
 - End-User cybersecurity education via Knowbe4/Relias
 - Intrusion Detection and Prevention Tools
 - SIEM Tool Implementation
 - Revamp of all security roles in Paragon and Active Directory to align ourselves with the concept of Least Privilege Access
- Paragon 15 Upgrade
 - What's been done this month
 - Upgraded test to 15
 - Completed Pre Reqs for Live
 - What's coming
 - Super Use Training
 - Testing
 - Go Live 9/15
- MVHC Lab Interface
 - What's been done this month
 - Coordinating with Change when possible
 - What's coming
- NHW
 - The team spent many hours in the NHW in the 2nd half of the month.
 - Successfully moved all critical infrastructure to new DC
 - Setup all PC's/Phones
 - Working on Primex Clocks
 - Cabling and labelling items in the new DC

Purchasing

- Purchasing is up to 3 FTE's now. Ideally purchasing would be at 3.5 FTE for their workload. I am working with Steve to see if 3 can work if we need to bring on someone part-time.
- Jessica continues diligently in getting us daily inventory counts of PPE and other high demand items. They input this data into a burn rate calculator that the CDC provided. This shows us based on our usage of how many days' supply we have and which items we should be focusing on procuring. This has been a great tool for us to identify and prioritize PPE we are getting low on. There are still items such as procedural masks, gloves, and toilet paper that are difficult to procure.
- We are constantly searching for PPE availability through various vendors. Shortages are again becoming an issue and Steve is focusing on increasing our emergency supply inventory. We have had

to make some adjustments to our N95 masking protocols due to the shortage of N95's that will pass a fit test.

- Purchasing has done a wonderful job of ensuring we do not run out of PPE and I am pleased to announce that we have not run out of any PPE to date.

Food & Nutrition Services

- The new point of sale system continues to work great. It has given us a way to provide meals to our staff daily without them going into the SNF. Dietary continues to grow this service and is now offering breakfast.

Environmental Services & Laundry

- The arrangement with AlSCO to Launder our linens is still going well. We have had some issues with linen shortages but Sherry Rodriguez was able to correct them right away. This continues to work out well.

Operations District-Wide **Prepared by: Louis Ward, CEO**

New Hospital Wing

I am delighted to announce we have opened our new hospital wing this month. It was an amazing experience to be a part of for the past 5 years, for many of us longer. I, and my team took a great deal of pride watching the first community members enter the building in need of medical care in this state of the art building. It has been a long 5 years for this building to become a reality, 2 years to figure out to pay for it, a year to design it, and 2 more to build it. I want to say thank you to the entire team here at Mayers, this was truly a team effort. I would also like to recognize the intermountain community and the District Board of Directors for their continued support of the project; this could not have been done without their support. Due to Covid-19, it is unfortunate we cannot host a community event at this time to celebrate this momentous occasion however; we do have plans to celebrate this achievement in the coming months. We will also be releasing a video providing a virtual tour of the building in the coming weeks so the community can get a view of the inside. I and the team who worked on this project daily for the past 5 years feel blessed to have been a part of such a project, it truly will be seen as a pillar of the community for years to come.

COVID – 19

At the time of this report Shasta County has reported 515 positive COVID-19 cases. To provide some perspective on the spread on July 29th, the date of our last District Board meeting there were 348 cases, on June 24th, there were 92 cases. There is positive information however, hospitalizations seem to be staying steady over the past couple months in Shasta County. Locally, we have had positive cases however they have been caught fast which has aided in keeping community spread to very low numbers. More information will be reported verbally.

FY21 Scorecard Goals

Over the past few weeks, Administration has meet with the management team to discuss the completion of the FY20 goals. I am delighted to report many of the goals we developed in July of 2019 were completed by the FYE20 date. I am always appreciative of the team's ability and willingness to work together to achieve the components of the District Board's Strategic Plan. A full report on all goals completed will be provided to the District Board in the August Board meeting. The leadership team is

now working to develop FY21 goals, which will again advance our efforts to complete the overall 2024 strategic plan.

Employee Meetings

Administration is working on developing a series of social distanced employee meetings in the month of September. Over the past 6 months, it has been very difficult if not impossible to hold employee meetings considering the size of the meetings. We have been successful holding management meetings with the use of technology however; employee meetings are much more challenging considering we have made a conscious effort to reduce employee to employee interaction wherever possible. We are working towards an outdoor meeting with the staff, this will allow us to spread out while covering the many topics I have planned to discuss at the meetings.

The upcoming School year and Workforce

This school year is starting like none before, it is starting with more questions than answers and a great deal of uncertainty. With that said, the Administration of the hospital and the Administration of the School District have been discussing plans for a safe school year. Hospital leadership and School District leadership met this month to discuss infection prevention measures, cleaning procedures, COVID testing strategies, and workforce. We all are working together in hopes of a safe school year. More information about this meeting and current activities will be reported verbally.