

Chief Executive Officer  
Ryan Harris



Board of Directors  
Abe Hathaway, President  
Jeanne Utterback, Vice President  
Tami Humphry, Treasurer  
Lester Cufau, Secretary  
James Ferguson, Director

Board of Directors  
**Regular Meeting Minutes**  
April 23, 2025 @ 1:00 PM  
Mayers Memorial Healthcare District  
Burney Annex Boardroom  
20647 Commerce Way  
Burney, CA 96013

*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.*

**CALL MEETING TO ORDER:** Jeanne Utterback called the regular meeting to order at 1:00 PM on the above date.

**BOARD MEMBERS PRESENT:**

Jeanne Utterback, President  
Abe Hathaway, Vice President  
Lester Cufau, Director  
Jim Ferguson, Director

**ABSENT:**

Jack Hathaway, Director of Quality  
Valerie Lakey, CPRO  
Tami Humphry, Treasurer

**STAFF PRESENT:**

Ryan Harris, CEO  
Travis Lakey, CFO  
Libby Mee, CHRO  
Theresa Overton, CNO  
Keith Earnest, CCO  
Jessica DeCoito, Director of Operations  
Ashley Nelson, Board Clerk  
Kimberly Westlund, Rural Health Clinic Manager  
Danielle Olson, Director of Revenue Cycle

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

**3 APPROVAL OF MINUTES**

3.1	A motion made and carried; Board of Directors accepted the Regular Board Meeting minutes of March 26, 2025.	<i>Cufau,</i> <i>Utterback</i>	<i>Approved by</i> <i>All</i>
3.2	A motion made and carried; Board of Directors accepted the Special Meeting minutes of April 07, 2025.	<i>Cufau,</i> <i>Ferguson</i>	<i>Approved by</i> <i>All</i>

**4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS**

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|-----|---|
| 4.1 | Safety Quarterly:<br>Dana submitted her report. She is currently enrolled in both her BA and MA program. Depending on the FEMA cuts on a national level, she will attend a week long training in Alabama.   |
| 4.2 | Lab:<br>Sophia submitted her report. She added that the biggest challenge is that since the lab added Cerner, providers are forgetting to include the correct codes in the system. Training to providers is planned, with the request that a Cerner Super User trains them. Heather Corr will be attending a training call on how to train providers best from a clinic standpoint. She is currently working on fixing QuantiFERON testing. |
| 4.3 | Radiology:<br>Harold submitted his report. He explained that he is working on fire safety for the new MRI trailers. The scan link in Cerner is now live, for all patients to access their scans. Echo training is underway for his staff, with the assistance of Dr. Frye.  |
| 4.4 | Food and Nutrition Services:  |

Susan and Jen submitted their report. Susan added that the week of deep cleaning went very well, and staff are beginning training on "Meal Suite"- the new meal technology that syncs with Point Click Care. The Board asked Harold to return in June, for a more in-depth report regarding services.

5 BOARD COMMITTEES				
5.1	Finance Committee			
5.1.1	Committee Meeting Report: Tami reported that the AR days are coming down and the AR dept is working hard to rectify errors.			
5.1.2	March 2025 Financial Review Motion moved, seconded and approved.		Humphry, Hathaway	Approved by All
5.2	Quality Committee			
	April Quality Meeting Committee Report: Les reported that Jack's report outlined the mortality rate, and data based on various depts. There is also a satisfaction survey of the ED staff included- which outlined the areas for growth. He explained the committee's idea to rectify med errors in SNF.			
5.2.1	Ryan explained how the Patient Experience program leadership is participating in, will directly affect that data. Keith explained that he reviews that Medication Record weekly, with nurses ordering and administering medication to patients.			
5.3	Strategic Planning Committee Report			
5.3.1	No meeting in April.			
6 NEW BUSINESS				
6.1	Proposal to move September's 2025 Regular Board meeting from September 24 <sup>th</sup> to September 17 <sup>th</sup> . The meeting was approved to move to September 17 <sup>th</sup> 2025.		Hathaway, Ferguson	Approved by All
6.2	Policy and Procedure Summary: The list was submitted. The next board meeting will reflect the policies on the policies. Moving forward, Ryan can approve most policies and then the Board will receive a quarterly Policy Summary of the approved policies. Some policies will still need to come to that full Board.			
7 ADMINISTRATIVE REPORTS				
7.1	Chief's Reports: written reports provided in packet			
7.1.1	DOO: written report submitted. Jessica explained that the solar project is going well and the workers are setting concrete today. Legal is reviewing the agreement for the Project Management proposal.			
7.1.2	CFO: Travis explained length of stay data. The FY22 audit is underway, slowly.			
7.1.3	CHRO: written report submitted. Libby explained that since the CNA program is back, the 22 open positions for SNF CNA's will be much less after a few graduating classes. She explained that Meal Premiums have decreased in the last 3 weeks from \$12,000 to \$6,000 per pay period. Employee Engagement surveys will be happening soon, as well. She will also be working on CA minimum wage increases.			
7.1.4	CHPRO: Written report submitted. Val explained that the Volunteer Luncheon was on Monday and went very well. Phase 3 at TCCN- plans are with the county. FR Arts Building- the resolution will be on next month's agenda for approval. High school students are currently being certified in CPR, thanks to the Mayers Foundation and TCCN.			
7.1.5	CCO: written report submitted. Keith explained that the Retail Pharmacy traveler company MMHD has been using for years, is no longer able to provide us staffing. Another traveler was found. Keith also explained the challenges with Respiratory Therapist staffing through travel agencies. He hired a new perm Retail Pharmacist, who can hopefully start in Sept once she obtains her CA license.			
7.1.6	CNO: written report submitted. Theresa further explained the challenge with ZOLL defibrillator software and set up. She also explained the staffing changes in the Acute and ED.			

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 Director's documents are available online at [www.mayersmemorial.com](http://www.mayersmemorial.com).

7.1.7 CEO: written report submitted.

Ryan met with some representatives in Sacramento, regarding budget cuts. Ryan also announced that MHHD is now officially ACHC accredited.

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**8 OTHER INFORMATION/ANNOUNCEMENTS**

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Board Member Message:

8.1 ACHC accredited, solar project update, community and spring scholarships, Health Fair, Golf Tournament, TCCN upcoming events, quarterly digital newsletter, CNA program starting in June, Senior high school internship program- apps due May 1st

8.2 Board Education: Ch 16-20 was assigned.

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**11 Adjournment:** 3:37 pm. Next Meeting is May 28, 2025 in Burney.

I, Jeanne Utterback Board of Directors President, certify that the above is a true and correct transcript from the minutes of the regular meeting of the Board of Directors of Mayers Memorial Healthcare District

Jeanne Utterback  
Board Member

Chulson  
Board Clerk