



Board of Directors  
**Regular Meeting Minutes**  
October 29, 2025 @ 1:00 PM  
Mayers Memorial Healthcare District  
Fall River Boardroom  
43563 Highway 299 East  
Fall River Mills, CA 96028

*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:** 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 Cufaude, Director  
Tami Humphry, Treasurer

**STAFF PRESENT:**  
Ryan Harris, CEO  
Travis Lakey, CFO  
Keith Earnest, CCO  
Libby Mee, CHRO

Jessica DeCoito, Director of Operations  
Tiffani McKain, Director of Clinical Services  
Jack Hathaway, Director of Quality  
Kevin Davie, Director of Ancillary Services  
Joey Marchy, Employee Housing Manager

**ABSENT:**

Lisa Neal, Board Clerk  
Valerie Lakey, CPRO  
Jim Ferguson, Director

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

**3 APPROVAL OF MINUTES**

3.1	A motion was made and carried; the Board of Directors accepted the Regular Board Meeting minutes of September 17, 2025.	<i>Cufaude, Hathaway</i>	<i>Approved by All</i>
3.1	A motion was made and carried; the Board of Directors accepted the Special Board Meeting minutes of August 4, 2025.	<i>Cufaude, Humphry</i>	<i>Approved by All</i>

**4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS**

4.1	Resolution 2025.15 August Employee of the Month: Kayton Davies – she is an amazing MA and dedicated to Erica Bauer, PA. She's great with patients and coworkers. Just an amazing gal and happy to have her on our team.	<i>Hathaway, Humphry</i>	<i>Approved by All</i>
4.2	Resolution 2025.17 September Employee of the Month: Kayla Ramlow – Kayla has been with us for 4.5 years and has already moved into leadership roles within the nursing departments. She is always smiling, comforting and welcoming, and always willing to help.	<i>Humphry, Hathaway</i>	<i>Approved by All</i>
4.3	Safety Quarterly: report submitted. Discussion and review of specifics was conducted. ICRA is a required form through ACHC and ASHE to proactively account for any issues or hazards presented to patients and employees in terms of construction related maintenance and projects.		
4.4	Respiratory Therapy: Written report submitted. We have successfully hired a Respiratory Manager that will start mid-December.		

4.5	Employee Housing: Written report submitted. Shout out to the housekeepers at the lodge. Through all the challenges, we continue to persevere and make adjustments when necessary.
4.6	Service Excellence Initiative Update: Written report submitted. September was a super busy month for our Service Excellence Advisors and they deserve a lot of praise for their dedication and hard work. We're right on schedule. Do It's have been launched. And Oasis teams are getting approvals on their projects.

## 5 BOARD COMMITTEES

5.1	<b>Finance Committee</b>		
5.1.1	October Committee Meeting Report: Chair Humphry		
5.1.2	August 2025 Financial Review, AP, AR, and Acceptance of Financials Motion moved, seconded and approved.	Humphry, Hathaway	Approved by All
5.1.3	September 2025 Financial Review, AP, AR, and Acceptance of Financials Corrections made on a credit balance in the AR system tab. Motion moved, seconded and approved.	Humphry, Hathaway	Approved by All
5.1.4	New Portable X-ray Equipment Proposal: Discussion and additional information on details for the proposal were discussed and shared. Motion moved, seconded and approved to purchase the United Imaging Portable X-ray	Humphry, Cufaude	Approved by All
5.2	<b>Quality Committee</b>		
5.2.1	October Quality Meeting Report: Takeaways from today's meeting: survey results were down between Q2 and Q3 and it was the same pattern from last year at the same Q2 and Q3 period. Med errors are decreasing, hand washing compliance is holding steady above our goal of 60%. We are preparing and amping up for our ACHC Review in February.		
5.3	<b>Strategic Planning Committee Report</b>		
5.3.1	No Strategic Planning Committee Meeting in October		

## 6 OLD BUSINESS

6.1	<b>BOD Assessment Process:</b> Continue to look at different resources and work toward a process we can move forward with.
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## 7 NEW BUSINESS

7.1	<b>Policy and Procedure Quarter Ending September 30, 2025 Report:</b> Motion moved, seconded and approved.	Humphry, Cufaude	Approved by All
7.2	<b>Conferences</b> NRHA – Ryan Harris, Travis Lakey, and Keith Earnest Best part of NRHA is it's all Rural focused. We are surrounded with rural providers and organizations. Provider track was all encompassing for the opportunities where we can bolster our provider program. One thing coming out of this track is our new position for Provider Relations Coordinator. Finance track was informative and interesting things that we will look into bringing into our finance departments. Clinic Management track was very informative and a lot of notes came back to be shared with the clinic team members. ACHD – Jeanne Utterback Many District Board Trustees are on the same page regarding getting on everything organized for board members coming onto the board and making a proper transition into their role. Good conversations and discussions about the midwife pilot program. Jeanne has been elected to the Treasurer role on the ACHD Board. CSDA Special District Leadership Academy – Les Cufaude Les represented the only healthcare entity in the room. Lots of finance and the regulations that California puts on entities that are hard to follow.		
7.3	<b>Nominating Committee:</b> the agreement is to keep the same officer positions as the previous year. Motion moved, seconded and approved.	Humphry, Cufaude	Approved by All

## 8 ADMINISTRATIVE REPORTS

8.1	<b>Chief Reports:</b> <i>Written reports provided. Questions pertaining to the written and verbal reports of any new items</i>
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8.1.1	Director of Operations: Written report submitted. Solar connection with PG&E is scheduled for November 5 <sup>th</sup> .
8.1.2	Chief Financial Officer: Written report submitted. Historical data provided. Nice to see how far we have come. Thank you for your notes.
8.1.3	Chief Human Resources Officer: Written report submitted. Updating the list for Customer Support Specialist in IT, FR Dietary, Med Surge RN, and Respiratory Therapy Manager have been filled. 5 students have started their new CNA program and 5 in the Unit Aide position getting ready for the next class. Leadership Assessment Survey results are in and we are looking at what our direction should be from this report.
8.1.4	Chief Public Relations Officer: Written report submitted. Discussions around the Service Recovery program through the Service Excellence Initiative. We have opportunities to develop programs that will include Thank you cards, apologies, etc when there is a mistake made by MMHD to the patients.
8.1.5	Chief Clinical Officer: Written report submitted. We have hired a PA in the clinic. Kudos to Kristi Shultz for her work with Modoc Indian Health Project to work out prescriptions for their patients. Need to work on education for blood culture collection and real time education during the draws. We did sign on for calcium testing which is a service we can provide through our CT.
8.1.6	Chief Nursing Officer: Written report submitted. ER numbers were large for September. CNA Skills Fair is coming up – great opportunity for our team members to learn.
8.1.7	Chief Executive Officer: Written report submitted. Successful QIP year and we will receive some funds – great job Jack. CEO Regional Meeting on Thursday, October 30th, had a great attendance. Every facility is interested in looking into what 5 specialists we would like to bring in and collaborate with. Each facility will create a list of square footage vs staffing numbers to see what each organization has for staffing models. CEOs aligned with legislative efforts, and we will work together to create a unified voice for rural healthcare. We would like to institute a day into the Wellness Bank to incentivize the employees to see their medical and dental professionals to be proactive in their health care needs.

## 9 OTHER INFORMATION/ANNOUNCEMENTS:

Director Les Cufuade made a motion to amend the names for approval of Med Staff Credentials in Closed Session. Motion was seconded by Tami Humphry. A 2/3 vote was received in the affirmative.

Motion moved, seconded and approved to amend the names listed under Med Staff Credentials to be:

### Medical Staff Reappointment:

William Dykes, MD, Emergency Medicine

Edward Richert, MD, Family Medicine

Baowei Tang, MD, Rheumatology

### Medical Staff Appointment:

Ping Chu, MD, Oncology

Philip Sardar, MD, Oncology

Ahresh Saha, DO, Pathology

### Staff Status Change:

Bina Mustafa, MD to Inactive

Sampath Alapati, MD to Inactive

### Board Member Messaging:

9.1 Employees of the Month, Thank you from the Board to Leadership and Staff for the continuing education opportunities provided, recognizing the Treasurer for ACHD Jeanne Utterback, Gala Date, Thrift Store remodel, Giving Tuesday, TCCN Events & Activities, schedule your MRI appt.

### Board Education: Chapters 42-52 assigned

Need to adjust our agenda and minutes to include what parliamentary procedure rules we follow for meeting order. We will be reviewing the bylaws in January 2026. Setting up an orientation plan for Presidents of the Board. In the Board of Directors Orientation packet, please include the "52 Ways to be a Better Board" book.

Building a healthy rural community through exceptional and accessible care – update Vision statement

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Set up a meeting to look at revising our mission, vision and values.

9.3	<b>Annual Holiday Bonuses</b> Continue to develop the program based on your recommendations. A message created by CEO and Board of Directors will be sent along with the bonus.	<i>Approved by All</i>
<b>10</b>	<b>MOVE INTO CLOSED SESSION: 4:53 pm</b>	
10.1	<b>Pending Litigation (\$54956.9)</b>	No Action Taken
10.2	Hearing (Health and Safety Code §32155) – Medical Staff Credentials <b>MEDICAL STAFF REAPPOINTMENT</b> Richard Leach, MD Thomas Edholm, MD Sean Pitman, MD Aaron Babb, MD Kevin Keenan, MD (UCD) Elizabeth Ekpo, MD (UCD) Sheela Toprani, MD (UCD) Orwa Aboud, MD (UCD) William Dykes, MD, Emergency Medicine Edward Richert, MD, Family Medicine Baowei Tang, MD, Rheumatology	<i>Cufaude, Hathaway</i> <i>Approved by All</i>
	<b>MEDICAL STAFF APPOINTMENT</b> Kendra Grether-Jones, MD (UCD) Emily Andrada-Brown, MD (UCD) Nathan Kupperman, MD (UCD) Leah Tzimenatos, MD (UCD) Alejandra Marquez-Loza, MD (UCD) Erik Kuecher, PA-C (T2U) Ping Chu, MD, Oncology Philip Sardar, MD, Oncology Ahresh Saha, DO, Pathology	
	<b>AHP REAPPOINTMENT</b> Heather Corr, PA-C George Winter, FNP Bina Mustafa, MD to Inactive Sampath Alapati, MD to Inactive	

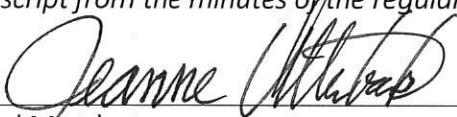
Motion moved in Open Session to amend the names.

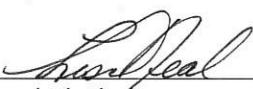
Motion moved, seconded and credentials were approved.

**11 RECONVENE OPEN SESSION: 5:17 pm**

**12 Adjournment:** 5:18 pm. Next meeting is December 10, 2025

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

  
Board Member

  
Barb Deal  
Board Clerk

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