

Date: October 29, 2014
Time: 1:01 P.M.
Location: Mayers Memorial Hospital
Burney, California

(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: Vice President Brenda Brubaker called the regular meeting to order at 1:04 p.m. on the above date with the following present:

Brenda Brubaker, Vice President
Mike Kerns, Secretary
Abe Hathaway, Treasurer
Art Whitney, Director

Board Members Absent: Allen Albaugh, President

Staff Present: Matt Rees, CEO; Valerie Lakey, Board Clerk; Travis Lakey, CFO; Louis Ward, Director of Support Services; Sherry Wilson, CNO; Caleb Johnson, Chief Compliance Officer

2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS: None

3. APPROVAL OF MINUTES – A motion/second (*Kerns/Hathaway*), and carried, the Board of Directors accepted the minutes for the regular meeting – September 24, 2014 - Approved All – Whitney Abstain

4. OPERATIONS REPORT:

In addition to the written operations report included in the board packet, the following verbal reports and discussions are summarized below:

▶ **Matt Rees, CEO:**

- Rees addressed some of the cut backs being made at the facility to save on monthly expenditures. We have stopped filling positions unless they are patient care related. All salary people are taking one unpaid day each pay period. We have come up with about \$95,000 savings per month.
- The Clinic has lost 3 of 6 physicians in last 3 months. This has resulted in our statistics dropping. We have joint meeting scheduled with MVHC board of directors on November 14 at noon. Rees has a consultant, Walter Copp, who is scheduled to attend. One of the discussion items will be opening a Clinic that could possibly benefit both MMHD and MVHC.
- We are looking at each department to get costs down.
- Still NO word on USDA – they have a continuing resolution until they have a budget – there is no timeline. Met with ANOVA regarding a downsized facility.
- JPA meeting – Kerns attended the meeting in Alturas to discuss the possibility of forming a JPA. It was decided that there is a collective interest in exploring options of a JPA. There is some hesitance, protective of own “turf”. Working on ideas to share services. We will stay involved and see what comes of it. Currently, we are doing Modoc’s microbiology and sharing a surgeon.
- 299 Collaborative grant - \$900,000 (2-1/2 years) for an HIE – met and reviewed the budget. Trinity, Modoc, SV, Mayers and clinics on line with HIE. (HRSA)

- ▶ **Keith Earnest, CCO:** see written report. Brubaker asked about Respiratory Week and PFT readings. Whitney asked about seeing the numbers on Modoc's labs.
- ▶ **Sherry Wilson, CNO:** Acute – down 2 nurses. Figuring out how to utilize current staff instead of registry. Overton will probably pick up shifts also. Bob May will be the new ambulance manager; will be starting within the next couple of weeks on a part time basis.
- ▶ **EMR – Louis Ward, Director of Support Services**
 - Highlights: POC was approved. Fire Panel is up and running. A lot of credit to maintenance staff in addressing the 41 deficiencies. One deficiency regarding entrance and exits – we were in the process and they didn't write it up. A lot of work to do – especially in Burney. Will strive for zero deficiencies.
 - Early in attestation period – only into it one month. 90 days stage 1; 90 days year one stage 2; 1 year stage 2; (may change to 90 days). Would help with reimbursement coming in sooner. **RUMOR** stage 3 would go away.
 - Dietary moving to electronic based system
 - Purchasing – more inventory for flu season. PPE for staff – precautionary. There is always a shortage of saline. \$600 week savings – reduced inventory with Aramark
- ▶ **Caleb Johnson, Chief Compliance Officer**
 - Brubaker had questions on clean claim rate – Johnson explained method. There are many levels of checks all the way through the system. Whitney asked about turnaround time – we have been at it one year. We have had a lot of training. There is room for improvement. Front end is good – it is the follow-up.
 - Whitney asked what the \$90,000 private pay unbilled was – It was thought it could be medi-cal pending for SNF.
 - Johnson will be using the tool (spreadsheet) he designed to meet with managers.
 - Brubaker noted we need to be using the tool to fix the issues.
 - There were many questions about A/R service billing and billing department staff. Whitney asked about the \$1 mil in bad debt – what is the process before it is designated as bad debt? There is a lot of ER bad debt. (\$767,000 is ER)
 - Hathaway noted it is a good start and a good tool – follow up on the problem areas.
 - Brubaker noted that Colene Watson is doing a good job.

5. REPORTS – Insurance

We went back to InterWest insurance proposal because Tevis couldn't cover what they offered. We are back to the GAP insurance. We are saving money and have a bigger network. We will be savings \$20,000/month. Next year may be looking at self-funded plan. There will be a focus on employee health.

6. BOARD COMMITTEES:**6.1 Finance Committee – Art Whitney**

6.1.1 Committee Report – Reviewed the finance committee meeting notes. We are looking at cuts; including looking at OB services. We need to consider what to do in this department. We will be looking at the whole process. We had 60 deliveries last year; we are trending for 40 this year. It has been an issue to keep trained staff. There are patient safety factors. Check into details of license retention if doing no OB's. Could be a \$250,000 savings per year. Will be an item on November 19th Board agenda.

6.1.2 September 2014 Financials – ***(Kerns/Whitney) Approved All***

6.1.3 USDA loan – there has been no news

6.1.4 Increase and approval of Credit line extend from \$500,000 to \$1 million – the application process is at legal with Cal Mortgage - there is a commitment of funds to pay the credit line back. ***(Kerns/Whitney) – Approved all***

6.2 Strategic Planning Committee – Chair Abe Hathaway

6.2.1 Committee Meeting Report – Hathaway reported on the Strategic Planning Committee meeting.

6.3 Quality Committee – Chair Brenda Brubaker

6.3.1 Committee Meeting Report (minutes as distributed)

6.3.2 MERP PLAN – ***(Kerns/Hathaway) All Approved***

7. NEW BUSINESS

7.1 Trustee Appointment – V. Lakey went over the trustee appointment process. Applications are being received and candidates will be interviewed November 19th prior to the regular meeting. The recommendation from our board will be sent to the Shasta County Board of Supervisors for final approval.

7.2 By Laws Review – No new comments. Will be on the agenda for approval in December

7.3 Disaster Backup Recovery – Ward presented information to address a plan for backing up our electronic records. When finances allow, there are a few options and it is a necessary thing to do. We have 40 critical servers. We do have off site backup. It is done on an interval that is not sufficient. Will be looking at a couple of other vendors. The idea of the option of a lease agreement that we could purchase devices and increase bandwidth and have our own off site back up. \$50,000/5 years or \$30,000 year on contract. Will be continuing to develop a plan of action. Will discuss again at the December meeting.

7.4 Change November meeting date to November 19, 2014 – Fall River Board Room
(Hathaway/Kerns) Approved all

8. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS

- ▶ Board Education – QHR Webinar 2nd Tuesday each month, 10 a.m. PST
- ▶ Board Assessments – Please complete – report will be available in December

9. ANNOUNCEMENT OF CLOSED SESSION: 2:58 pm**9.1 Government Code Section 54962**

Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Dan Dahle, Chief of Staff)
None

9.2 Government Code Section 54957: Personnel – CEO Bonus criteria/Evaluation**9.3 Approve minutes of the Closed Session (All) (Hathaway/Kerns)**

10. RECONVENE OPEN SESSION: 3:29 PM - REPORT ACTIONS TAKEN DURING CLOSED SESSION
11. ADJOURNMENT: There being no further business, at the hour of 3:29 p.m., Vice President Brubaker declared the meeting adjourned.