



**Mayers Memorial Hospital District**

**Chief Executive Officer, Interim**  
Louis Ward, MHA

**Board of Directors**

Abe Hathaway, President  
Michael D. Kerns, Vice President  
Allen Albaugh, Treasurer  
Beatriz Vasquez, PhD, Secretary  
Art Whitney, Director

BOARD of DIRECTORS  
MEETING AGENDA  
June 22, 2016 1:00 pm  
Board Room (Burney)

*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.*

1	<b>CALL MEETING TO ORDER – Abe Hathaway, President</b>	
2	<b>CALL FOR REQUEST FROM THE AUDIENCE: PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS:</b> 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 (M-W), 43563 Highway 299 East, Fall River Mills, or in the Board Room). 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. <b>Comments should be limited to matters within the jurisdiction of the Board.</b> Pursuant to the Brown Act (Govt. Code section 54950 et seq.) <b>action or Board discussion cannot be taken</b> 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	<b>3.1 Resolution 2016-06—May Employee of the Month (Exhibit 1)</b>	<b>ACTION ITEM</b>
4	<b>APPROVAL OF MINUTES:</b> 4.1 Regular Meeting – May 25, 2016 (ATTACHMENT A)	<b>ACTION ITEM</b>
5	<b>OPERATIONS</b> ▶ Chief's Reports (CEO, CNO, CCO, IHF CEO) (ATTACHMENT B) WRITTEN REPORT PROVIDED – ADDITIONAL COMMENTS AS NEED VERBALLY	Information
6	<b>BOARD COMMITTEES:</b> <b>6.1 Finance Committee – Chair Allen Albaugh</b> 6.1.1 Committee Meeting Report 6.1.2 May 2016 Financial review, AP, AR and acceptance of financials ..... <b>(Dispersed Separately)</b> 6.1.3 Adoption of MMHD Operating Budget FY2017 and Resolution 2016-7 <b>6.2 Strategic Planning Committee – Chair Abe Hathaway</b> 6.2.1 Committee Meeting Report ..... 6.2.2 Strategic Plan Approval ..... <b>6.3 Quality Committee – Chair Mike Kerns</b> 6.3.1 Committee Meeting Report.....	Information <b>ACTION ITEM</b> <b>ACTION ITEM</b> <b>ACTION ITEM</b> Information <b>ACTION ITEM</b> Information

7	<b>7.1 INFORMATION/REPORTS/BOARD EDUCATION/ANNOUNCEMENTS</b> <ul style="list-style-type: none"> <li>• Legislative Update – Val Lakey</li> <li>• Board Comments, Upcoming Events, etc.</li> </ul>	
8	<b>ANNOUNCEMENT OF CLOSED SESSION:</b> <b>8.1 Government code section §54957 personnel:</b> <ul style="list-style-type: none"> <li>• CEO Contract</li> </ul>	<i>ACTION ITEMS</i>
9	<b>RECONVENE OPEN SESSION: REPORT ACTIONS TAKEN DURING CLOSED SESSION</b>	
10	<b>ADJOURNMENT: Next Regular Meeting July 20, 2016, Fall River Mills</b>	

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, 43553 Highway 299 East, Fall River Mills CA 95028.

This document and other Board of Directors documents are available online at [www.mayersmemorial.com](http://www.mayersmemorial.com).

Posted/Distributed 06/15/16



**Mayers Memorial Hospital District**  
*Always Caring. Always Here.*

**RESOLUTION NO. 2016-06**

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

**Irma O'Brien, Dietary, Burney Annex**

**AS MAY 2016 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 Irma O'Brien, Burney campus, is hereby named Mayers Memorial Hospital District Employee of the Month for May 2016; and

**DULY PASSED AND ADOPTED** this 22nd day of June 2016 by the Board of Trustees of Mayers Memorial Hospital District by the following vote:

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

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Abe Hathaway, CHAIRMAN  
Board of Trustees, Mayers Memorial Hospital District

ATTEST:

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Valerie L. Lakey  
Clerk of the Board of Supervisors



Date: May 25, 2016  
Time: 10: A.M.  
Location: Mayers Memorial Hospital  
Fall River Mills, 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:** President Hathaway called the regular meeting to order at 10:03 a.m. on the above date with the following present:

Abe Hathaway, President  
Mike Kerns, Vice President  
Beatriz Vasquez, Secretary  
Allen Albaugh, Treasurer

**Board Members Absent:**  
Art Whitney

**Staff Present:** Louis Ward, CEO; Valerie Lakey; Travis Lakey, CFO; Sherry Wilson, CNO (by phone); Keith Earnest, CCO; Marlene McArthur, IHF Executive Director, Seandra Beck

**2. CALL FOR REQUEST FROM AUDIENCE TO SPEAK TO ISSUES OR AGENDA ITEMS:**

None

**3.**

**3.1 Resolution 2016-04** April Employee of the Month *(Approved)*

**4. APPROVAL OF MINUTES** – A motion/second and carried, the Board of Directors accepted the minutes of the April 26, 2016 Regular Board Meeting.

*(Kerns, Vasquez) – Approved All*

**5. OPERATIONS REPORT:**

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

- ▶ **Louis Ward, CEO** – Discussion of notes. Items of interest:
  - Working on establishing building committee; currently have Mike Pasternak and potentially Frank Germano. Requests for proposals will be coming from contractors. There are 3 contractors on the RFQ short list
  - We are working on CPEO order plan and training
  - We are in the testing mode with Sac Valley Med share with the HIE (Health Information Exchange) MMHD is the first one north of Chico area that is involved. Others are working on it.
  - Mental Health issues continue to be at the forefront. Ward met with Shasta County department officials to talk through some of the challenges. – see SP notes for additional information.
  - We continue to address the CDPH issue with the tag and daily fine.
  - PRIME – we have made small revisions to original application, we should have an approval soon. The projects include: Anti-microbial and Million Hearts initiative.
  - We are going to be participating in the ACHD Certified Healthcare District program for more transparency.
- ▶ **Keith Earnest, CCO** – 340 B program audit was last week – it went well. We did a self disclosure of things we found. We will be out of the program in the next few months. It doesn't work for us without a clinic.
- ▶ **Sherry Wilson, CNO** –
  - CNA class passed with 100%; the 6 CNA's have started orientation. They have not received licenses yet; it can take up to 3 months. Wilson is working with Libby to get the next CNA class with Shasta College.

- Census is at 81.
- Wilson welcomed Theresa Overton as the new Director of Nursing (DON) which will oversee OP, Surgery, ER, OB and Med/ Surg. There will be a lot of people cross-training in many departments. Each department will have a lead and Overton will be working with leads to do schedules collaboratively.
- ▶ **Travis Lakey, CFO** – see finance committee notes
- ▶ **Marlene McArthur – IHF Executive Director** –
  - McArthur distributed Campaign brochure. Currently we are in the leadership gift phase until August– we need about \$124,000 to get first million. They will be doing follow-up with board members and physicians. Campaign cabinet will begin meeting with community in August. The foundation is using a consultant on a limited basis. January there will be a public launch event. The executive leadership committee meets each week. Currently the campaign is pursuing large donors.
  - \$50,000 in grants has been awarded to management projects. Including supporting Hospice program with \$25,000. Scholarships will be awarded. \$1000 donor for scholarship in non-clinical scholarship awarded to Libby Mee.
  - Thrift Store is being renovated. Lucky Finds and the Thrift store will be merged.

## 6. BOARD COMMITTEES:

### 6.1 Finance Committee – Chair Allen Albaugh

**6.1.1 Committee Meeting** – Albaugh reviewed meeting (see finance notes). Albaugh that we are doing much better and a lot of it is due to the large IGT we received. We were able to pay off obligations so we are able to save more cash. PRIME funds will be booked with this year (this year's program)

**6.1.2 April 2016 Financials** – *(Albaugh, Hathaway)* – **Approved All**

**6.1.3 Quarterly Finance Review** – *(Albaugh, Hathaway)* – **Approved All**

**6.1.4 Approval of IGT documents** – Documents will be due before June meeting. There will be minor changes and will actually may receive up to 8% more. *(Albaugh, Hatchway)* – **Approved All**

### 6.2 Strategic Planning Committee –Chair Abe Hathaway

**6.2.1 Committee meeting** – Committee report. There was an HR report presented (see SP minutes)

**6.2.2 Draft Strategic Plan** – Laura Dolman Beyer was present to answer any questions. There were a lot of positive comments. The plan is clean, concise and trackable. There was discussion about how to roll out information to staff. Albaugh commented on safety portion and MOD rate. Could add – “flexible and safe” and add some sort of tracking metrics. Beyer will make those changes for final reading. Recommended to approve first reading. *(Kerns, Vasquez)* **Approved All**

### 6.3 Quality Committee – Chair Mike Kerns

**6.3.1 Committee Meeting Report** – Kerns reviewed meeting and reports (see minutes)

**6.3.2 Policy & Procedure – End of Life***(Kerns, Hathaway)* – **Approved All**

## 7. NEW BUSINESS

**7.1 Organizational Chart** – Ward reviewed changes, including Director of Nursing, Director of Operations and Director of Quality. *(Albaugh, Kerns)* – **Approved All**

**7.2 Resolution 2016.5 – November 2016 Election** *(Albaugh, Kerns)* – **Approved All**

**7.3 LAFCO Ballot** – Votes for Haynes, Morgan, Ryness will be submitted on behalf of the MMHD Board of Directors. *(Albaugh, Kerns)* – **Approved All**

## 8. INFORMATION/BOARD EDUCATION/ANNOUNCEMENTS BOARD COMMENTS, UPCOMING EVENTS, ETC. –

**9.1 Announcement of Closed Session -11:55 am**

**9.1 Government code section §54957 personnel: CEO  
Contract**

**9.2 Internal Complaint**

11:55 pm adjourned to closed session -

**10. ADJOURNMENT:** There being no further business, at the hour of 2:30 p.m., President Hathaway declared the meeting adjourned. Next meeting June 22, 2016 – Fall River Mills



Mayers Memorial Hospital

## Operations Report May 2016

Statistics	May YTD FY16 (current)	May YTD FY15 (prior)	May Budget YTD FY16
Surgeries (including C-sections)	98	108	127
➤ Inpatient	36	32	15
➤ Outpatient	62	76	113
Procedures (surgery suite)	189	191	191
Inpatient	2021	1934	1962
Emergency Room	3725	3638	3630
Skilled Nursing Days	25053	24400	24446
OP Visits (OP/Lab/X-ray)	15326	14167	15238
Hospice Patient Days	N/A	1253	942
PT	9993	12035	11710
Ambulance Runs	437	367	366

### Operations District-Wide

Prepared by: Louis Ward, MHA, Chief Executive Officer

Louis Ward will present a verbal report.

### Chief Clinical Officer Report

Prepared by Keith Earnest, Pharm.D.--Chief Clinical Officer

#### *June 2016 Board Report Clinical Division*

Our division looks forward to working with the recent high school graduate interns and we are excited to grow our own health professionals.

#### *Respiratory Therapy*

- Mayers is welcoming aboard Ed Wright, RT to fill the second tech position. He is relocating from Colusa.
- Pulmonary rehab program is going strong with 5 patients currently.
- Respiratory students from Oregon Institute of Technology in Klamath Falls will start clinical experience at Mayers at the end of the summer.

#### *Laboratory*

- Mayers work with MVHC concerning diagnosis codes is going well. Jessica Wand from the lab continues to work one on one with clinic staff and we are current on diagnosis codes.
- A training session with the remote quality program was completed for chemistries.



- Adam Dendauw, Chris Hall, and Colene Hickman are revising and reorganizing client billing inside of Paragon® to make billing for Veterinarian Offices and drug screens more straight forward.

### ***Cardiac Rehab***

- The Cardiac Rehab program was approved for approximately \$11,000 to purchase an arm ergo machine and a commercial treadmill through a grant sponsored by Sierra Health Foundation.
- Mayers is using our Cardiac Rehab program as part of the million lives initiative through the PRIME program.

### ***Pharmacy***

- Mayers 340B audit May 17 was without surprises. The auditor confirmed the issues Mayers had reported to the OPA and was already in the correction phase.
- Mayers OB/ER department received an award from Mayers IHF for a syringe pump. The pump arrived and in the process of writing policy and compenancies, the pump quit working. Implementation will be delayed until the replacement pump arrives.
- All hospital nurses who access the pharmacy have been oriented and inserviced. The use of video verification for medications removed from the pharmacy started June 1.
- Pharmacy is working closely with the Infection Prevention Department in extracting data for the PRIME project.
- Major progress was made concerning charting via barcode. With the help of a Paragon IT, and Chris Broadway IT manager, the bar code readers at the Med-Surg Unit have been reprogrammed and are reading better. Pharmacy is also getting a daily report of medications that don't scan so our percentages can be improved.

### ***Imaging***

- The imaging techs will be a Mayers tech and a registry tech once Soda Khamphouvong departs to his new job. The registry tech will convert to a Mayers employee once his contract is completed. Interviews are being conducted to hire a third tech. We are also looking at registry to fill a fourth position either temporarily or as a permanent placement.

### **Critical Access Hospital**

**Prepared by: Sherry Wilson CNO/Acute**

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### ***Obstetrics***

The obstetrical department had a large influx of deliveries in April with 10 deliveries, dropping to 2 in May and 3 in June. We will see another spike in deliveries with 5 due first week of July and August will pick up with 7 due. Currently researching options to obtain a new hearing screening machine as ours is very old and is starting to exhibit more signs of wear and tear with false results or multiple attempts. We received our infant IV syringe pump that we were granted monies from the MIHF and Keith Ernest is in process of implementing a policy and procedure and training to initiate it into service. Plan to meet with education department to brainstorm on plans to institute mock codes, and other emergent situations in OB.

Thank You,  
Holly Green, BSN, RNC

## *Surgery*

- We have received official notification of our Grant and is awaiting Final Purchase Authorization from Sherry Wilson RN, DON
- We received \$7500.00, and this \$\$ went to purchase
  - Central Sterile/Supply: Auto Clave Control Board \$3250.00, Biological Reader (Incubator) \$990.00 ( which will hopefully be installed early next week )
  - CRNA: Portable Infusion Pumps (2 of them) \$1750.00 (each)
  - The remainder of the balance from these purchases that exceed the Grant amount will be absorbed by the Surg. Dept. Budget
- Our Housekeeper resigned due to the need to relocate, and therefore OR Staff (Scrub Techs and Nursing) has to cover the duties of the Housekeeper as well as their own duties. This Position has been posted by HR for 1 week
- Our Department continues to be short an RN Position which is hindering the training of Coleen Beck RN as she remains in the Admit/Discharge aspect instead of rotating back to the OR on a consistent basis.
- Kay Shannon continues to step-up and help out this Department with the "Call" hours until I can get Coleen Beck fully trained as a Circulating RN (this process takes several months)

**Skilled Nursing Facility – Burney & FRM**  
*Submitted By: Sherry Wilson, RN, CNO*

Our current census is at 78

- The Department of Health arrived on 6/2/2016 to complete a small survey and clear the CMS penalty
  - We were granted the waiver to allow us to continue to be a clinical site for the Shasta College CNA program, very excited about this
  - On 6/13/2016 many of our department managers from the skilled nursing facility and Dr. Watson took a trip down to Gridley to visit Valley West which is a five star nursing facility that also has a Alzheimer unit. Staff brought back a lot of good information and new ideas.
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MAYERS MEMORIAL HOSPITAL DISTRICT  
BOARD OF DIRECTORS

**RESOLUTION 2016-7**

WHEREAS, the Governing Board of Directors is responsible for the preparation and adoption of a final budget, which provides a financial plan, including estimated revenues, expenditures and reserves, for operation during the fiscal year July 1 through June 30.

WHEREAS, the budget submitted is required by law to be a balanced operating budget for year July 1, 2016 through June 30, 2017; Total Net Patient Revenue \$22,415,836 with a bottom line of \$1,554,131.

NOW, THEREFORE, the undersigned certifies and attests that the above resolution was approved at a regular meeting of the Board of Directors, Burney, California, the 22nd day of June 2016.

PASSED AND ADOPTED on June 22, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Abe Hathaway, President  
Board of Directors  
Mayers Memorial Hospital District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beatriz Vasquez, PhD, Secretary  
Board of Directors  
Mayers Memorial Hospital District

**FISCAL YEAR July 1, 2016- June 30, 2017  
BUDGET**

**APPROVED AND ADOPTED AT THE BOARD OF DIRECTORS' REGULAR  
MEETING THIS 22<sup>nd</sup> DAY JUNE 2016.**

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**Abe Hathaway, President  
BOARD OF DIRECTORS  
MAYERS MEMORIAL HOSPITAL DISTRICT**

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**Beatriz Vasquez, Secretary  
BOARD OF DIRECTORS  
MAYERS MEMORIAL HOSPITAL DISTRICT**

**Budget Prepared By:**

**MAYERS MEMORIAL HOSPITAL DISTRICT**

**(Attachment: FY2017 Operating Budget)**

**MAYERS MEMORIAL HOSPITAL  
OPERATING BUDGET**

	<u>ACTUAL FYE 2015</u>	<u>PROJ ACTUAL FYE 2016</u>	<u>BUDGET FYE 2017</u>	<u>INCREASE</u>	<u>INCREASE %</u>
<b>REVENUE:</b>					
IP Nursing Service					
Medical/Surgical	\$ 4,800,142	4,923,353	4,947,970	24,617	0.50%
Skilled Nursing	8,173,289	8,527,475	8,612,750	85,275	1.00%
Ancillary Services					
Inpatient	3,706,402	3,534,261	3,569,603	35,343	1.00%
Outpatient	24,273	44,772	45,220	448	1.00%
OP Services	18,482,777	19,548,953	19,744,443	195,490	1.00%
<b>Total Patient Revenue</b>	<b>35,186,883</b>	<b>36,578,815</b>	<b>36,919,986</b>	<b>341,171</b>	<b>0.93%</b>
<b>DEDUCTIONS FROM REVENUE:</b>					
Contractual - Medicare/Medi-Cal	9,462,573	11,343,937	11,797,695	453,757	4.00% I expect a reduction rates on our Cost Report More patients with insurance from the exchange that pays less than other
Contractual - PPO	1,448,315	1,192,982	1,252,631	59,649	5.00% commercial insurance
Charity and Other Allowances	1,139,271	972,591	992,043	19,452	2.00% More patients routed through charity care
Provision For Bad Debts	758,201	462,412	461,781	(631)	-0.14%
<b>Total Deductions</b>	<b>12,808,360</b>	<b>13,971,923</b>	<b>14,504,150</b>	<b>532,227</b>	<b>3.81%</b>
<b>Net Patient Revenues</b>	<b>22,378,523</b>	<b>22,606,892</b>	<b>22,415,836</b>	<b>(191,056)</b>	<b>-0.85%</b>
<b>OTHER OPERATING REVENUE:</b>	<b>310,172</b>	<b>323,931</b>	<b>245,879</b>	<b>(78,052)</b>	<b>-24.10%</b>
<b>Net Revenue</b>	<b>22,688,695</b>	<b>22,930,823</b>	<b>22,661,715</b>	<b>(269,108)</b>	<b>-1.17%</b>
<b>OPERATING EXPENSES:</b>					
Productive Salaries	9,121,385	9,213,385	9,674,054	460,669	5.00% New Positions plus minimum wage increase
Non-Productive Salaries	1,032,870	1,056,149	1,098,395	42,246	4.00%
Employee Benefits	2,856,061	2,605,599	2,808,091	202,492	7.77% Insurance costs are projected to increase
Supplies	2,006,796	2,121,857	2,227,950	106,093	5.00%
Professional Fees	1,801,568	1,926,552	1,965,089	38,531	2.00%
Acute/Swing/OB Purch Serv	308,445	172,364	174,087	1,724	1.00%
SNF Purch Serv	497,245	457,154	451,678	(5,476)	-1.20%
Other Purch Serv	1,281,897	1,459,855	1,467,154	7,299	0.50%
Repairs	360,665	414,264	418,407	4,143	1.00%
Utilities	495,893	466,335	475,662	9,327	2.00%
Insurance	198,685	186,769	196,108	9,338	5.00%
Other	388,347	437,510	446,260	8,750	2.00%
Depreciation	1,275,894	1,361,365	1,374,979	13,614	1.00%
Bond Repayment Insurance	0	0	0	0	0.00%
Bond Repayment Interest	391,975	394,091	398,032	3,941	1.00%
Interest	122,165	131,311	66,831	(64,480)	-49.10% Reduced as there won't be a large credit line as there was in FY 16 for IGT
Rental & Leases	146,997	110,331	111,435	1,103	1.00%
<b>Total Operating Expenses</b>	<b>22,286,888</b>	<b>22,514,892</b>	<b>23,354,206</b>	<b>839,314</b>	<b>3.73%</b>
<b>Net Operating Revenue (Loss)</b>	<b>401,807</b>	<b>415,931</b>	<b>(692,491)</b>	<b>(1,108,422)</b>	<b>-266.49%</b>
<b>NONOPERATING REVENUES AND EXPENSE:</b>					
District and County taxes	1,543,214	1,764,221	1,781,864	17,642	1.00%
Interest Income	19	249	746	497	200.00%
Other Non-operating expense/rev	89,011	89,012	464,012	375,000	421.29% Prime Increase
<b>Total Nonoperating Revenue</b>	<b>1,454,222</b>	<b>1,675,459</b>	<b>2,246,621</b>	<b>571,163</b>	<b>34.09%</b>
<b>NET EXCESS OF REVENUE</b>	<b>1,856,029</b>	<b>2,091,389</b>	<b>1,554,131</b>	<b>(537,259)</b>	<b>-25.69%</b>