



**Mayers Memorial Hospital**

**Chief Executive Officer**  
Louis Ward, MHA

**Board of Directors**

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

BOARD of DIRECTORS  
MEETING AGENDA  
March 22, 2017 1:00 pm  
Board Room (Fall River Mills)

*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 – Mike Kerns, President</b>	
2	<p><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.</p>	
3	<p><b>APPROVAL OF MINUTES:</b> 3.1 Regular Meeting – February 21, 2017 (<b>Attachment A</b>)</p>	<b>ACTION ITEM</b>
4	<p><b>Department/Operations Reports/Recognitions:</b></p> <p>4.1 <b>Resolution 2017-04</b>–February Employee of the Month (<b>Exhibit 1</b>) .....</p> <p><i>*Please Note:</i> Chief reports will now be at the end of the agenda in order to expand on discussion or answer questions regarding items that were addressed on the full agenda.</p> <p>4.2 Director <b>of Operations report</b> – Ryan Harris (<b>Attachment B</b>).....</p> <p>4.3 Scheduled <b>Director Report</b> – Libby Mee, Director of Human Resources (<b>Attachment C</b>) .....</p> <p>4.4 Workers Comp Quarterly Report – Libby Mee (<b>Attachment D</b>) .....</p>	<p><b>ACTION ITEM</b></p> <p>Report Report Report</p>
5	<p><b>BOARD COMMITTEES:</b></p> <p><b>5.1 Finance Committee –Chair Allen Albaugh</b></p> <p>5.1.1 Committee Meeting Report</p> <p>5.1.2 February 2016 Financial review, AP, AR and acceptance of financials .....</p> <p><b>(Dispersed Separately)</b></p> <p>5.1.3 Recommendation for approval of Hospital Credit Card.....</p> <p><b>5.2 Strategic Planning Committee –Chair Mike Kerns</b></p> <p>5.2.1 Committee Meeting Report .....</p>	<p>Information</p> <p><b>ACTION ITEM</b></p> <p><b>ACTION ITEM</b></p> <p>Information</p>

	<p><b>5.3 Quality Committee –Chair Beatriz Vasquez</b>                      5.3.1 Committee Meeting Report.....</p>	<p>Information</p>
<p>6</p>	<p><b>NEW BUSINESS</b></p> <p><b>6.1 Compliance Plan – Approval of Updates (Sent as PDF) .....</b>  <b>6.2 Organizational Chart – Approval of Updates (Attachment E)</b>  <b>6.3 Policies for Approval (Sent as PDF)</b></p> <ul style="list-style-type: none"> <li>• Crisis Communications Plan</li> <li>• Administration of Cathflo Activase (Alteplase) in a CVAD</li> <li>• Cardiac Stress Testing (CST) - Exercise</li> <li>• Emergency Operations Plan</li> <li>• Mopping the IV Room (Pharmacy)</li> <li>• Floor Cleaning Log, IV Room MMH580</li> <li>• Prompt Pay Discount</li> </ul>	<p><b>ACTION ITEM</b>  <b>ACTION ITEM</b>  <b>ACTION ITEM</b></p>
<p>7</p>	<p><b>7.1 Administration Reports:</b> * <i>Note: Chief reports will now be at the end of the meeting in order to expand on discussion or answer questions regarding items that were addressed on the full agenda. Written report are provided in board packet – additional comments as need verbally</i></p> <ul style="list-style-type: none"> <li>▶ <b>Chief’s Reports (CEO, CNO, CCO, CFO, IHF CEO) (Attachment F)</b></li> <li>▶ <b>Ad Hoc building committee update</b></li> </ul>	
<p>8</p>	<p><b>8.1 INFORMATION/REPORTS/BOARD EDUCATION/ANNOUNCEMENTS</b></p> <ul style="list-style-type: none"> <li>• <b>Board Comments, Upcoming Events, etc.</b></li> <li>• <b>Health Fair – April 8th</b></li> </ul>	
<p>9</p>	<p><b>ANNOUNCEMENT OF CLOSED SESSION:</b></p> <p><b>9.1 Government Code Section 54957:</b>                      Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Tom Watson, Chief of Staff)  <b>MEDICAL STAFF REAPPOINTMENT</b>                      Allen Morris, MD – Pathology                      Scott Zittel, DO – Wound Care</p> <p><b>MEDICAL STAFF APPOINTMENT</b>                      Jesse Livingston, MD - Emergency</p> <p><b>9.2 Real Property Government Code Section 54956.8</b>  <b>9.3 Personnel Government Code 54957</b></p>	
<p>10</p>	<p><b>RECONVENE OPEN SESSION</b>  <b>REPORT CLOSED SESSION ACTION</b></p>	<p>Discussion</p>
<p>11</p>	<p><b>ADJOURNMENT: Next Regular Meeting April 26, 2017 Burney (6 PM)</b></p>	

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).

Date: February 21, 2017  
Time: 1:00 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:** President Hathaway called the regular meeting to order at 1:00 p.m. on the above date with the following present:

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

**Board Members Absent:** none

**Staff Present:** Louis Ward, CEO; Travis Lakey, CFO; Ryan Harris, DOO; Keith Earnest, CCO; Jack Hathaway, DOQ; Valerie Lakey, DOPR/Clerk of the Board

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

**2.1 Public Comment – none**

**3. APPROVAL OF MINUTES** – A motion/second and carried, the Board of Directors accepted the minutes of the January 24, 2017 Regular Board Meeting. **(Albaugh, Vasquez) – Approved All**  
With corrections as follows: Change letterhead and Quality Chair

**4. Department/Operations Reports/Recognitions:**

**4.1 Resolution 2017-3**–January Employee of the Month **(Exhibit 1)** Doree Newport was recognized as January 2017 TEAM MAYERS MVP. Presented by Mike Kerns (Hathaway, Beyer) **Approved All**

**\*Please Note:** Chief reports will now be at the end of the agenda in order to expand on discussion or answer questions regarding items that were addressed on the full agenda.

**4.2 Director of Operations report – Ryan Harris (Written report provided in packet)**

- Fire Door update – received a bid, \$21,000 which does not include prevailing wage. Replacing 2 smoke seals and 8 doors. Looking at OSHPD's involvement
- Security – met with vendors - about \$17,000 for each facility for security doors. Trying to get a grant for the Fall River Facility. There will be badge reader doors. We will be able to set times to lock doors, emergency shut down.
- SNF project – working on OSHPD compliance – we will begin on door skins and kick boards first.
- SEMSA ambulance garage renovation – MMHD, clean-up, painting.
- Dietary – revenues are up. Salad bar solution in Burney – salads can be ordered on a form
- Aramark – Received pricing reduction– 19% at FR and 12% at Burney. About \$36,000/annual savings

**4.3 Scheduled Director Report – Valerie Lakey, Director of Public Relations – (Written report provided in packet)** In addition to the submitted written report:

- Reported on the your:life project
- School and community involvement
- Marketing projects
- Internal communications

**5. BOARD COMMITTEES:**

**5.1 Finance Committee –Chair Allen Albaugh**

**5.1.1 Committee Meeting** – Albaugh reported on the Finance Committee meeting. Meeting minutes are available on the website.

**5.1.2 January Financials – (Hathaway, Albaugh) – Approved All**

**5.1.3 Quarterly Finance Review – (Albaugh, Hathaway) Approved All****5.2 Strategic Planning Committee – Chair Mike Kerns**

**5.2.1 Committee meeting** – Kerns reported on the committee meeting. See minutes on the website. Discussion items included: Renovations in Burney for PT, decrease in service numbers.

**5.2.2 Sac Valley Med Share – (Kerns, Hathaway) – *Approved All*** Ward has been asked to serve on the board. Ward explained the Health Information Exchange.

**5.3 Quality Committee – Chair Beatriz Vasquez**

**5.3.1 Committee Meeting Report** – Vasquez reported on the committee meeting (See minutes on website) Items of focus included: SNF quarterly report, Point Click Care HER system for SNF. The committee also heard from Lab, Volunteer Services, report on PRIME, report on CALHIN and about the No Smoking Campus.

**6. NEW BUSINESS****6.1 Layton Contract (Albaugh, Hathaway) – Approved All**

Kerns commented on the contract that was sent with the board packets. There are a lot of items required by USDA. It has been reviewed by Jack Hathaway from a legal prospective. Tim Bolman was present (project manager) – oversees the entire project. We will soon have numbers after the Design Development (DD). Approval will be contingent on USDA approval of the document. There are a few minor things that will be addressed easily. Large changes would need additional approval. Final pricing will come back to the board. Getting close on getting equipment picked out as well as flooring, materials, etc. Waterflow tests were not up to standards. Flows need to be up to 1500. If water district gets flows up, it will save in that part of the budget. If we have to supplement the district flow it will most likely be a well. The budget carries an amount for the water flow – just in case. It is a requirement for OSHPD. Contractor updates can be monthly. Beyer asked about Risk Tolerance.

**7. ADMINISTRATION REPORTS:**

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

- **Louis Ward, CEO – *In addition to the written report:*** A lot of excitement about SEMSA, had an informal meeting (pizza) last week. Oroville Evacuation – very proud and appreciative of staff. Telemedicine project is moving forward; we are waiting on equipment. Ward and Val Lakey went to AB2024 meeting in Sacramento. Ward is working with other facilities on a potential regional registry approach – collaboration with other facilities. Ward addressed questions about TimeClock Plus
- **Keith Earnest, CCO – *In addition to the written report:*** Daryl Schneider is back to work as of today. Judy is now a licensed CLS in the state of California. We now have 2 fulltime CLS and one regularly scheduled part time. We also have one full time registry CLS. There should be an update on pyxis upgrade next month. We are down to 2 week wait time in PT – need to determine why the numbers are down. Albaugh asked Earnest to look at the numbers out of Burney. We have 3 FT MMHD staff
- **Sherry Wilson, CNO – *In addition to the written report:*** Discussion of Point Click Care timeline. Census is down due to the isolations precautions in Burney. We are full though,

because of the evacuees. The Live Oak facility sent staff. At this point we are not sure when the patients will go back.  
Point Click Care – first go live is April 1<sup>st</sup>. There is a very aggressive timeline. System will be very beneficial.  
**Travis Lakey, CFO**– Draft audit will be complete this week. Beyer asked for cash on hand as of that day, monthly average and year to date average in future reports.

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

**HOSPICE DINNER – MARCH 4TH**

**FUTURE AGENDA ITEMS:**

- HOSPITAL CREDIT CARD

**9. Announcement of CLOSED SESSION – 2:44 pm (Vasquez, Beyer) – Approved All**

**Physician Reappointment**

Michael Dillon, MD - Emcare ER Physician

**Physician Appointment**

Chuck Colas, DO - Emcare ER Physician

**10. Reconvene Open Session - Privileges Approved**

**12. ADJOURNMENT:** There being no further business, at the hour of 3:03 p.m., President Kerns declared the meeting adjourned. Next meeting March 22, 2017 – Fall River Mills

Credentialing Process – Quality (March)  
Real Property – March Closed Session





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

**RESOLUTION NO. 2017-4**

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

**Dorothy Hutchison**

**As February 2017 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, Dorothy Hutchison is hereby named Mayers Memorial Hospital District Employee of the Month for February 2017; and

**DULY PASSED AND ADOPTED** this 22nd day of March 2017 by the Board of Trustees of Mayers Memorial Hospital District by the following vote:

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

\_\_\_\_\_  
Mike Kerns, CHAIRMAN  
Board of Trustees, Mayers Memorial Hospital District

ATTEST:

\_\_\_\_\_  
Valerie L. Lakey  
Clerk of the Board of Directors





## **Mayers Memorial Hospital District Operations Board Report**

Submitted by Ryan Harris, Director of Operations

March 2017

### **Plant Operations & Maintenance**

1. Burney Outpatient Services Analysis
  - a. Please see Attachment A for the preliminary floor plan of the building.
    - i. Per Tim Hanahan, Director of Business Development at Erdman - a project management and healthcare client consultation firm, the building should cost between \$150 and \$200 per square foot for an OSHPD 3 Renovation Project. He also stated that a ground up OSHPD 3 building project would cost approximately \$350 per square foot.
2. Fire Door Update
  - a. Layton Construction will be providing us the type and design of the fire doors going into the new building. We will have the same type of fire door installed in the rest of the facility in an effort to maintain continuity.
  - b. No OSHPD permit is required for this project. OSHPD will do a final inspection after completion.
3. Facility Security
  - a. A grant request has been submitted for the access control project at the Fall River facility.
4. SNF Refresh Project
  - a. A meeting has been scheduled for Thursday the 16<sup>th</sup> with various Mayers Team members to discuss the final coordination of the SNF Refresh project. More information will be presented at the board meeting.
5. Ambulance Garage
  - a. The ambulance garage project will be completed by Stoneco Construction by April 1<sup>st</sup> 2017.
6. I have also attached a project list that will be submitted to the managers, directors and chiefs every quarter to provide updates on projects that impact their various departments (Attachment B). This will be submitted with my board report on a quarterly basis as well.

### **Hospital Expansion**

1. The design development phase was signed off on March 9<sup>th</sup> 2017 after completing a "page turn review" of the 112 construction documents. I am very impressed with the design that the building team completed during this phase. I'm looking forward to keeping this momentum going while finalizing construction documents.

### **Dietary**

1. Both of our Certified Dietary Manager applicants have been accepted into the program. Once completed this will greatly improve our CDM coverage at both facilities. The program should take 4-6 months.

### **Environmental Services**

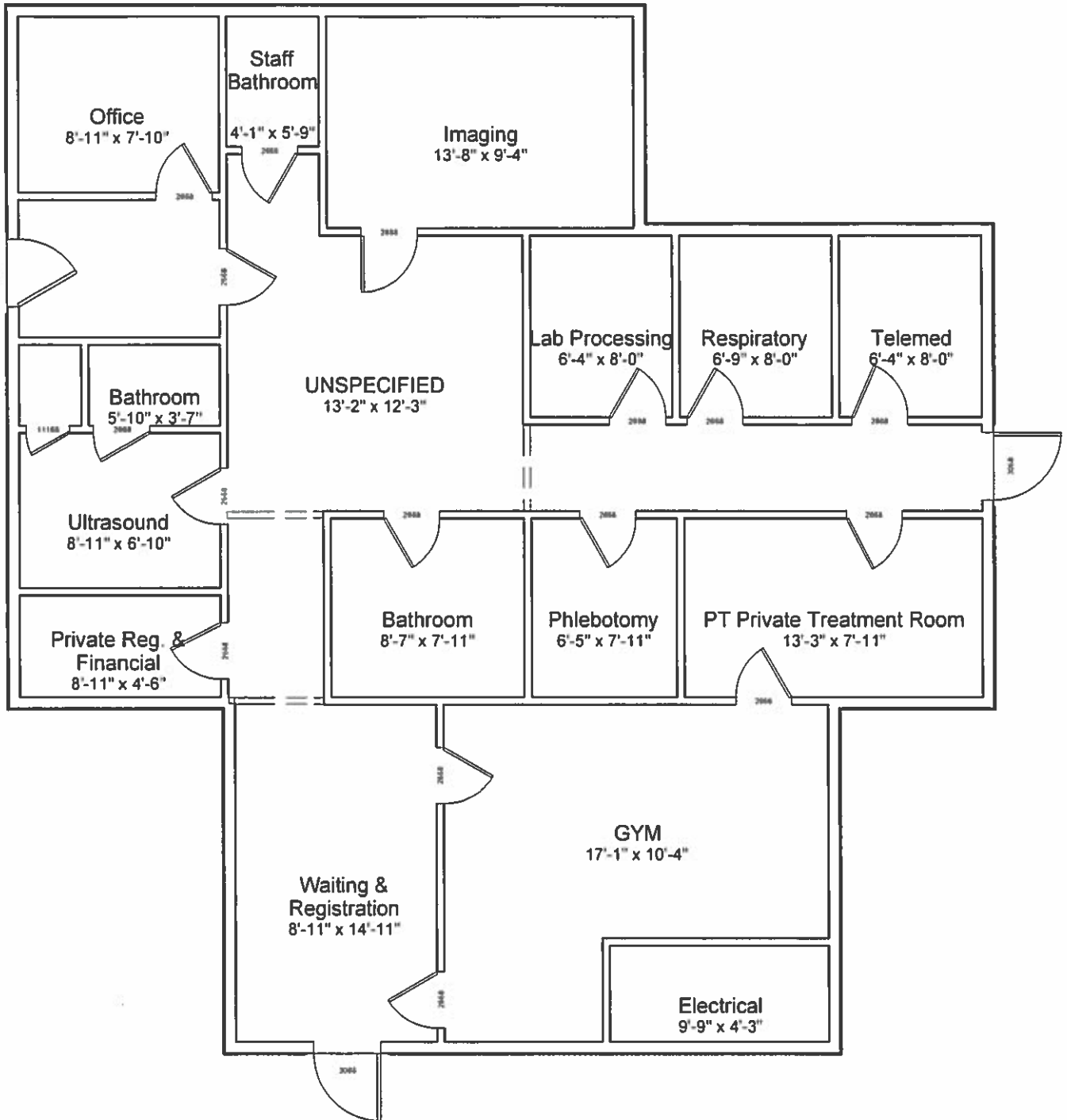
1. Aramark update
  - a. Aramark presented the 12% and 19% rate reduction in a new 5 year contract. This is a reduction of \$34,875 per year on our linen and laundry spending, or \$174,375 for the life of the contract.
  - b. Sherry Rodriguez and I are currently working on an in-house laundry study. This will help us decide which avenue we would like to proceed with. This will be discussed further at the board finance meeting and the general board meeting.

### **Purchasing**

1. Nothing to report at this time.



Annex



Not To Scale

Attachment A



# Projects Overview (Attachment B)

Project	Priority	Progress	Start	End	Notes
Expansion Project	1	25%	6/20/2016	5/17/2017	DD Completed 3/20/17. Currently reviewing cost to proceed to construction documents.
Skilled Nursing Refresh Project	2	20%	1/1/2016	7/1/2017	Budget completed. Meeting on 3/16/2017 to discuss materials.
Fire Door Replacement Project	3	30%	1/1/2017	6/1/2017	Bid received. Waiting for additional bids.
Burney Outpatient Services Project	4	15%	6/20/2016	1/1/2019	Contacted a PM firm to get estimate of building cost.
Ambulance Garage Remodel	5	40%	2/15/2017	4/1/2017	Stoneco started 03/06/17
Telemed/IR Room	6	80%	2/1/2017	4/1/2017	Cabinets will be installed 3/15. Room will be finished by 4/1/17.
Pharmacy Expansion	7	30%	1/1/2017	9/1/2019	Timeline presented by ACP.
SNF Window replacement	8	10%	3/1/2017	6/1/2017	Received 1 bid back. Waiting on additional bids.
Right Roads Remodel	9	10%	6/20/2016	1/1/2019	Doing cost analysis of in house bounds in this building.
Fall River Facility Access Control Project	10	20%	2/1/2017	6/1/2017	Grant Submitted.
Exterior Door Replacement Project (w/ some automatic doors)	11	5%	3/1/2017	1/1/2018	Looking for local contractors to do work. May contact with Door 28 out of 16. See
Office/Break Room Conversion Project	12	50%	2/1/2017	4/1/2017	Office is ready. Moving staff and then will begin work on break room.
Continued Station 3 remodel project (floors & doors)	13	10%	2/1/2017	1/1/2017	Ordering door skins. Replace flooring as needed
Thermostat replace and relocate project	14	5%	7/1/2017	10/1/2017	Researching locking thermostats. This will make the facility more energy efficient.
HVAC replacement project analysis	15	5%	1/1/2019	1/1/2023	Determine funding.
Burney Annex Access Control Project	16	10%	2/1/2017	12/31/2017	Have bid for project.
Paint the PT/HR/Finance Building	17	0%	5/1/2017	6/30/2017	Starting in 11/17.
Additional Security Camera Project	18	40%	2/1/2017	7/30/2017	Contracts have been signed for additional cameras in Burney. Will add 2 more in FR.
Hot water recirculating pump for PT & HR	19	25%	3/1/2017	6/30/2017	Bids have been received. Review with Louis for Approval.
Riverview Structural Project	20	10%	11/1/2016	1/1/2017	Contractors have looked at the project. To bid received at this time
PT & Dietary Door Project	21	50%	10/1/2016	4/1/2017	Doors are ordered. Install by end of March.
Roof Leak Project	22	5%	3/1/2016	10/1/2017	Contractor has been contacted. Dave is scheduling a time for a site visit
Resurface Burney Parking lot	23	5%	10/1/2016	6/30/2017	Too late to start in October. Contact contractors in March/April
Outpatient Services Mock Service Compliance	25	0%	4/1/2017	7/1/2017	New Cabinets for outpatient services room per Mock survey. Clean/soiled wall Complete
Fall River Clinic Space Future Remodel	24	0%	N/A	N/A	Too progress at this time.
Training & Education Center	25	5%	2/1/2017	12/31/2017	Have contacted vendors. Snow load issues. Contacted Plumbers for their vendor
S3 building remodel	26	5%	2/1/2017	N/A	Jessica has provided an initial layout



## **Board Meeting**

**Wednesday March 22, 2017**

### **Operations Team Report**

**Libby Mee – Director of Human Resources**

We have made progress in decreasing registry in the Skilled Nursing Facility. This can be attributed to the four C.N.A. students that obtained certifications the past winter from our Shasta College program.

We have eliminated the need for long term registry for Physical Therapists, Radiology Techs and ER RNs.

There are currently two areas of the hospital using long term registry staff. The Lab is using a CLS. The current tech has expressed interest in staying on as a permanent employee after her assignment.

The Radiology department is temporarily using an Ultrasound tech. We are using the opportunity to train and mentor a young, new tech that was hired.

Current areas of focus are obtaining another full time permanent Laboratory CLS. We are working with a recruiting company that has brought us staff in the past but not having much luck. There are many candidates that are interested but do not have current CA license. With our last placement, it took the candidate over a year to obtain CA license so we are not currently interested in any techs that do not have a current state license. We are also starting to look long term as the majority of our CLS staff in the lab will be aging out. After a call with CCAHN HR Peer Group this week, we are realizing this is a problem that many facilities are having.

We are also focusing on obtaining nurses in the long term care facility, specifically Burney night shift. We will be participating in Institute of Technology Career Fair in April as they have a strong LVN program.

We will also be attending Burney Community Center Career Fair as this has been a good resource in the past for Dietary, Housekeeping and Maintenance applicants.

We are currently marketing the Shasta College C.N.A. program that will start in August. Currently we have over 10 people on the roster that have expressed interest.

The “Planting Seeds and Growing Our Own” project was very successful last year and many of Mayer’s departments are scheduled to return to all three local high schools for MMHD Healthcare Career days in March and April. We are also currently accepting applications for our Senior Intern program.

I am still working on building a foundation for a training program. Current trainings include education on Workplace Violence and Prevention program. The committee completed management training last week and will be doing department specific trainings through March and April.

In efforts to streamline the employee evaluation process, we have purchased an evaluation software called Trakstar. I am currently working to configure and build forms into the system and it is our hope to go live with this system in April. The system will be completely electronic with the ability to notify managers when evaluations are due and to electronically gain approval from different levels of management and administration. Managers will also have tools to document and take notes on employee performance throughout the year.

It is also a continued priority of the Human Resource Department to be a resource to all employee and managers for any daily tasks that may arise.



## **Board Meeting**

**Wednesday March 22, 2017**

### **Work Comp**

**Libby Mee – Director of Human Resources**

I met with our Loss Prevention Specialist from Beta in February.

As far as Claims Frequency, he expressed that Mayers has performed positively over the past 5 years with a lower Injury Frequency Rate than both the Group and the Hospital Peer Groups.

We recognize that claims stream predominantly from Patient Handling related tasks, with Skilled Nursing Facility being the highest.

For Claims Severity, Mayers has also performed well when compared to the Group and Hospital Peer Group. Excluding a last spike in severity in FY15, overall performance is good, with the last 18 months trending down. Again severity is being driven by Patient Handling and the Skilled Nursing Department.

Please see attached for visual aides.

While Mayers has performed well over the past few years, we discussed opportunities to continue building on our current performance. Rather than looking for more or different trainings, we have chosen to focus on cultural development. Currently working with BETA, Staff Development and Director of Quality to build a program educating and training employees on how they currently view their daily tasks and new approaches to take.

BETA has started a new CARE program, granting Mayers \$2,200 to use to offset cost of mitigating the elevation of change exposure. Current ideas to use these monies revolve around easing lifting in the housekeeping department and making the dumpster area behind dietary safer. Both of these areas experience claims last year that could have been costly.

# Loss History Evaluation

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as of 3/1/2017

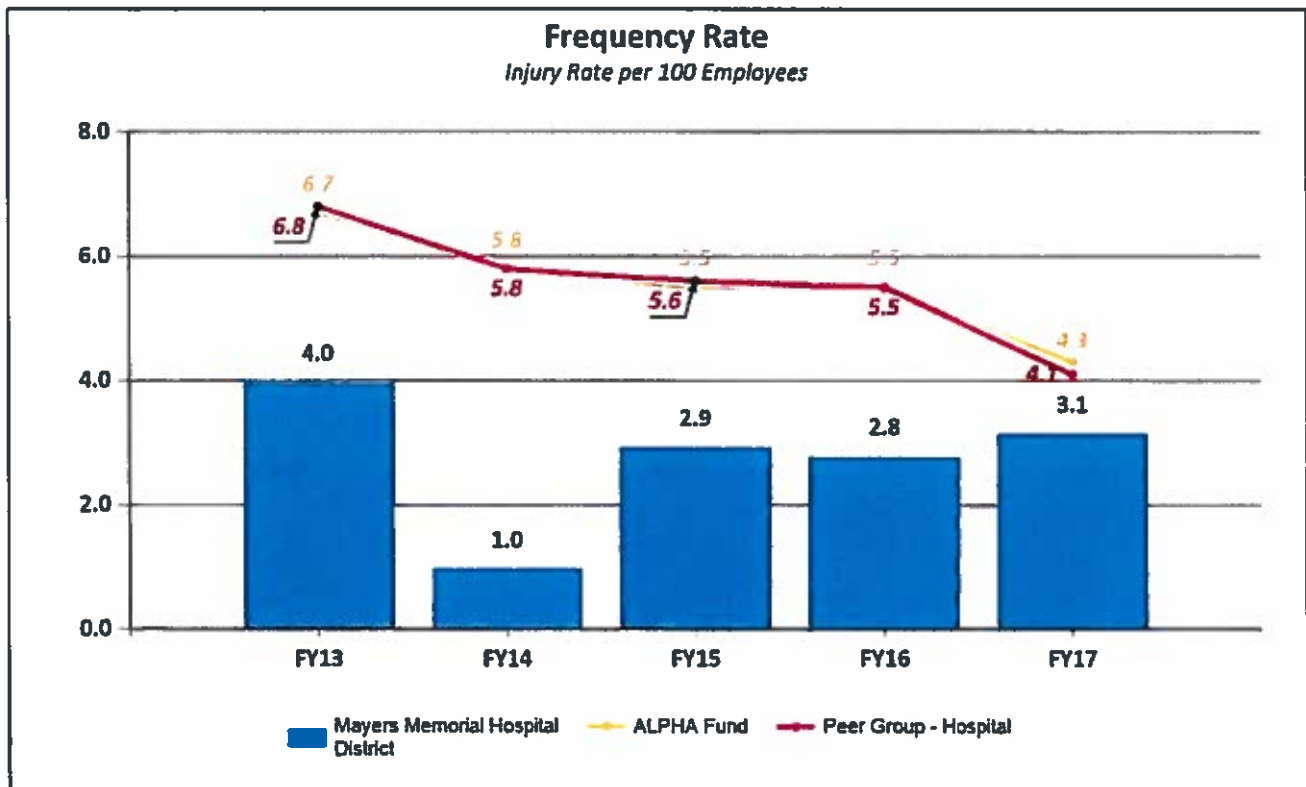
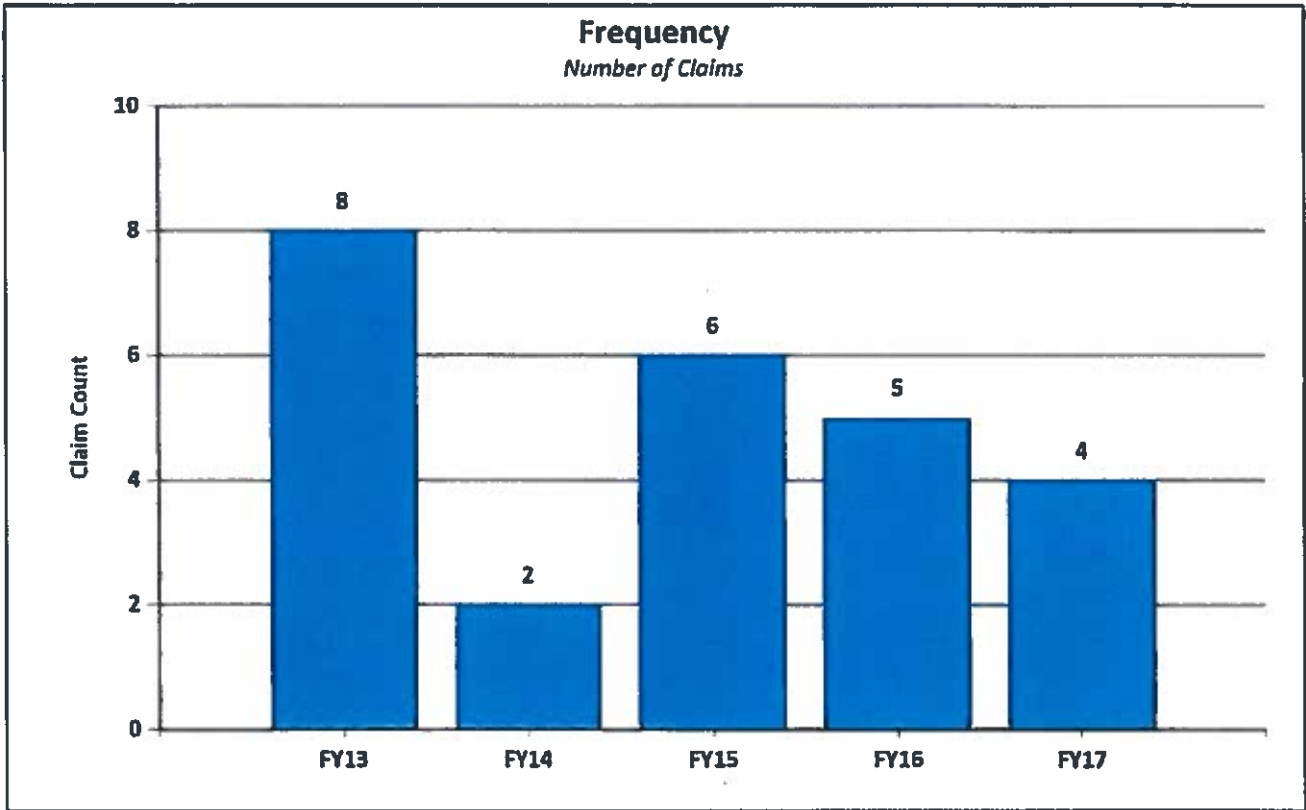
## **Mayers Memorial Hospital District**

Highway 299 East  
Fall River Mills, CA 96028

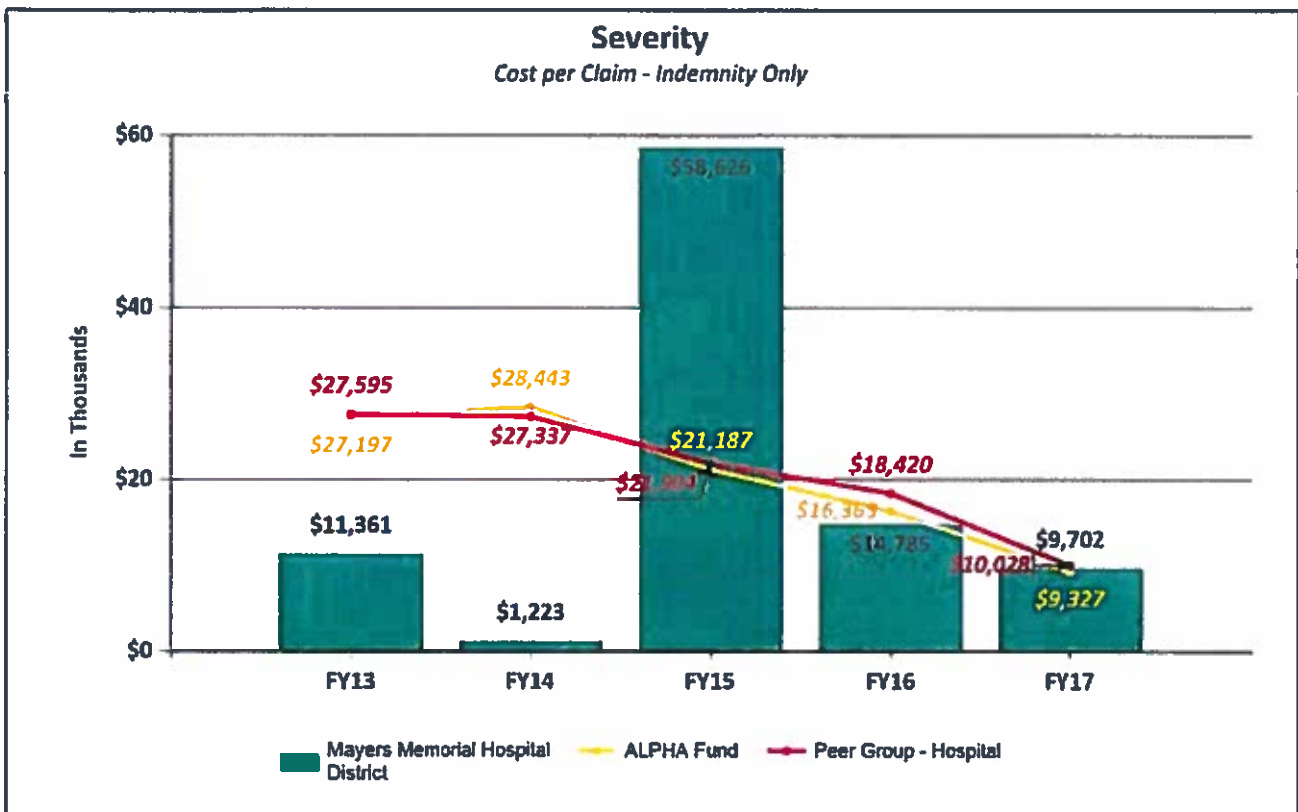
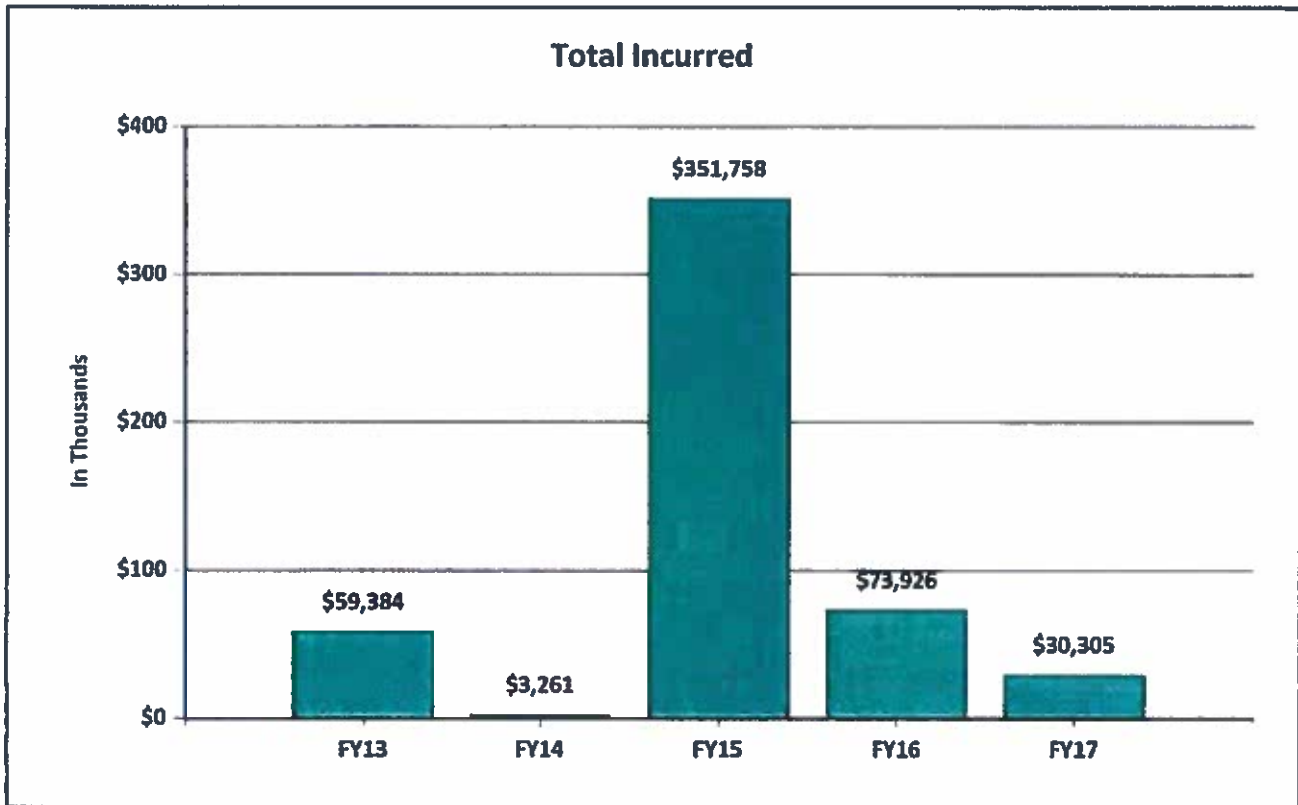


P.O. Box 619084  
Roseville, CA 95661  
1-800-655-2667

# Mayers Memorial Hospital District

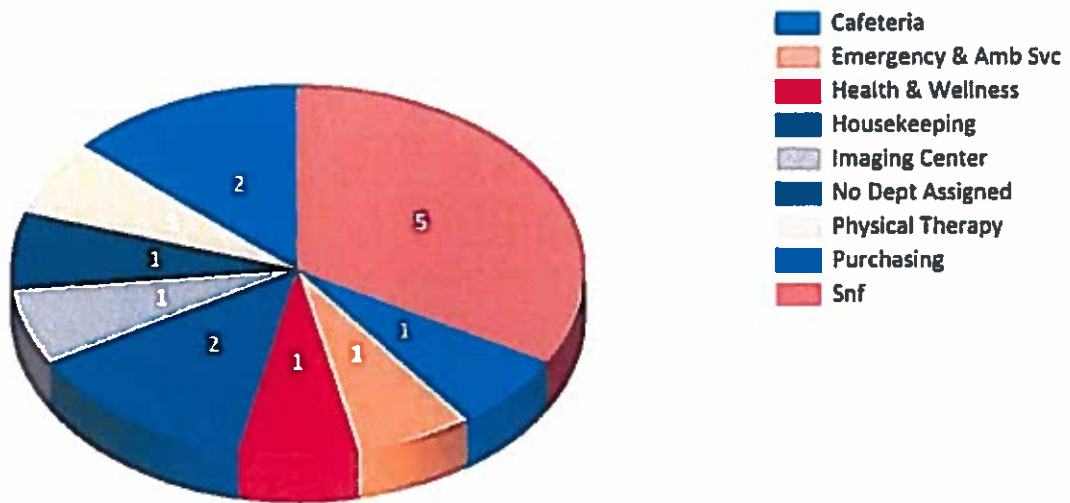


# Mayers Memorial Hospital District

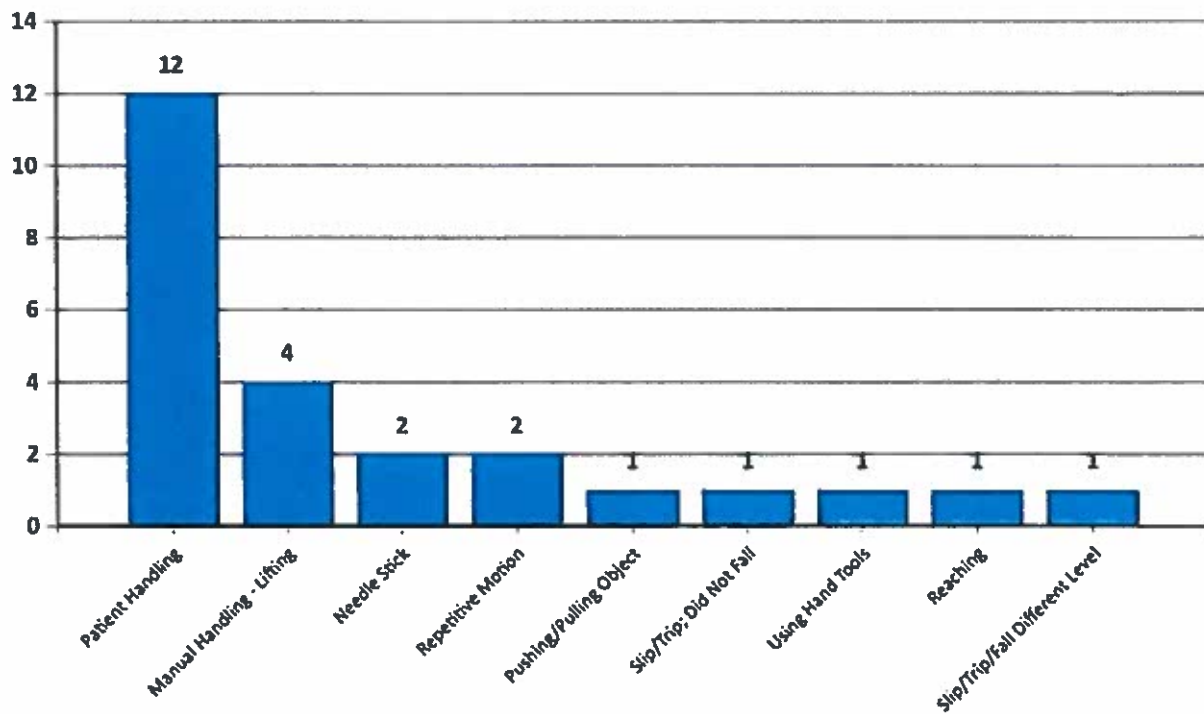


# Mayers Memorial Hospital District

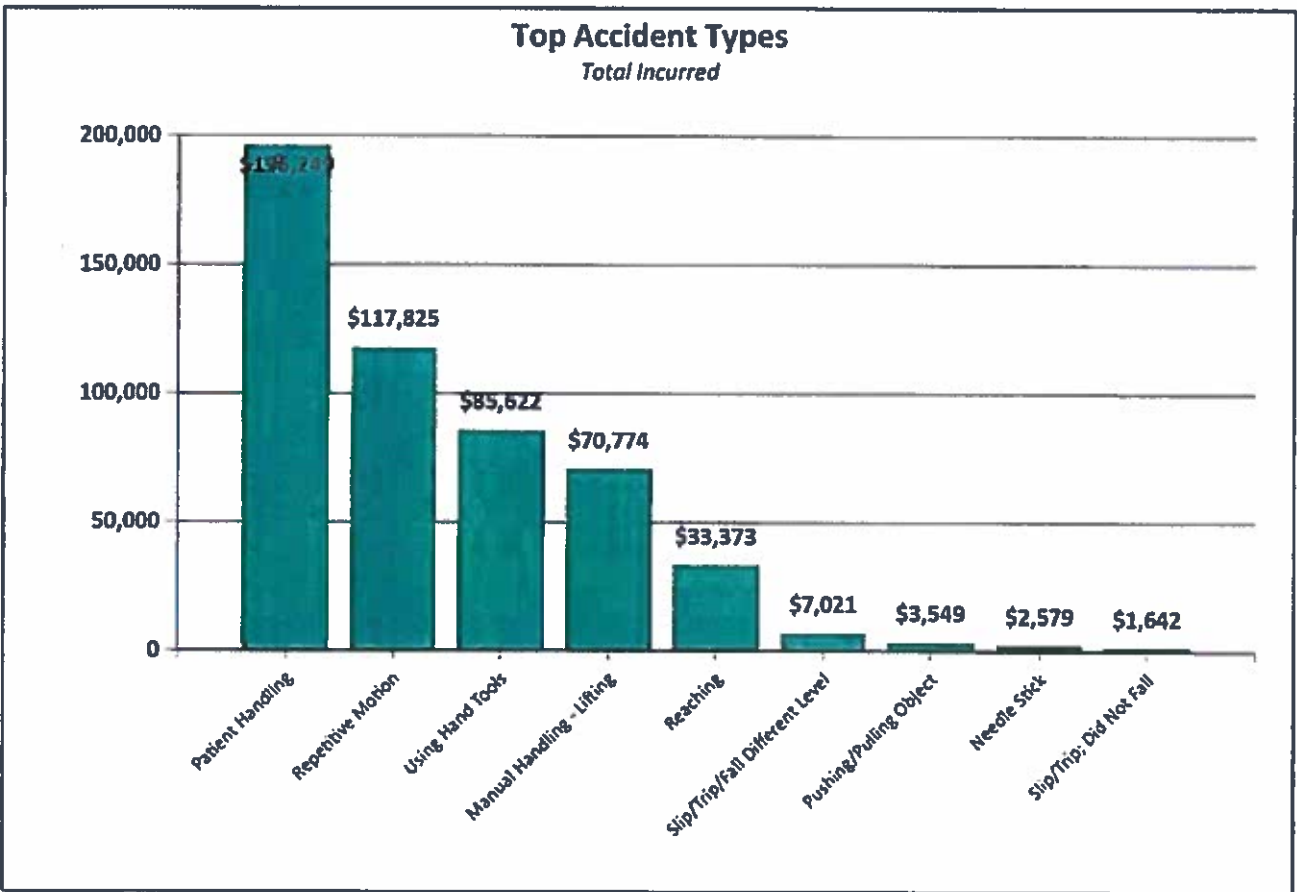
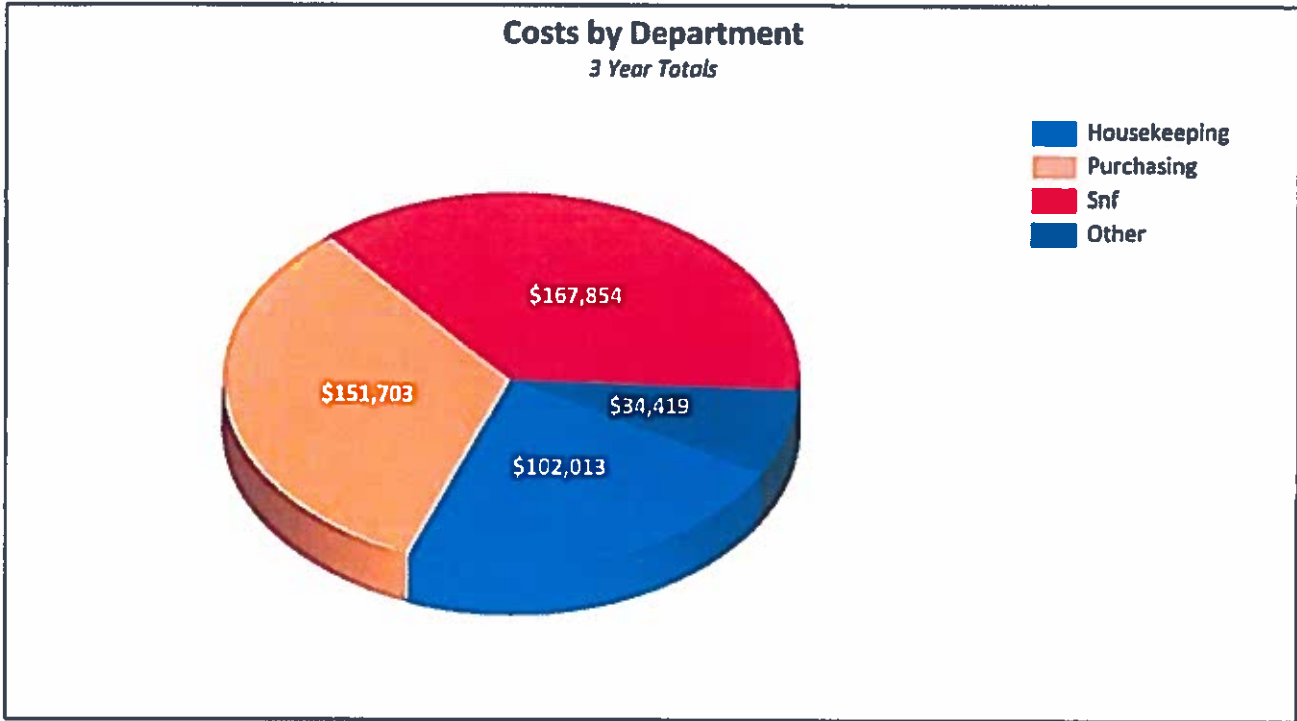
## Claims by Department 3 Year Totals

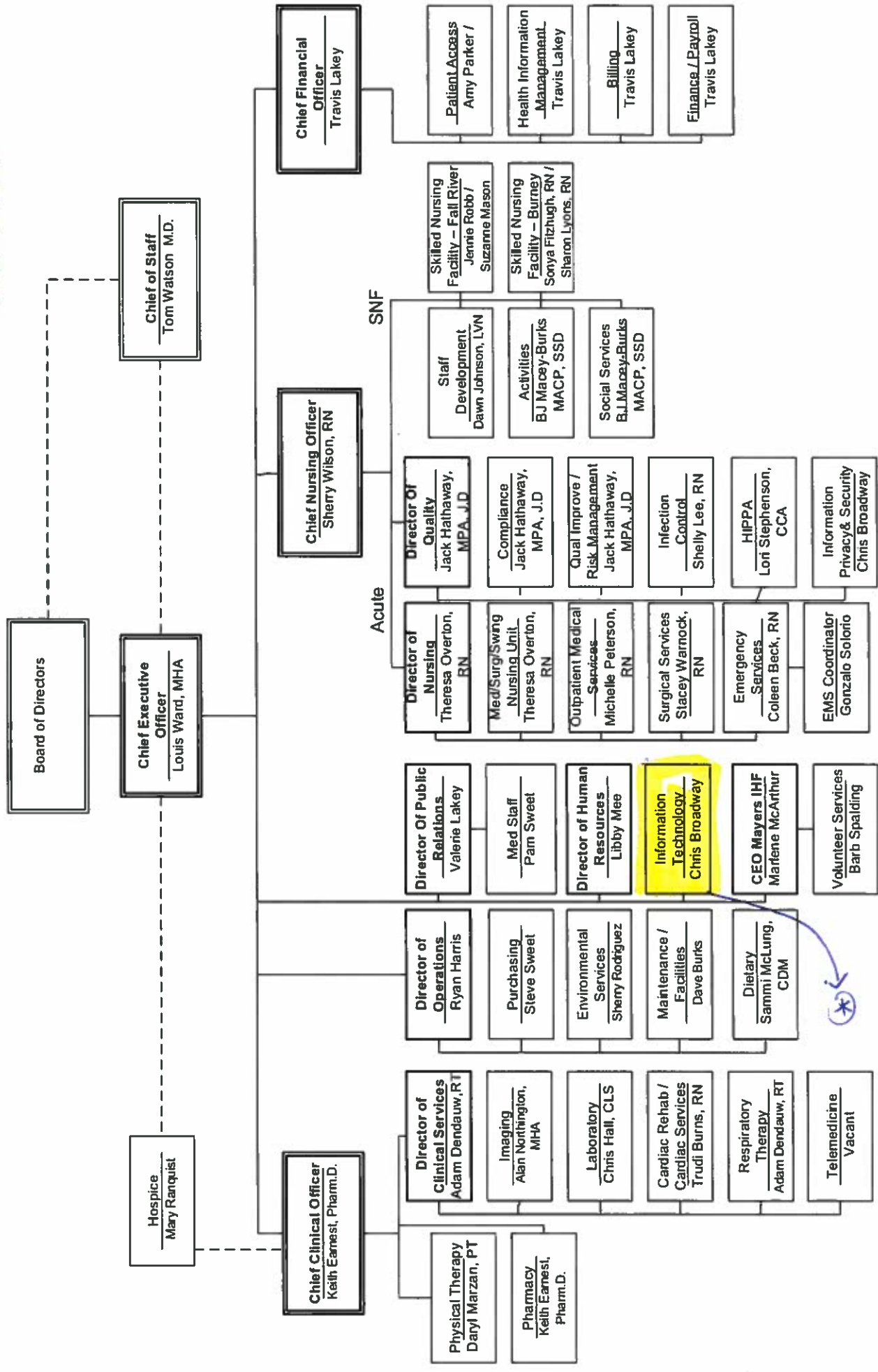


## Top Accident Types Frequency



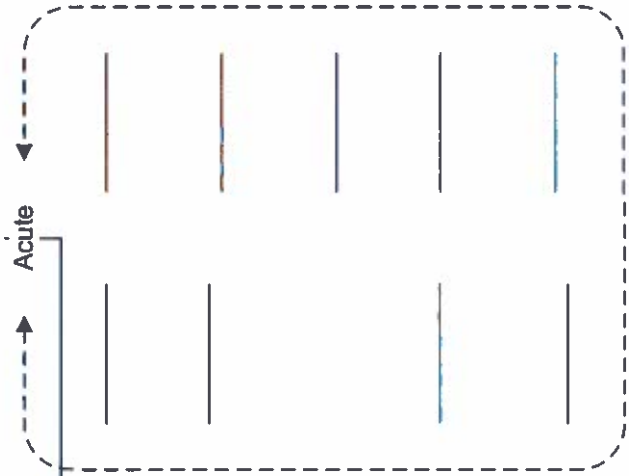
**Mayers Memorial Hospital District**





\* IT moving under Director of Operations

Med/Surg/Swing  
Nursing Unit



Anesthesia  
Lisa Akin, RN





**Operations Report  
March 2017**

Mayers Memorial Hospital

Statistics	February YTD FY17 <i>(current)</i>	February YTD FY16 <i>(prior)</i>	February Budget YTD FY17
Surgeries <i>(including C-sections)</i>	17	11	10
➤ Inpatient	2	4	2
➤ Outpatient	15	7	8
Procedures <i>(surgery suite)</i>			
Inpatient	1511	1401	1411
Emergency Room	2689	2693	2400
Skilled Nursing Days	18633	17762	19200
OP Visits (OP/Lab/X-ray)	9840	10926	11519
Hospice Patient Days	650	1217	1216
PT	6936	7307	7631
Ambulance Runs	295	291	296

***Operations District-Wide***

**Prepared by: Louis Ward, MHA, Chief Executive Officer**

**BUILDING PROJECT**

The building project continued to move along this month as another major milestone was accomplished. As a team, we have finished the design development portion of the project. In this stage of the project the team worked together to determine in great detail the final floor plan, equipment placement, materials, and finalize department sq. footage. We will now move into the Construction Development phase of the project in which we will work with the Architects, Engineers, Project Managers, and Layton Construction to develop a detailed set of drawings (plans) that will be submitted to OSHPD for permits and eventually used to build the expansion. We intend to complete the Construction Development phase within 90 days. There is a great deal of excitement amongst the staff as things are moving forward nicely with the project as we are on schedule within budget.

**SEMSA**

The Sierra Medical Services Alliance (SEMSA) took over the day-to-day operations of the Mayers Memorial Hospital District ambulance as planned on the first of March. All of the Mayers ambulance staff assisted in this transition process and as reported last month, all of the staff were offered employment with SEMSA which all but one accepted. The transition process has gone very smooth to date; this is due largely in part to the efforts made from our Mayers EMS team and the leadership team from SEMSA. We are very excited to have partnered with SEMSA as this partnership promises to bring many new benefits to the community we serve.

**POINT CLICK CARE**

The SNF electronic health information system project is well underway here at Mayers. Theresa Babajan is spearheading this project for the district. At this point all key stakeholders for the project have been selected and are actively engaged with the Point Click Care team developing the program as well as receiving training. Meetings are occurring weekly at the moment while we navigate through the early stages of the project. Some components of the software will be live in early April, the remaining components will be phased in throughout the spring and summer months.

### **Sac Valley Med Share**

As reported at last month's Board meeting it was reported that I will serve as a board member for the Sac Valley Med Share representing the 299 Collaborative. I am eager to assist this group in any way I can as the work they are doing is very important and will bring a great benefit to the patients of our district. Sac Valley Med Share (SVMS) is an organization made up of a majority of hospitals and clinics located in north eastern California. Our primary objective is to develop software to allow the seamless and private sharing of patient information ensuring the right information is accessible to the right provider at the right time. I attended a number of phone calls this month to get up to speed on the Board and Committees activities. The group that is working together on this initiative is a diverse highly functioning team with a great deal of experience within rural health. I am very excited to be part of the team.

### **ACHD Certified Healthcare District**

As a public entity, there are well-defined obligations on how we should conduct our affairs in a manner that is open and transparent. We have a responsibility to show the general public and state legislators that we are meeting our obligations. The Association of California Healthcare Districts (ACHD) has a program to assist members in demonstrating compliance. Through the process, we submitted a binder showing how we are meeting the core standards of Best Practices in Government. A large part of the certification is our district webpage. We have to maintain certain content and have information readily accessible.

This month we received great news. After a year's worth of work, Mayers Memorial Hospital has achieved the designation of a Certified Healthcare District! This is big news, as we have joined a very small group of Hospital Districts that achieved this designation, we are the 17th district of the over 90 districts throughout the state! A huge THANKS and congratulations to Val Lakey for her continued efforts on this very important initiative! Thanks for all of the work over the past year and for bringing this very important and prestigious certification to Mayers Memorial Hospital.

Respectfully Submitted by,  
Louis Ward, MHA  
Chief Executive Officer

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### **Chief Clinical Officer Report**

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

#### ***Laboratory***

- Mayers is live for the enteric panel on the Bio-Fire. The meningitis and encephalitis panel is undergoing quality assurance currently and will be the next panel to come on line.

#### ***Physical Therapy***

- New chairs to accommodate inpatients and outpatient needs are in place. The chairs are washable, at an appropriate height and have sturdy arm rests. The chairs were purchased with grant money and will help acute and swing patients be out of bed more often. Feedback has been excellent.

#### ***Respiratory Therapy***

- Our first 10 patients have been enrolled in Mayers Million Hearts program (minimum goal of 30 patients). Respiratory Therapy Manager and Clinical Director, Adam Dendauw, RT, is heading up this project. Binders have been distributed to each nursing area so nursing staff can identify patients who qualify for the program.

#### ***Cardiac Rehab***

- The second new treadmill, donated to cardiac rehab by Marty and Mary Horn, has arrived and is in use. Cardiac Rehab clients are enjoying this very generous donation.

## *Pharmacy*

- The Pyxis® upgrade install is slated for the last week in April but if interface testing goes well it could start as early as April 17<sup>th</sup>.
- The clean room waiver was re-submitted to the Board of Pharmacy.

## **Skilled Nursing Facility – Burney & FRM**

*Submitted by: Sherry Wilson, RN, CNO*

Census is at 69. We are working on bringing in several admits at this time.

All Skilled Nursing staff have been very busy with the implementation of Point Click Care our electronic medical record system. Many of us have started training with the required modules and attend at least three meetings weekly with the project manager by phone. Our goal is to all the necessary equipment ordered by the end of this week (March 17th). Our go live date for the MDS and Financial piece is April 1st. I will continue to bring updates monthly as to the progress that we are making.

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## **Critical Access Hospital**

*Submitted by: Sherry Wilson CNO/Acute*

## *Surgery*

- Dr. Syverson had Jury Duty the first week of the month, therefore no surgeries or procedures were scheduled for that week.
- Ben Nuti opted to take that same week off.
- All licensed staff in surgery were required to renew ACLS – therefore no procedures were scheduled on Wednesday 02-15-2017
  - This left OPS with only 2 Wednesdays open to schedule Procedures (Scopes) for the month of February.
- The small autoclave is not working as of 02-28-2017, a service visit has been scheduled (weather permitting) for Monday 03-06-2017
  - This will not inhibit any scheduling of surgeries as we still have the large autoclave to use for our large instrument trays.
- Dr. Guthrie did 1 Inpatient and 3 Outpatient Surgeries on 02-27-2017.
- OPS scheduled 1 Scope Patient from Pit River Health, 1 from Canby Clinic, and 1 Patient from FR MVC via “Prep Kit” method provided to the Clinics.

Stacie Warnock, RN  
Surgery Lead

## *Outpatient Services*

MMMD had a mock survey done. Outpatient was deficient in infection control by not having a locked medication cart for patient’s supplies. Our Infection Control Department, Shelly Lee RN had special funding and ordered a medication cart for OPM and a wound care treatment cart to see Inpatients. She was also able to order a wall mount to keep infection control canisters higher on the wall as requested by the mock survey. This should alleviate our deficiency and put us in compliance with infection control issues.

The Outpatient Department participated in a Prevnar 13 (Pneumococcal Vaccination Clinic). We have conducted this at FR LTC and some residents in Burney LTC. The last large clinic was held March 7th at the Burney Annex. Residents

that need the Prevnar 13 moving forward, have orders and signed consents will be scheduled through the Outpatient Department.

Alexis Williams, RN was hired to start in Outpatient as a part time RN. We are excited to have her join our department.

Michelle Peterson, RN  
Outpatient Department Lead

**Mayers Intermountain Healthcare Foundation**  
**Prepared by: Marlene McArthur, Executive Director**

The Mayers Intermountain Healthcare Foundation's board of directors meets to conduct business Monday, March 20, 2017, with highlights listed below:

→ Fundraising:

- Chocolate Festival fundraising event raised just over \$15,000 with proceeds going toward the *SNF Refresh Project*. That contribution along with a donor-advised gift in 2016 totaling \$32,000, the Foundation will be able to provide a gift of almost \$50,000 to go toward the SNF Refresh Project. The Foundation is excited to be included in the project! A BIG thank you to ALL OF YOU that contributed to the Chocolate Festival!

- Shops Report - Snapshot:

Stores Summary 2016	
Resale Store (closed store in June)	\$4,380.37
Gift Stores	\$7,346.68
Thrift Store	\$37,325.68
<b>TOTAL STORES NET 2016</b>	<b>\$49,052.73</b>
2015	\$46,556.99
2014	\$28,341.68
2013	\$21,412.06

- Recruiting new volunteers! See Barbara Spalding for volunteer application. We can really use volunteer help in the gift and thrift stores.
- PowerPoint presentation is being developed to recognize our wonderful and generous donors for 2016. The recognition PP will be displayed in the front lobby.
- New Hospital Wing Campaign is currently in the quiet "naming gifts" phase and we are pleased to report we have made much progress. We are meeting our plan goals and timelines—and we are on track to launch the community-wide "public" campaign sometime this summer.
- 2016 Income Taxes are being prepared internally to submit to the Foundation's CPA. Federal and state filings are due May 15<sup>th</sup>.
- The FY2017 Foundation Budget was developed and approved by the board in January.
- Awards Cycle is currently open to hospital managers with applications due March 31<sup>st</sup>. A total amount of \$35,000 will be awarded for District projects and announced in May.
- Scholarship Cycle Open for graduating seniors from FRJUSD and BVJUD—due May 1<sup>st</sup>. There are several scholarships that are open the entire year that are available to Mayers employees.
- The Foundation board welcomed Linda Adams to the Board of Directors at their January meeting. There are 10 voting members on the board and two exofficio directors (non-voting), Louis Ward and Beatriz Vasquez. Meetings are conducted every other month with a detailed report to the board the months there are no meetings held.
- Upcoming Events:
  - Health Fair April 8, 2017, IM Fairgrounds, Ingram Hall
  - On-the-Green Golf Tournament, August 19, 2017