

Date: October 25, 2017
Time: 5:00 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.)

CALL MEETING TO ORDER: Vice President Vasquez called the regular meeting to order at 5:00 p.m. on the above date with the following present:

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

Moment of silence for Melanie Kerns

Board Members Absent: Mike Kerns, President

Staff Present: Louis Ward, CEO; Travis Lakey, CFO; Ryan Harris, Director of Operations; Valerie Lakey, DOPR/Clerk of the Board; Keith Earnest, CCO; Tonya Seefloth, Mary Ranquist, Theresa Overton, Marlene McArthur

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

2.1 Public Comment – none

APPROVAL OF MINUTES – A motion/second and carried, the Board of Directors accepted the minutes of the September 25, 2017 Regular Board Meeting. **(Beyer, Hathaway) – Approved All**

Department/Operations Reports/Recognitions:

4.1 Resolution 2017-16–September Employee of the Month: Tonya Seefloth was recognized, as September 2017 TEAM MAYERS MVP. Presented by Laura Beyer **(Albaugh, Hathaway) 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 Hospice Quarterly Report – Mary Ranquist was present for the quarterly report. Last quarter the department served 11 patients. LOS stay was down. There were 2 native Americans. Ranquist spoke with Dr. Nix about process. Grief meetings have been going well. Albaugh asked about working with the Foundation on a car. Ranquist said she needs to fine-tune the policy.

4.3 Director of Operations report – Ryan Harris (Written report provided in packet)
Holding weekly meetings to make sure things are on task for the building project. We continue to work on permits. We need a new air quality permit. We also need specs for a new generator. It was confirmed that the school fees do not apply to our construction. The building will be on two parcels. We are working on lot line adjustments. We continue to work on the water flow. Staff has met with water district and fire department. We will be drafting a letter to support the 1000 per minute instead of required 1500 gallons per minute. Harris met with OSHPD Fire Marshall. Each sprinkler head takes about 12 gal per minute; we can run about 83 at one time. Currently, there are 363 heads and will be adding 120. Albaugh asked about the sewer. We have an agreement with Big Valley Sanitation that they will respond within 2 hours if needed. We will have grinders to our system.

All of the new fire doors were signed off – OSHPD Fire Marshall will be a good resource.

Replacing external lights at the Annex.

Aramark is aware that we are unhappy with service and that we will not be renewing our contract.

4.4 Telemed Written Report – included in packet Looking at ancillary tracking. Around \$8000 came from the 15 patients. \$400-500 average from each patient. Albaugh asked what the average cost is. We will be working on commercial insurances.

5. COMMITTEE MEETINGS

5.1 Finance Committee – Personnel Report, Finances reviewed – expenses are up a little and revenue is down a little. The use of registry was addressed. Housing for registry is an expense of about \$8400/month in Fall River. Would need about 13 CNA employees to alleviate registry problem.

5.1.1 Committee Meeting Report -Chair Albaugh

401K report See Notes – will set up lunch time meetings

5.1.2 September 2017 Financials (*Albaugh, Hathaway*) – Approved All

5.2 Strategic Planning Committee

5.2.1 Committee Report – Chair Kerns – no report

5.2.2 Update on Merger Committee- (See Presentation) Physician recruitment Merger Meeting November 6

5.3 Quality Committee

5.3.1 Committee Meeting – Chair Vasquez Laundry issues with Aramark, Marketing, Cardiac, Safety Committee, Disaster Preparedness training. Mobile unit for imaging. Dietary – seasonal menus. PRIME obesity program. SNF policies for compliance, Infection control – hand hygiene reporting getting better. Flu vaccines. Submitting documentation for PRIME.

6. New Business (*Hathaway, Kerns*) – Approved All

6.1 Policies for Approval (*Albaugh, Beyer*)

- *Medication Error Report – This is a plan that needs to be approved by the board.*
- *Vasoactive Drips – Inotropic Nursing Administration*

6.2 Quarterly P & P Summary – (*Albaugh, Hathaway*) – Approved All

6.2 Annual By-Law Review – 2nd Reading – will bring back to next meeting for further review. Standing committees – check to see about other committee attendance. 4.2.3 – membership in the medical staff – mid-level. Duties (list all 5)

6.3 Annual Board Assessment Process - postpone to November

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 time with SNF process and facility upgrades, improvements. Ward attended resident council meetings. Technology was at the top of the list. Music in rooms, television upgrades, New large television for dining room in FRM. Looking into buying iPads – Facetime, etc. Spoke with 11 staff members from SNF to get input on intake process, etc. HealthTech Mock surveyors will submit proposal to help us with a re-vamp of intake process

- DHLF – meeting attended with Travis Lakey – Distributes \$250 mil per year
- CCHAN Advisory Board Meeting in Sacramento

- CDPH – met earlier this month – discussed concerns regarding survey, licensing, etc. Relationship is getting better. Receiving a lot of help from CHA.
- Annex nominated for 2 awards by the Burney Chamber of Commerce
- Went to Adin for transitional care meeting.

Marlene McArthur, IHF Exec. Director – (Report by Earnest) Annual appeal will go out soon. Donations are coming in.

Travis Lakey, CFO - Notes were extensive. Audits went well. Loan closed.

Keith Earnest, CCO – *In addition to the written* – November will be precepting Lassen College phlebotomy students. We are in need of a PT – one is leaving in December. October 19th was the Pharmacy survey. No need for the major remodel now due to changes. There will be some minor (floors and lights before next visit). Moving forward there will be no nurse access to pharmacy after hours. Earnest will come up with a plan to remedy this. Pyxis anesthesia machine will arrive on Friday.

Sherry Wilson, CNO – *In addition to the written report:* Planning for Annex Christmas party. Census is at 76. There are 8 open beds. There are 4 pending patients at Station 1. Two in PCC pending insurance. Finishing 2576 POC. New 341 abuse self-report.

Theresa Overton – Staffing – sharing Acute staff. LVN students from Shasta College. Working on surgery other week. OP Wound Care working with IT to build orders, etc.

8. Information/board education/announcements

Board comments, upcoming events, etc. –Future agenda items:

Move November board meeting to November 29th

9. Announcement of CLOSED SESSION – no closed session

9.1 Government Code Section 54957: (*Albaugh, Hathaway*)

Quality Assurance: Quality Improvement Issues, Medical Staff Report (Dr. Tom Watson, Chief of Staff)

9.3 Personnel Government Code 54957 – CEO Evaluation (postponed)

10. Reconvene Open Session – no Closed Session

12. ADJOURNMENT: There being no further business, at the hour of 4:00 pm

p.m., Vice President Vasquez declared the meeting adjourned. Next meeting Wednesday, November 29, 2017 – 1:00 pm–Fall River Mills