

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

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

**Board of Directors
Regular Meeting
Minutes**

October 24, 2018 1:00pm
Boardroom (Burney)

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: Mike Kerns called the regular meeting to order at 1:00pm on the above date.

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Diana Groendyke
Val Lakey, Board Clerk

ABSENT:

Abe Hathaway

2 CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS

None

3 APPROVAL OF MINUTES

3.1 A motion/second carried; Board of Directors accepted the minutes of September 24, 2018. *Vazquez/Albaugh* *Approved All*

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

4.1 A motion/second carried; Britany Hammons was recognized as September Employee of the Month. Resolution 2018-12 *Albaugh/Vasquez* *Approved All*

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1 Committee Meeting Report: Nothing pressing to report. Discussed the numbers – staffing numbers and cost of doing business is up. All to improve quality – hopefully it will help improve star rating. Discussed Alzheimer's staffing, etc. Look at expenses of this service and who we accept and see if it is financially feasible to bring in patients from out of the district. Keep an eye on this moving forward. It was recommended to do a cost study. Currently 21 in Alzheimer's unit. We don't get paid any more for this type of patient.

Beatriz Vasquez will be added to the signature *Beyer/Albaugh* *Approved All*

5.1.2 A motion/second carried; acceptance of September 2018 Financial Review, A/P, A/R. *Albaugh/Beyer* *Approved All*

5.2 Strategic Planning Committee

5.2.1 Committee Meeting Report – No meeting – next meeting is November 16, 2018 – 9:00 am

5.3 Quality Committee

5.3.1 Committee Meeting Report – Reports from Safety, Admitting, Imaging. NSGT funds will go to Imaging project (PACS). There was also a presentation on IT department. There will be a lot of training for IT over the next year.

6 NEW BUSINESS

6.1 **ANNUAL PROGRAM EVALUATION:** The organizational Analysis will be presented at December 5, 2018 meeting. DRAFT copy will be sent prior to the meeting for review.

6.2 **Annual Board By-Law Review:** Will be reviewed in 2019

6.3 **Board Assessment Process:** Val Lakey will research what was done last year and report at December meeting. *(Note: no process was completed in 2017. Recommendations will be provided at 12-5-18 meeting)*

Albaugh/Vasquez Approved All

6.4 **Acceptance of CEP**

Beyer asked about the priority rating. It is a hospital wide rating; reviewed by Operations Management team

6.5 **Policy & Procedure Summary**

May be looking at new Policy & Procedure software

Information Only

6.6 **Combine November & December Meeting** – December 5, 2018 at 3:00 pm – OMT dinner with Spouses to follow at Crumbs at 5:30 pm

Beyer/Vasquez Approved All

6.7 **Retail Pharmacy Application**

Ward presented on the application. He worked with Modoc who just did an application. There are a lot of background checks included on the application. We would like to turn in the application before November 14th. Working with an independent contractor who will become an employee January 1st. The Building has been painted. The purchase will close soon. Contracting with McKesson Rx Solutions for design, etc. Staff: Pharmacist in charge – 2 techs under that license. One tech/ one tech, cashier. Conversations are being had about the hours. Would like to stay open in the evening. (Possibly 10 – 7). Should be open March 1st

No Action needed

6.8 **Laundry Van Purchase**

Approved in Finance – was included in Laundry facility budget

Albaugh/Beyer Approved All

7 ADMINISTRATIVE REPORTS

7.1 Chief's Reports

7.1.1 **CEO:** See written report – Ward reported on the DHLF meeting. There could be some changes in QUAF payments. Travis Lakey, CFO, represents MMHD very well at DHLF. Discussed Operations team feedback. No longer have the dog in the SNF. Scorecard goals are complete. MMHD received the Gem of the Year Award from BETA.

7.1.2 **CCO:** See Written report

7.1.3 CFO: Noted that the tax assessment was incorrect – county will be sending out corrected tax statements. CFO explained use of Bond monies and loan process. Payments March 1 and September 1. A flow chart explaining how the money and loans work will be created for board reference. We may want to put something in the paper to clarify the tax bills.

7.1.4 CNO: (Acute and ER reports handed out – *Exhibit A*) Acute numbers are down. Swing numbers are up. Length of stay is benefit of Swing program. Will be looking at numbers from 2009 to current. RN shortage – traveler costs are up. Recruiting efforts are being made. Discussion on observation patients, ER holds, payments and status. We are currently being surveyed. We are looking at a stroke program, to be completed by July 1, 2019. We are working with Mercy to train our ED nurses. The survey was discussed. We are putting together a binder of all of the requested information. So far, there hasn't been a lot of significant findings. Exit survey is today. A report will be provided. Some areas of concerns have been in surgery, ER staffing, etc.

SNF Diana Groendyke – Charge nurses in each facility – 2 at each facility. Currently have an NP working with the physician and it has helped a lot. Attended IOT in Redding for a job fair. Will be attending more. Acquired 6 LVN resumes. Flu vaccines have been mostly completed. Annex is getting security system. Shelley Lee and Diana talk each day. Binder is maintained for survey. Scheduling Coordinator is trying a new scheduling software. Admin office is being set up. On-site visits for potential intakes. 3rd Thursday for monthly meeting.

7.1.5 COO: Today was day one of the 2-day pour. Should be starting on steel next Tuesday. (See written report) Discussion of the seismic wall and the removal of the 1956 building. We have to have a lead, asbestos, etc. survey before the building can be demolished. There has not been a change regarding the seismic wall at this point. OSHPD 1-R Code – repurposing old buildings – Louis and Ryan will be attending a workshop. Laundry should open Feb. 2, 2019.

7.2 Construction Change Orders: None

8 OTHER INFORMATION/ANNOUNCEMENTS

None.

9 ANNOUNCEMENT OF CLOSED SESSION – 3:57pm

9.1 Government Code Section 54962:

Quality Assurance: Quality Improvement Issues, Medical Staff Report

None

9.2 Personnel Government Code 54957

CEO Contract –

9.3 None

9.4 None

10 RECONVENE OPEN SESSION: 5:00PM

11 ADJOURNMENT - 5:00 PM

Next Regular Meeting – December 5, 2018 – Fall River Mills

I, Mike Kerns, 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 Hospital District

Michael D Kerns
Board Member

Valerie King
Board Clerk

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, 43563 Highway 299 East, Fall River Mills CA 96028. This document and other Board of Directors documents are available online at www.mayersmemorial.com.

Capital Expenditure Plan
(Tool for Grant Planning Acquisitions)

Department	Current Manager:	Item Description	Priority	Estimate	Status	Possible Funding Source	Submit Date	Board Reviewed	Notes
Acute	Theresa Overton	Bladder Scanner					12/20/2017	12/20/2017	
		Telemetry Boxes (4)	High				07/10/2018		
		New Call System	High	\$500,000.00		partial \$75K NewW/S45K	03/01/2016	11/30/2016	\$345K funding is still needed.
Administration	Louis Ward	HVAC units (24 units)	High	\$3,000,000.00			02/11/2015	03/25/2015	\$2-\$4 million.
		Electronic Sign (Front of FR)	PLANNED	\$8,000.00			02/16/2015	03/25/2015	2 YEARS w/NHW Project
		Flooring St 3	Low	\$50,000.00			02/11/2015	03/25/2015	
		OSHPD 3 Code Compliance OP Clinic Burney	High	\$300,000.00			02/11/2015	03/25/2015	
Cardiac Rehab	Trudi Burns								
Dietary	Susan Garcia	Base Warmer (2)	Low	\$12,000.00			06/15/2011	06/27/2012	1 FRM/1 Burney (\$12K for both)
		Dishwasher	Low	\$15,000.00			06/15/2011	06/27/2012	Needed for Burney facility.
		Plate warmer (2)	Low	\$12,000.00			06/15/2011	06/27/2012	1 FRM/1 Burney (\$12K for both)
		Food Tray Delivery Carts	High				10/10/2016	11/30/2016	2 in Burney, 3 in FR - waiting on quote
		Shelving Racks	High	\$9,000.00			10/10/2016	11/30/2016	Need for both Burney and Fall River facilities
		Emergency Food Supplies (20-25 year shelf life)	High	\$30,000.00			06/21/2018	12/20/2017	FRM & Burney Facilities (\$30K for both)
		SNF Burney: Air Conditioner Replace/Repair					06/21/2018	12/20/2017	
		Walk in Refrigerator	High	\$11,000.00			10/10/2016	11/30/2016	Needed for FR Facility
Freezer	Low	\$24,000.00			10/10/2016	11/30/2016	Needed for both Burney and FR Facilities		
Emergency	Theresa Overton	Cardiac Monitors - Life Pac 15	Medium	\$36,000.00			02/11/2015	03/25/2015	Need 3/Replace 12 year old monitors
Environmental Services	Sherry Rodriguez	30# Washer/Extractor		\$4,200.00			06/21/2018		
		75# Dryer		\$4,400.00			06/21/2018		
HR	Libby Mee	HealthStream						12/20/2017	Discuss w/Libby
Imaging*	Alan Northington	R&F X-Ray (Title 22 reg)	PLANNED	\$450,000.00		New Wing Budget	10/15/2015	12/16/2015	Quote 11.24.15
		Procedure Table/Gurney		\$5,000-\$10,000			07/11/2017	12/20/2017	
		Gurney (Mechanical)	High	\$10,000.00			06/26/2017	12/20/2017	
		Point Click Care	High	\$25,000.00			06/27/2017	12/20/2017	
		Paragon Interface		\$10,000.00			06/27/2017	12/20/2017	
		Cloud Based PACS Platform	High	\$70,000.00		Partial funding NSGT	07/16/2018		\$20K start-up cost; annual fees apply.
Infection Control	Dawn Johnson	C-Arm	PLANNED	\$169,000.00		New Wing Budget	10/15/2015	12/16/2015	
IT	Chris Broadway	Software for Nursing CE Training		\$4,000.00			08/02/2012	02/24/2014	
		EMR Replacement Server from Dell	High	\$249,249.32	In progress		09/15/2016	11/30/2016	
		SPAM and email protection software (Improved)	High	\$14,000.00			06/25/2018		
		Paragon HPF Software	High	\$420,000.00			02/16/2015	03/25/2015	implementation services/ 5 yr support
Laboratory	Chris Hall	Interface for Microscan Analyzer to Paragon	High	\$7,000.00			10/14/2016	11/30/2016	Will verify cost
		Point Click Care (InterFace Port? - extra \$s??)		\$25,000.00			12/20/2017	12/20/2017	Will verify cost, (Includes McKesson+ ???)

Capital Expenditure Plan
(Tool for Grant Planning Acquisitions)

Department	Current Manager	Item Description	Priority	Estimate	Status	Possible Funding Source	Submit Date	Board Reviewed	Notes
Maintenance	Alex Johnson	Flat bed trailer (16' \$2700 - 18' \$2800)	High	\$3,000.00			11/12/2015	12/16/2015	
		Keypad/Access Control Exterior Door Locks / FRM	Low	\$20,000.00			10/10/2016	11/30/2016	\$17,500 each (FRM & Burney)
		New Vacuum Pump System	High	\$10,000.00			10/10/2016	11/30/2016	
		Resurface Parking Lot in Burney	High	\$175K-\$250K			10/10/2016	11/30/2016	
		New Boilers in Burney	Low	\$5,000.00			10/10/2016	11/30/2016	
Outpatient	Michelle Peterson	Wheelchairs (2) - 24" wide	Medium	\$630.00			09/11/2015	12/16/2015	\$265 each (surgery/OB, OPM, St 3)
		Treatment Chair	Medium	\$10,000.00			09/27/2018		
Pharmacy	Keith Earnest	Vitals Machine (2)		\$7,000.00			12/15/2017	12/20/2017	
		Interface + PCC					12/20/2017	12/20/2017	
Physical Therapy	Daryl Schneider	PCA	Completed	\$3,000.00			11/12/2015	12/16/2015	Below capital threshold amount.
		Pathway EMG Trainer (Muscle Biofeedback)		\$1,295.00			12/15/2017	12/20/2017	
Quality	Jack Hathaway	Sound Proofing Gym		\$1,000.00			02/11/2015	03/25/2015	
		Door Covers Memory Care Unit - Burney	Medium	\$6,564.00			05/24/2018		
Respiratory		McKesson InterQual Quality Software & Training	High	\$85,000.00			10/10/2016	11/30/2016	
		Philips Respironics V60 BIPAP	Medium	\$16,000.00			11/28/2017	12/20/2017	
Skilled Nursing	Diana Groendyke	Heart Code	High	\$32,537.00			11/28/2017	12/20/2017	Price is for 3 year contract
		Geri-Chairs	Low	\$1,596.00			06/27/2012	06/27/2012	Need 4 @ cost of \$399/ea.
		Wheelchairs	High	\$2,869.13		5 donated from senior project	06/27/2012	06/27/2012	Several need to be X-Large.
		Patient Lift(s)	High	\$8000 each			06/27/2012	06/27/2012	3 @ \$4000 / 1 remaining to purchase
		Van	High	\$65,000.00			07/16/2018		\$40K van; \$20K upgrades (Ryan has quote)
		ADA Compliant Automatic Doors/Burney	Medium				03/25/2015	03/25/2015	
		SNF Refresh	PLANNED				12/20/2017	12/20/2017	Winter maintenance project
		Burney: Blinds, privacy curtains + décor					06/27/2017	12/20/2017	
		Burney: Awning both patios					06/27/2017	12/20/2017	
		FRM: Awning side entrance					06/27/2017	12/20/2017	
		Vital Cart (2)		\$7,000.00			06/27/2017	12/20/2017	\$3500 each
		iTunes \$25 Gift Cards (30)		\$750.00			06/27/2017	12/20/2017	\$25 each
TVs to Digital (vs analog) - Senior TV Component		\$30,000.00			06/27/2017	12/20/2017			
i-Pad Nanos (10)		\$1,400.00			06/27/2017	12/20/2017	\$140 each		
Safety/EP	Val Lahey	Emergency Preparedness/Safety		\$5900-\$6600			05/24/2018		
Surgery	Stacie Warnock	Flooring	High	\$30,000.00			06/27/2017	12/20/2017	Ryan has quote
		Stryker Refurb Insufflator & Refurb Cameras & New Light Source	High	\$86,778.49			10/08/2018		General & orthopedic surgeries
		Stryker Ortho Power System w/Battery Pack (New)	Medium	\$37,085.90			10/08/2018		Ortho only surgeries
		(2) DPM-6 Cardiac Monitors	High	\$19,600.00			10/02/2013	03/25/2015	need one for each room - already have 2
Telemedicine	Amanda Harris								

Updated: 10/7/18

\$5,901,954.84

Reviewed by FAC: N/A

Annual Board Acceptance: District Board Approval 12/20/17, __/__/18

*Some of the equipment to be purchased for the new expansion project are not included on this list.

CORNING FORD

Source: REFERAL

Salesperson: KELLY BREEDLOVE

Price	40,270.00
Taxable A.M.O.	0.00
Document Processing	80.00
Emissions Testing Charge	0.00
Sales Tax	2,925.38
Non-Tax A.M.O.	0.00
Service Contract	0.00
Subtotal	43,275.38
DMV Fees	0.00
State Emissions Certification or Exemption Fee	0.00
California Tire Fee	8.75
Electronic Veh Reg or Transfer Charge	30.00
Total Insurance	0.00
Total	43,314.13
Amount Financed	43,314.13
Finance Charges	0.00
Total of Payments	43,314.13
Total Sale Price	43,314.13

Trade	0.00
Payoff	0.00
Net Trade	0.00
Cash Down	0.00
Deferred Down	0.00
Rebate	0.00
Total Down	0.00

APR	0.00
Term	1
Monthly Payment	43,314.13
Final Payment of	

43,314.13

*** BUYER ***

MAYERS MEMORIAL HOSPITAL
P O BOX 459
FALL RIVER MILLS, CA 96028

*** CO-BUYER ***

Date of Birth: _____
 Home Phone Number: (530) 336-5511
 Work Phone Number: (530) 336-7556
 County: SHASTA
 Email: rharrsi@mayersmemorial.com

Date of Birth: _____
 Home Phone Number: _____
 Work Phone Number: _____
 County: _____
 Email: _____

*** PURCHASE ***

*** TRADE 1 ***

*** TRADE 2 ***

Stock Number
 Year
 Make
 Model
 Body Style
 Color
 Trim
 Key 1 Number
 Key 2 Number
 Weight
 License
 Odometer
 VIN
 Cylinders 0
 Vehicle Type ~~W000~~

*** BANK ***

*** INSURANCE ***

DEALER 860 144

VIN :

TRANSIT 250
MID ROOF!
LONG Wheelbase
Single rear wheel.

VAN cost
+ 31,400

Interior 8870
+ Left +
40,270.00

	Suggested Retail Price		
R2CB T250 MR CARGO VAN	36265 00		34
SPECIAL DEALER ACCOUNT ADJUSTM			2
148" WHEELBASE			
2019 MODEL YEAR			
YZ OXFORD WHITE			
CK PEWTER CLOTH			
PREFERRED EQUIPMENT PKG.101A			
.XL TRIM			
57B .MANUAL AIR CONDITIONER		NC	
99M 3.7L TIVCT V6 ENGINE			
446 .6-SPD AUTO SBLCTSHFT TR			
TC8 .235/65R16 BSW ALL-SEASON			
X73 3.73 RATIO REGULAR AXLE X73		NC	
JOB #1 ORDER			
153 FRONT LICENSE PLATE BRACKET		NC	
16E FLOOR COVERING VINYL COMPLETE	245 00		
20B 9000# GVWR PACKAGE		NC	
21L PEWTER CLOTH 2WAY SD AIRBAGS	60 00		
425 50 STATE EMISSIONS		NC	
58X AM/FM STEREO SGL-CD W/SYNC	765 00		
59B TRAILER WIRING PROVISIONS	295 00		
60C CRUISE CONTROL	325 00		
91G 6 SPEAKERS (4 FRONT/2 REAR)		NC	
SPCL. DLR. ACCT. ADJ. CR.			
TOTAL OPTIONS/OTHER	1690 00		1.
TOTAL VEHICLE & OPTIONS/OTHER	37955 00		33:
DESTINATION & DELIVERY	1395 00		1:
TOTAL FOR VEHICLE	39350 00		
FUEL CHARGE			
SHIPPING WEIGHT 4987 LBS.			
TOTAL	39350 00		34:

Authorization to Release Vehicle
BY _____
Dealer Code# _____

INVOICE
REFL

- Fleet Release
- Retail (release number) Release



THIS IS NOT AN INVOICE - DO NOT PAY FROM THIS QUOTE

4500 Beloit Dr. Suite A Sacramento CA 95838

Phone (916) 369-7477 Fax (916) 426-1909

Quote: 1611747

Quote Date: 9/28/2018

QUOTE TO: CORNING FORD
2280 SHORT DR.

SHIP TO: CORNING FORD
KELLY BREEDLOVE 530-824-5434
2280 SHORT DR.
CORNING, CA 960212309

CORNING, CA 960212309
Ph: (530) 824-5434 FAX: (530) 824-4348

ACCT #:	P.O.#/CUST. ORDER #:	ORDER DATE:	TERMS:	DATE SHIPPED:	VIA:
1602001			Pay Upon Receipt		

Quantity:	Part Number:	Description:	Price:	Total:
4	23896-0	E-TRAC,STRAP 12"W/CAM BKL	\$33.51	\$134.04
1	742-081-6441	LEGEND HD ULTRAFLOOR - 3 PCS TRANSIT 148WB	\$1,293.21	\$1,293.21
1	V2-56-1140FA49	CARGO VAN V-SERIES LIFTGATE	\$5,150.25	\$5,150.25
1	S1M2HC2FSV	S1-M2H-C2 PARTITION	\$394.79	\$394.79
1	WKC1FDTM	WING KIT, TRANSIT, MR STD POS	\$195.56	\$195.56
4	E TRACK	PWS 4212 E-TRACK 10 FT. PAINTED BLACK	\$36.89	\$147.56

COMMENTS:

VIN: 1FTYR2CM8KKA10267

SUBTOTAL:	\$7,315.41
TAX: 8.2500%	\$0.00
LABOR:	\$1,404.00
FREIGHT:	\$0.00
TOTAL:	\$8,719.41

PRICING ONLY GOOD FOR 30 DAYS FROM DATE OF QUOTE

THIS IS NOT AN INVOICE - DO NOT PAY FROM THIS QUOTE

*Includes - 1) E Track + tie down straps
2) rear Lift Gate
3) Floor - Hard.
4) Bulkhead.*

*+ 150 FT
= 8869.41*

Customer Approval:

I the undersigned do hereby acknowledge that I am duly authorized to represent the customer/company/organization listed above to engage Commercial Van Interiors to perform the work as represented above. The undersigned further acknowledges that the provided purchase order is valid within their company/organization. If no purchase order was provided, the undersigned consents to the use of the last eight digits of the VIN in place of a purchase order and authorizes the work to be performed.

Representative Signature: _____ Date: _____
 Representative Name: _____ PO: _____ (Tax ID #)
 Title: _____ (Full) VIN: 1FTYR2CM8KKA10267

Acute Care St. 1 Board Report October, 2018

- September Acute ADC = 1.80 and Swing ADC = 3.60 with ALOS = 15.43
- Acute has had 3-RN travel contracts over the last 2 months through Medefis that have been unsuccessful. This has created continued staffing issues. However, we continue a great relationship with NPH who have been trying to fill our needs. Our own staff are continuing to be efficient in helping wherever they can

Respectfully submitted by,

Theresa Overton, DON

October 2018 ED Board Report

- We treated 291 patients through the Emergency Department in the month of September
- A new storage location for the mechanical ventilator has been designated in the Emergency Department. It used to be kept in the Respiratory Department. Standardized ventilator training is being provided to the nursing staff in the ED to ensure competency as there are times when the ventilator may be needed before Respiratory Therapy staff is available.
- The pediatric telemedicine cart has also been relocated for storage and access closer to the Emergency Department to help to promote ease of use.
- We have engaged in discussion with Dignity Health to explore partnering with them in the development of a stroke program. They are currently putting together a proposal for us for the use of telemedicine services for emergent neurologic and stroke consult.

Respectfully prepared and submitted by: Krissy Eades RN/ER Lead Supervisor