

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors
Beatriz Vasquez, PhD, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback, Director

Board of Directors
Regular Meeting
Minutes

January 29, 2020 – 1:00 pm
Fall River Boardroom

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: Beatriz Vasquez called the regular meeting to order at 1:00 pm on the above date.

BOARD MEMBERS PRESENT:

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

ABSENT:

STAFF PRESENT:

Louis Ward, CEO
Ryan Harris, COO
Keith Earnest, CCO
Travis Lakey, CFO
Candy Vculek, CNO
Libby Mee
Diana Groendyke
Theresa Overton
Pamela Huerta
Mary Ranquist
Jessica DeCoito, Board Clerk

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

3 APPROVAL OF MINUTES

3.1 A motion/second carried; Board of Directors accepted the minutes of December 4, 2019. **Beyer/Utterback** **Approved All**

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS

4.1 A motion/second carried; Pamela Huerta was recognized as December Employee of the Month. Resolution 2020-01 **Beyer/Hathaway** **Approved All**

4.2 Years of Service Recognition was presented to Linda Eastman for 36 years!

4.3 Recognition of Service – IM News Resolution 2020-02 was presented to Walt Caldwell. **Utterback/Hathaway** **Approved All**

4.4 Director of Human Resources & Workers Comp. – Libby Mee: Workers Comp. bulk of the information will be presented in July. HR – an offer has been sent for a Lab Manager. Acute RN interviews taking place. And more RN interviews have taken place recently as well. Discussion took place on new time clock system that is more health facility friendly. It also offers many other benefits for our employees and Payroll department.

4.3 Director of Nursing SNF – Diana Groendyke: building the census. Traveler contracts are very helpful for both FR and Burney facilities. The updates on the Burney Annex is fabulous and residents love it. CDPH did not find any deficiencies in the last occurrence of gastroenteritis. We are very excited about the hospitalists and all the help they have brought our team. Point Click Care Scorecard (Exhibit A). Presentation shown on PCC. – allows SNF to see how the department is doing and where improvements can be made. Improvements

needed on CNA reporting. Care Plan and Order Management areas need improvement but with new mid-levels and Dr.'s, we will see an improvement.

- 4.4 Hospice Quarterly Report – Mary Ranquist: Avg. daily census was 3.16 patients, current month average of stay: 44.16 days. A mock survey will be done before the actual survey occurs sometime summer 2020. Working on a new logo for Hospice and a new mission statement – suggestion to use MMH logo.

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1 **Committee Meeting Report:** A/R days are down to 49.25 days. Will start working on Clinic financing.

5.1.2 **Nov. & Dec. 2019** Financial Review, AP, AR and acceptance of financials. **Hathaway/Beyer** **Approved All**

5.2 Strategic Planning Committee Chair Albaugh

5.2.1 **Committee Meeting Report** – no further notes

5.3 Quality Committee Chair Beyer

5.3.1 **Committee Meeting Report** – Agenda format is restructured to follow the Strategic Plan.

6 OLD BUSINESS

6.1 **Board Assessment Review** – discussion led about the summary. Excellent and very good responses on most questions. Some areas of concern: new board member training. Opportunity for once a month, a Board Member to bring up an idea or concern or share some information about conferences/meetings attended. Questionnaire being created by Laura Beyer for investigating what BOD's would like to see for education on MMHD and other opportunities.

6.2 **Organizational Analysis – Final Approval** – big improvement over the previous versions. **Beyer/Hathaway** **Approved All**

7 NEW BUSINESS

7.1 **Policy & Procedure Approval** **ATTACHMENT I** **Utterback/Hathaway** **Approved All**

1. Conflict of Interest for Design-Build Property
2. Satellite and Home Office Security

7.2 **Policy & Procedure Quarterly Review** **Hathaway/Beyer** **Approved All**

8 ADMINISTRATIVE REPORTS

8.1 Chief's Reports

8.1.1 **CEO:** Tommy Saborido, MD., was hired to begin 2021. He will be teaching at UC Davis while his wife finishes her residency and will bring that education asset to MMHD. UCSF trip this next week to talk about and advocate for rural health. Excited about all the new changes that have happened and that are coming up. DHLF Meeting in Sacramento – CEO and CFO will be in attendance and will be working on finalizing how the money is distributed. Daycare is full steam ahead and working on getting that up and going. Thanks to Val for keeping up on AB890 – Nurse Practitioner bill – passed in the Assembly and off to the Senate.

8.1.2 **CCO:** PT referral numbers have dropped – conversation with MVHC to work on getting those referrals here. Also working on marketing the PT department. Cardiac Risk Screening opportunities are being

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investigated. Retail Pharmacy is going well. Still working on AB340B requirements.

8.1.3 **CFO:** no further notes

8.1.4 **CNO:** Activities Director is working very hard to bring in new activities – like mini farm animal zoo and car show in the Spring. BJ Burks is retiring this month and a party will be held in her honor. A new hire has accepted an offer and will join us soon. Mid-levels are settling in well and nothing but compliments. LEAN events are being held in Burney. Ten staff members are being trained in Lean.

8.1.5 **COO:** OSHPD is wanting more documentation on electrical work. Water tank was approved and we will be contracting with another contractor. In search for a new IOR – two applications in with OSHPD. Just received plans for the Burney Rural Health Clinic. RFB will go out January 31st, mandatory pre-bid meeting on February 6th, and plans back on February 24th, bids available on February 26th, Board Approval on March 25th, Commencement of Construction on April 13th and Substantial Completion date of December 18th. Extension with OSHPD on 1953 building demo. Nurse Call plans are being prepared. SNF Refresh is requiring more work than what we can do – will do an update to sinks but not the bathrooms. New IT Manager is Ryan Nicholls. Admin & Finance Bldg is coming along very well.

8.2 ED of Community Relations and Business Development – Val Lakey: conversation with IM News has taken place, since Mt. Echo has retired.

8.3 **Construction Change Orders:** None

9 OTHER INFORMATION/ANNOUNCEMENTS

Leadership Meeting for ACHD of February 21st and 22nd. Val will be presenting at that ACHD meeting.

10 ANNOUNCEMENT OF CLOSED SESSION – 3:23pm

.1 **Government Code Section 54962:**

.2 **Real Property Government Code 54956.8 No action**

.3 **Litigation Government Code 54956.9**

.4 **Personnel Government Code 54957 – No Action**

11 RECONVENE OPEN SESSION: 4:15 pm

12 ADJOURNMENT

Next Regular Meeting: February 26, 2020 – Burney Boardroom

I, Beatriz Vasquez, Board of Directors Resident, 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

Beatriz J. Vasquez
Board Member

Jessica DeCato
Board Clerk

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