

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

October 28, 2020 – 1:00 pm
Teleconference Call – FULLY Remote

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 1:04 pm on the above date.

BOARD MEMBERS PRESENT:

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

ABSENT:

Allen Albaugh, Treasurer

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Ryan Harris, COO
Keith Earnest, CCO
Candy Vculek, CNO
Jessica DeCoito, Board Clerk
JD Phipps, Director of ED & Ancillary Services

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 30, 2020. *Utterback, Beyer* *Beyer – Y*
Hathaway – Y
Utterback – Y
Vasquez – Y

4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS: WRITTEN REPORTS SUBMITTED

4.1 A motion/second carried; Shelby Vaughn was recognized as September Employee of the Month. Resolution 2020-17 *Utterback, Beyer* *Beyer – Y*
Hathaway – Y
Utterback – Y
Vasquez – Y

4.2 **Director of Emergency Department & Ancillary Services:** We have had individuals present themselves to the ER with COVID symptoms – having the Isolation Room has been very helpful in processing the COVID screening and tests. We have developed in house a pyramid of guidelines for staff to follow for COVID testing. Can we share the pyramid within the community? – We will work on some sort of community info graphic.

4.3 **Hospice Quarterly Report:** Need to spend time reviewing Measure 2 on CASPER Report for “Visits when death is eminent.” All other CASPER Measures are above national average.

5 BOARD COMMITTEES

5.1 Finance Committee

5.1.1 **Committee Meeting Report:** Reviewed reports from Imaging: communication issues occurring with MVHC and staff will continue to work on this, HR: continuing to try and fill all open positions and working with Infection Control on protecting our employees from COVID exposures, sick time, family sick time, etc., SNF: commended all staff with regards to all the work completed in the last two years.

5.1.2 **September 2020 Financials:** reviewed the financials, AP & AR. Motion *Hathaway, Utterback* *Beyer – Y*
to approve the financials was moved, seconded and approved. *Hathaway – Y*
Utterback – Y
Vasquez – Y

5.1.3 **Burney Clinic Electronic Health Records:** Recommendation from *Hathaway, Beyer* *Beyer – Y*
Finance Committee to proceed forward with OCHIN EHR for the *Hathaway – Y*
Burney Clinic. Provides user and administration friendly processes. A *Utterback – Y*

motion was moved, seconded and carried to enter into contract and start implementation process.

Vasquez - Y

5.2 **Strategic Planning Committee Member Albaugh**

5.2.1 **Committee Meeting Report:** No October Meeting. Next meeting is scheduled for November 10th.

5.3 **Quality Committee Chair Beyer**

5.3.1 **Committee Meeting Report:** Great conversation with Respiratory department to branch out to the community for mask resources.

6 OLD BUSINESS

6.1 **Board Assessment Survey Due by November 2nd:** reminder that this is due next week. Please get your surveys done.

Board By Laws Review: need to include the HCD laws. Valerie Lakey will be able to update the by-laws. Discussion took place regarding moving the meetings to the last Wednesday of the month. Jessica to send over HCD Checklist to Director Vasquez and Director Hathaway.

7 NEW BUSINESS

7.1 **Policy & Procedure Summary: Quarter Ending 9/30/2020**

Utterback, Hathaway

*Beyer – Y
Hathaway –Y
Utterback –Y
Vasquez - Y*

Policy & Procedure Approval:

1. Charity Care Policy
2. HHS Poverty Guidelines – 75% MMH388
3. HHS Poverty Guidelines MMH389
4. Hours Reduction Policy
5. Lactation Accommodation
6. Temporary Pandemic Attendance Policy
7. Temporary Pandemic Staffing Policy

7.2

Beyer, Utterback

*Beyer – Y
Hathaway –Y
Utterback –Y
Vasquez - Y*

7.3 **Appointment of Ad Hoc Nomination Committee for 2021:** Chair appoints Director Vasquez and Director Utterback to Nomination Committee.

7.4 **Facility Master Plan Discussion:** Working on different options for MMHD for bringing the facilities up to date. Currently investigating 3 different options. Discussing the possibility of enlisting a firm to help understand the compliance for buildings, NPC and SPC ratings, etc. CEO and COO will proceed forward with investigating plans.

8 ADMINISTRATIVE REPORTS

8.1 **ED of Community Relations and Business Development:**

8.2 **Chief's Reports: written reports submitted.**

8.2.1 **CFO:** discussed the increase of employees from 2001 to 2020 which only increased by 10. And our net revenue from same years has changed for the good drastically. Traveler and Registry has decreased for the month.

8.2.2 **CCO:** Navigating the Purple and Red Tier restrictions placed on gyms. Making the case that our gym attendees are receiving necessary cardiac rehabilitation care as prescribed by their physician.

8.2.3 **CNO:** We just moved into a 3 Star Rating on Nursing Home Compare report. Commended on nursing staff efforts! We have a new long term interim Lab Manager at this time and has been a great addition to our team thus far.

8.2.4 **COO:** Burney Clinic work is moving along so nicely and quickly with approximately 70% complete. Purchasing Department is looking to add to their team.

8.2.5 **CEO:** Large increase in COVID cases in a month. We are revisiting the SNF visitation plans and following the guidelines that have been set by CDPH. Hope to open up for visitation by next week. Big Thank You to the Retail Pharmacy and Pharmacy teams for the work in the flu shot program. Continue to work on the clinic job descriptions, office plans, etc. Signed Dr. Syverson for another 2-year commitment.

8.3 **Construction Change Orders:** none

9 OTHER INFORMATION/ANNOUNCEMENTS:

BOARD MEMBER MESSAGE: flu shot clinic, EMR selection for the clinic, star update, challenges with COVID test procurement, working through the screening/testing process, historical finance trends.

Louis ward will serve on the CHA's Board of Directors and Executive Committee with the term January 1, 2021 through the end of 2023.

Telehealth survey from ACHD has been turned over to our telehealth coordinator, Amanda Harris and response has been submitted.

10 ANNOUNCEMENT OF CLOSED SESSION – 3:05 pm

Government Section Code 54962: Medical Staff Credentials

AHP Appointment

1. Lewis Furber, JR, FNP

Medical Staff Reappointment

1. David Panossian, MD – Pulmonary Care
2. Julia Mooney, MD – Pathology
3. Stephen McKenzie, MD – Family Medicine

10.1

Medical Staff Appointment

1. Kelly Kynaston, DO – Infectious Disease
2. Mietsy Woodburn, MD – Neurology
3. Stephen Hofkin, MD – Radiology
4. Don Chin, MD - Radiology

A motion/second carried; acceptance of all credentials.

Beyer, Utterback

All Approved

11 RECONVENE OPEN SESSION: 3:28 pm

A motion/second carried; acceptance of all credentials.

Beyer, Utterback

All Approved

12 ADJOURNMENT: 3:28 pm

Next Regular Meeting: December 2, 2020

I, Beatriz Vasquez 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

Beatriz Vasquez
Board Member

Jessica DeCato
Board Clerk