



MOUNTAIN COMMUNITIES HEALTHCARE DISTRICT

MEETING MINUTES

BOARD MEETING

December 28, 2016

6:00 p.m.

Trinity County Library

Weaverville, CA

DISTRICT BOARD MEMBERS

GERALD BRASUELL	DERO FORSLUND	JERRY H. COUSINS	LYNN JUNGWIRTH	AMANDA BRAXTON
Vice-President	Clerk	President	Treasurer	Member

Note: These minutes contain a description for each item to be considered. Supporting documentation is available in the public packet at the Board meeting or at the Administrative Office at Trinity Hospital.

District Board Members Present:

Dero Forslund, Clerk

Jerry H. Cousins, President

Lynn Jungwirth, Treasurer

Amanda Braxton

District Board Members Absent:

Gerald Brasuell, Vice-President

Staff Present:

Aaron Rogers, CEO

Jeanne Silvers, Executive Assistant

Jennifer Van Matre, Director of Finance

Peggy Manning, Chief Nursing Officer

Victoria Williams, Director, Ancillary Services

Hollie Malloy, Manager of Clinics

Donald Krouse, MD, Vice Chief of Staff

6:00 PM CALLS MEETING TO ORDER IN OPEN SESSION

Report from Closed Session on November 30, 2016

The Board entered into closed session at 6:50 pm on the following:

- MEDICAL STAFF PRIVILEGES  
Government Code Section 54962; Health and Safety Code  
Section 1461

The Board came out of Closed Session at 7:20 pm and immediately reconvened in Open Session.

President Cousins reported that the Board reviewed the recommended actions on Medical Staff Privileges. For each applicant the following information has been reviewed and/or verified:

Privilege List, NPDB Report, and AMA Profile, peer references and verifications of staff privileges at other facility and ongoing professional practice evaluations. Items verified were Liability Insurance Coverage, Licenses, Certifications, and the Medicare exclusion list was checked.

Mountain Communities Healthcare District  
Board of Directors Board Meeting  
December 28, 2016

On motion of Director Brasuell seconded by Director Forslund approves the following appointments/reappointments and accepts the resignations upon the recommendation from the Medical Staff

Initial Appointment

Brynn Bailey PA-C

Reappointments

Joshua Morais MD  
Carla Lloyd, MD  
Tikoes Blankenberg, MD  
Allen Morris, MD  
Sean Pitman, MD  
Mark Ramus, MD

Resignation

Christopher Hurt, MD – Virtual Radiology  
Parina Cho, MD – Virtual Radiology

- QUALITY IMPROVEMENT/RISK MANAGEMENT  
Government Code Section 54962: Health and Safety Code  
Section 32155

President Cousins reported that the Board thoroughly reviewed the quality data presented and there was no action was taken.

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957 – Public Employee  
Title: Chief Executive Officer

President Cousins reported that the Board discussed the evaluation of the Chief Executive Officer. No action taken

**Public Input** – None

**Reports**

Medical Staff Report – No Report

Chief Executive Officer

Received written/verbal report from Aaron Rogers, CEO on the current operations of the hospital.

Other items discussed:

- Department of Public Health surveyors are here inspecting the skilled nursing unit for Medi-cal certification. We expect that they will have an exit conference tomorrow afternoon
- Clinic Expansion – Plans to be reviewed by consulting Architect who has experience with designing medical clinics

Director, Financial Services

Received written /verbal report from Jennifer Van Matre, Director of Finance, on the current financial status and current status of revenue cycle management and accounts receivable. Other items discussed:

- Skilled nursing costs are not billable at this time

Chief Nursing Officer

Received written/verbal report from Peggy Manning, RN, CNO on the current status of the nursing departments.

Quality Improvement

Received written/verbal report from Sarah Cordtz, RN, Coordinator, Q/RM on the current status of the Quality Program. Other items discussed:

- HCAHPS Survey - Trinity Hospital will begin participating in the HCAHPS survey for the CMS – Further information regarding this survey will be sent to Board members and staff.

Consent Agenda

All matters listed under the Consent Agenda, are considered by the Board to be routine, and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a request for discussion is made prior to the time the Board votes on the motion to approve.

On Motion of Director Forslund seconded by Director Braxton approves the following consent items:

- a. Policies and Procedures – See Attached
- b. Minutes from November 30, 2016

The motion passed with the following voice vote:

Ayes: Dero Forslund;; Jerry Cousins; Lynn Jungwirth;  
Noes: None  
Absent: Gerald Brasuell  
Abstain: None

Discussion Items

- a. Clinic
  - Aaron Rogers reported that staff are contacting lenders regarding construction loans
  - Hollie Malloy reported that there was an increase in visits for both clinics in the month of November
  - Requirements for receiving funds and amount of funds received from the Quality Improvement Program through Partnership Health and the Prime Project through the Medi-cal program was reviewed.
  - Michael Novak, PA, Clinic Director has begun to reach out to specialists in the Redding area regarding the possibility of specialty clinics to be sponsored by Trinity Community Health Clinic
  - Clinic expansion timeline reviewed and needs to be updated
- b. Parcel Tax
  - IOOF – Refunds have been mailed to the individual owners of the property at the IOOF and the IOOF have been sent a bill for the taxes owed for the last 5 years. There has been no evidence of double dipping and in the first five years of the parcel tax the IOOF was invoiced and paid not the individual owners. The District uses the County tax rolls to determine ownership and number of dwelling units.

**Action Items**

- a. Items removed from the Consent Agenda

None

- b. Approve 2017 Budget

On Motion of Director Jungwirth seconded by Director Forslund approves the 2017 Budget

The motion passed with the following voice vote:

Ayes: Dero Forslund; Jerry Cousins; Lynn Jungwirth; Amanda Braxton  
Noes: None  
Absent: Gerald Brasuell  
Abstain: None

- c. Approve Employee Handbook

On Motion of Director Braxton seconded by Director Forslund approves the Employee Handbook with additional changes as follows:

- Page 4: Orientation and Annual Educational Requirements  
If scheduling conflicts preclude the new employee to ~~from complete~~ **completing** new employee orientation on their first day.
- Page 6: Personal Appearance
  - Any employee who appears at work in inappropriate attire may be required to sign out until ~~appropriated~~ **appropriately** attired.
  - A hair ~~next~~ **net** is required in some instances
  - Piercings – ~~earnings~~ **earrings** should be conservative in nature and should not pose a safety hazard.
- Page 18: Grievance Resolution  
The Review Committee **is appointed by the CEO and** will consist of a minimum of three employee members, limited to one department manager, ~~appointed by the CEO.~~
- Page 22: Retirement Plan  
**After one year of full time employment, MCHD will match the contribution if the employee is contributing a minimum of 2%, up to a maximum match of 3%.**

The motion passed with the following voice vote:

Ayes: Dero Forslund; Jerry Cousins; Lynn Jungwirth; Amanda Braxton  
Noes: None  
Absent: Gerald Brasuell  
Abstain: None

**Board Reports**

Director Jungwith reported that the roof on the Hayfork Community Health Clinic is being replaced.

Director Forslund reported that he attending the Continuous Quality Improvement Committee meeting and there was a discussion regarding health fairs or other services that the District would be able to do in outlying communities.

**Close Public Session**

**Closed Session**

The Board entered into closed session at 7:29 pm on the following:

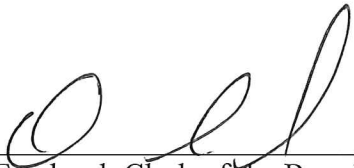
- QUALITY IMPROVEMENT/RISK MANAGEMENT  
Government Code Section 54962: Health and Safety Code  
Section 32155

The Board came out of Closed Session at 7:34 pm and immediately reconvened in Open Session.

President Cousins reported that the Board thoroughly reviewed the quality/risk management information presented and there was no action was taken.

**Adjourn:**

There being no further business, the meeting was adjourned at 7:36 p.m.



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Dero Forslund, Clerk of the Board  
Mountain Communities Healthcare District

