REGULAR MEETING MINUTES
LAST FRONTIER HEALTHCARE DISTRICT
BOARD OF DIRECTORS
Thursday, March 30, 2017 at 1:00 pm
Council Chambers, City Hall
Alturas, California

Directors present: Jim Cavasso, Carol Cullins, Dick Steyer and Guy Martin Young
Directors absent: Michael Anderson
Staff in attendance: Kevin Kramer, CEO, Michele McQuillan, CNO, Jonathan Marshall, Amber Mason, Human Resources Manager and Dee Blondo, District Clerk
Staff absent: None

1:00 pm – CALL TO ORDER
Carol Cullins, Chair, called the meeting of the Last Frontier Healthcare District (LFHD) Board of Directors (BOD) to order at 1:00 pm. The meeting location was in the Council Chambers of Alturas City Hall in Alturas, California.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. AGENDA – Additions/Deletions to the Agenda

Dick Steyer requested Consent Agenda Item 5C.) Adoption of Correction on Page 4 of January 26, 2017 Regular BOD Meeting Minutes be moved to Consideration/Action Item 6C.) and Consent Agenda Item 5F.) Medical Staff Recommendations to be moved to Consideration/Action Item 6D.).

Marty Young moved that the Agenda be approved as amended, Jim Cavasso seconded and the motion carried with all present voting “aye.”

3. PUBLIC COMMENT
There was no public comment.

REGULAR SESSION

4. DISCUSSION
A.) M. Wright – Ambulance Department
Meagan Wright gave a presentation on the Modoc Medical Center (MMC) Ambulance Department.
- 3rd of 4 fulltime paramedic positions have been filled.
- EMT positions are filling up.
- Driver positions are filling up.
- Coverage is getting better.
- Adin’s ground service is up and running.
- No helicopter is available in Adin yet.
• A few other air companies have asked us for our data.
• Surprise Valley ambulance is up.
• Renae just finished an EMT class this weekend. Hired 2 and is teaching an EMT class in Surprise Valley.
• There are a number of other courses that have been offered to the community including a First Responder class for the Forest Service and CPR courses for USFS, BLM and APD.
• Currently taking a look at a critical care transport service certification for paramedics so we could provide this service.
• Also looking at EMT optional scope with a BLS so they are able to do some more things.

Michele read a statement from David G. – paramedic, regarding positive work environment and leadership within the ambulance department.

B.) K. Kramer – Retail Pharmacy Implementation Update
Kevin presented on the progress of the Retail Pharmacy.

5. CONSENT AGENDA
A.) D. Blondo – Adoption of February 23, 2017 Regular BOD Meeting Minutes
B.) D. Blondo – Adoption of March 13, 2017 Special BOD Meeting Minutes
C.) D. Blondo – Adoption of Correction on Page 4 of January 26, 2017 Regular BOD Meeting Minutes (Moved to Consideration/Action Item 6C.).
D.) M. McQuillan – Policies & Procedures for Review – March 2017
   • Clinic
     o Protocol for Responding to People Threatening Suicide or Self-Harm via Telephone
   • Human Resources
     o Dress Code
   • Radiology
     o Power Failure in CT
   • Policy Log
   • Approved Policies FY 2017 – Third Quarter
   • Policy Log
   • Approved Policies FY 2017 – Third Quarter
E.) M. Kresge – Medical Staff Committee Minutes
   • Environment of Care, December 6, 2016
   • Quality Council, November 8, 2016
   • Policy Committee, November 9, 2016
   • Infection Control Committee, November 29, 2016
   • Pathologist On-Site Visit Report, December, 2016
F.) M. Kresge – Medical Staff Recommendations (Moved to Consideration/Action Item 6D.).
   • Revision to Standardized Protocols for Mid-Level Providers
   • Medical Staff Bylaws/Rules

Marty Young moved to approve the Consent Agenda as amended, Dick Steyer seconded and the motion carried with all present voting “aye.”

6. CONSIDERATION/ACTION


Jim Cavasso moved to approve the February 2017 Financial Statement (unaudited) as presented, Dick Steyer seconded and the motion carried with all present voting “aye.”

B.) A. Mason – Human Resources Policy & Procedures - Anti-Harassment
Amber Mason explained that legal counsel reviewed and approved the policy. Dick Steyer and Marty Young had several clarifying questions of Amber, which she covered with the Board of Directors.
Marty Young moved to approve the Human Resources Policy “Zero Tolerance Policy Against Harassment, Discrimination and Retaliation” as amended, Dick Steyer seconded and the motion carried with all present voting “aye.”

C.) D. Blondo – Adoption of Correction on Page 4 of January 26, 2017 Regular BOD Meeting Minutes

Dick Steyer moved to approve the corrections of page 4 of the January 26, 2017 Regular BOD Meeting Minutes, Jim Cavasso seconded and the motion carried with all present voting “aye.”

D.) M. Kresge – Medical Staff Recommendations

- Revision to Standardized Protocols for Mid-Level Providers
- Medical Staff Bylaws/Rules

Dick Steyer moved to approve Medical Staff Recommendations, given that Kevin Kramer would follow up with Maudy Kresge to make sure that the acronym in the protocols for family nurse practitioners and the date in the protocols were both accurate, Marty Young seconded and the motion carried with all present voting “aye.”

7. VERBAL REPORTS
A.) K. Kramer – CEO Report to the Board.
- Providers
  - Barbara Gilbertson may join the Clinic 3 days a week. Talks with her are still in progress.
- New Facility
  - We expect bids to be turned in by Wednesday, April 19th.

B.) M. McQuillan – CNO Information to the Board.
- Staffing
  - Acute/ER continues to be a challenge. One full time RN and two per diem RNs hired last month.
  - Amber and Michele attended a career fair at Oregon Institute of Technology last month and had good attendance.
  - Recruitment efforts continue.
  - SNF staffing is gradually getting better with a continued reduction in registry staff use.
- Programs
  - PRIME Program
    - Clinic staff attended training for eClinicalWorks, the new electronic medical record vendor and data migration as well as onsite installation and training has been scheduled to commence soon. Plans for the clinic remodel are underway and final plans are in the works with NMR construction.
    - Patty Wood has been hired as the Lead Care Coordinator and three Care Coordinators have also been selected. These positions will be started gradually as we continue to form the care team model.
    - New MAs have also been hired to backfill the Care Coordinator applicants and training is underway.
    - Full implementation of the care team will occur by May.
    - Amanda and Jen have completed their site visits to other Patient Centered Medical Home (PCMH) clinics and have begun the process of gathering data for PCMH certification.
  - Our CNA class, in collaboration with the College of the Siskiyous, started on February 6, 2017, and completed yesterday. We have four students who will test on April 24. All four students desire full time employment.
  - Lassen Community College first semester LVN students have started their clinical rotation at our facility. The students are really enjoying their experience thus far. I have spoken with their instructor and talks are underway to get more students rotating into MMC in other departments such as MAs for the clinic and possibly a phlebotomy class in the lab.
  - A medical waste sharps disposal public kiosk is in place outside of the hospital and is ready for use. An additional kiosk will be delivered to Modoc Public Health this week. A newsletter will go out to the public to inform them of this service.
C.) A. Mason – Human Resources Information to the Board.
   • Amber reported on recent events that have been moving through Human Resources for the past month.

D.) Board Member Reports
   Each BOD member reported on what they have seen in the facility and/or what has been heard in the community.

Carol Cullins, Chair, read through, for the record, the items that the Board of Directors will be dealing with during the Executive Session.

Dick Steyer made a motion to close the Regular Session of the Board of Directors, Jim Cavasso seconded and motion carried with all present voting “aye.”

The Regular Session of the Last Frontier Healthcare District Board of Directors was adjourned at 2:35 pm.

**EXECUTIVE SESSION**

Executive Session was called to order by Carol Cullins, Chair, at 2:38 pm.

8. **CONSIDERATION/ACTION**
   A.) M. Kresge – Privileging/Credentialing (per Evidence Code 1157)
   B.) K. Kramer – Edward Richert M.D. Contract Renewal [Per Gov’t Code Section 54957.6(a)]

Marty Young moved to adjourn from Executive Session and return to Regular Session, Jim Cavasso seconded and the motion carried, with all present voting “aye.”

The Executive Session of the Board of Directors was adjourned at 2:41 pm.

**RESUME REGULAR SESSION**

The Regular Session of the Board of Directors was called back to session by Carol Cullins, Chair, at 2:42 pm.

9. **CONSIDERATION/ACTION – RESULTS OF EXECUTIVE SESSION**
   A.) M. Kresge – Privileging/Credentialing
      Based upon character, competence, training, experience and judgment, favorable recommendation by peers and credentialing criteria fulfillments, the Medical Executive Committee recommends the following appointments for the Board of Directors’ approval:
      • Mark T. Fay, M.D. – Reappointment of Courtesy Privileges in the Ophthalmology category.
      • Michael Mehlhaff, CRNA – Reappointment of status and privileges in the Anesthesia category.
      • Richard Nielsen, D.P.M. – Reappointment of Courtesy privileges in the Podiatry setting.
      • Michele Wolfe, DPT – Reappointment of AHP status/privileges in the Physical Therapy category, as well as progression in status from Provisional.
      • Cheryl Bongiovanni, PhD/RVT/CWS – Reappointment of status and privileges in the Vascular Services category.
      • Ruth Moeller, FNP-C – Appointment of Provisional status/privileges for the above named Allied Health Professional in the Family Medicine setting.
      • Kimberlee Hutchins, DPT – Appointment of Provisional status/privileges for the above named Allied Health Professional in the Physical Therapy setting.

Dick Steyer moved to approve the Privileging/Credentialing as presented, Marty Young seconded and the motion carried with all present voting “aye.”
B.) K. Kramer – Edward Richert M.D. Contract Renewal

Marty Young moved to approve Edward Richert’s contract renewal, Jim Cavasso seconded and the motion carried with all present voting “aye.”

10.) MOTION TO ADJOURN

Marty Young moved to adjourn the meeting at 2:43 pm, Jim Cavasso seconded and the motion carried with all present voting “aye.”

The next meeting of the Last Frontier Healthcare District’s Board of Directors will be held on Thursday, April 27, 2017, at 1:00 pm in the Council Chambers of Alturas City Hall in Alturas, California.

Respectfully Submitted:

__________________________________  ________________________
Dee Blondo, Last Frontier Healthcare District Clerk  Date