

**SURPRISE VALLEY HEALTH CARE DISTRICT
BOARD OF DIRECTORS' MEETING
MINUTES**

Wednesday, February 1, 2017

1:30 p.m.

Cedarville Community Hall

Bonner & Center Streets

Cedarville, California 96104

Board Members Present Rudy Azevedo, President
 John Erquiaga, Vice president
 Susie Bunyard, Secretary
 Bruce Tozier Treasurer

I. Call Meeting to Order

Rudy Azevedo called meeting to order at 1336.

II. Pledge of Allegiance

III. Ordering and Approval of Agenda

John Erquiaga moved to accept the order of the agenda.

Agenda stands as ordered

IV. Public Comment

No public comment.

V. Approval of Meeting Minutes: December 28, 2016

Susie Bunyard moved to approve the meeting minutes for December 28, 2016 board meeting.

Bruce Tozier 2nd the motion.

Motion approved.

VI. Items for Discussion and/or Action:

1. Selection of applicant for Russell "Rudy" Azevedo seat:

Susie Bunyard made a motion to nominate Rudy Azevedo for Rudy Azevedo's seat.

Bruce Tozier 2nd the motion.

Motion approved.

2. Oath of Office administered to applicant:

Rudy Azevedo sworn in to the Surprise Valley Health Care District Board Members as President of the Board.

1. November 30, 2016 Financial Statement

Rich gave Financial Report. Finance Committee met on Friday, December 23, 2016. Clinic visits were down to Holidays and Thanksgiving. Stephen Johnson was also gone for two weeks that month. Clinic visits were 211. Emergency room visits were 24. Days in Accounts Receivable are currently at 47 days with 100 days in Accounts payable. Operating revenue is \$313,427 with Total Operating expenses \$136,803. Non-operating revenues (expenses) were \$58,477. which makes the year to date loss \$108,557.

Bruce Tozier moved to accept the November Financial Statement.

John Erquiaga 2nd the motion.

Motion approved.

2. SVHCD Wage Schedule

Rich reported on the minimum wage increase going up another .50 cents in January. The wage schedule needs to be adjusted to be in compliance with the schedule. Rich proposed the adjusted wage schedule.

Susie Bunyard move to approve the wage adjustment to the wage schedule.

Bruce Tozier 2nd the motion.

Motion approved.

3. 5 % wage increase

Rich handed out a document to board members only because names were on the spreadsheet and wanted to preserve their privacy. This said spreadsheet has the names of the previous 13 employees that took a wage cut in 2014 and still need their wages adjusted. Rich proposed adjusting their wages to up 5% and another 5% next year to get them up to the wage scale.

John Erquiaga moved to accept the 5% wage increase

Bruce Tozier 2nd the motion.

4. Office Space Expansion Project

Rich reported on the update with the Office Space Expansion Project. There was discussion regarding: age of the unit, snow load, foundation, electrical costs, wind value, water and permit requirements from the County.

John Erquiaga moved to approve going forward with getting additional answers to the questions.

Bruce Tozier 2nd the motion

Motion approved.

5. Board Vacancy/Appointment

Mr. Green's position is still vacant. Rudy position is coming up for renewal and would like to have Rudy sworn in on January 4, 2017.

VII. Department Reports

1. PT:

Jim Gillespie gave PT report. Still working on the PT building. Currently working on the equipment budget

2. Accounting:

Rich Cornwell gave report for Jenica McGarva. Finishing up the OSPD report and finally sent off the cost report.

2. Ambulance:

Abraham Newman reported that he is happy with how things are running. Still getting some training on the paperwork. Feedback has been really good. John Erquiaga stated how happy he is that the ambulance is up and running.

3. Business Office:

Pat Grove gave report that the billing days are at 30. All bills are up to date at the hospital and the clinic.

4. Central Supply:

Juana Juarez gave central supply report. Things are going well, paying vendors and receiving products.

5. Clinic:

Stephen Johnson gave clinic report. Dr. Haffner is still coming into the Clinic a few days a month. It is nice having him there. Things have slowed down a bit even with the flu season.

6. Dietary:

Sharon Boneck gave dietary report. Had a Resident donate the Christmas Dinner. It was very nice. Planning on having crackers and cheese for New Years for whoever stays up late.

7. Human Resources:

Rich reported that Amanda will not be coming back in the Human Resources department. We haven't gotten a commitment for EMT. Willetta and Rich have been pitch hitting in Human Resources. Currently rewriting the Human Resources Director Job Description as well as the Administration Assistant Job Description. Willetta stated that we now have a new Activities Director and she has been awarded a grant for the schooling for the certificate.

8. IT:

Brian Doherty gave IT report. Everything is up and running. Currently working with Heathland to gets things working as they should. Working out more kinks.

9. Lab:

Rich Cornwell gave Lab report. Lee Asnin has signed a contract to help out in the Lab. Julie Sampson as well as Karla have been working in the lab. We are looking for a full-time person instead of piecing it together with three people.

10. Maintenance:

Rich reported that Steve is on vacation. Abraham and Kyle are pitch hitting while he is away with snow removal and other odd and end items.

11. Medical Records:

Joyce Beeman gave medical records report. Medical Records girls are staying busy.

12. Nursing:

Susie Wright gave report. There are several things that are happening. Progress is very slow with getting our own staff. We are still having to use travel and contract agencies. Our goal is to have our own staff. Shifts are being rearranged with the CNAs for better coverage. We are in the last stages of getting our DSD application approved with the State so we can start the training for CNAs.

13. Radiology:

Rich Cornwell gave Radiology report. Mike Cornell extended his contract into the Spring.

VIII. Admin Report

Rich Cornwell gave the admin report. Not a whole lot to report this month. Just finished up the JPA for this month. It is the Holiday Season.

IX. Adjourn to Closed Session

Adjourn to closed session at 14:46.

X. Reconvene to Open Session

Reconvene to open session at 15:00

Susie Bunyard moved to accept the Medical Staff Minutes.

Bruce Tozier 2nd the motion.

Motion approved.

Susie Bunyard moved to accept Peer Review.

Bruce Tozier 2nd the motion

Motion approved.

XII. Directors' Comments

None

XIII. Items for Next Meeting Agenda

Board appointments and answers to new construction.

VX. Adjournment

Meeting adjourned at 15:03