

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

Wednesday, February 22, 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 1334.

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: February 1, 2017

Susie Bunyard moved to approve the meeting minutes for February 1, 2017 board meeting.

Bruce Tozier 2nd the motion.

Motion approved.

VI. Items for Discussion and/or Action:

1. January 31, 2017 Financial Statements:

Rich gave Financial Report for the month of January there were 206 Clinic visits, 4 Ambulance Runs, 19 beds were full. Days in account receivable are currently 36 with 119 days in accounts payable. Operating revenue is \$264,164 with expenses \$518,032. Year to date loss is at \$48,298. These figures represent the loss of 5 Residents, the 5% wage increase and the giving back of the 5% to the remaining employees that gave up the 5 % years back. We continue to meet every morning regarding new admits. We are needing 3 Residents for the SNF.

John Erquiaga moved to accept the January 31, 2017 Financial Statement.

Bruce Tozier 2nd the motion.

Motion approved.

2. Medical Staff Immunizations:

Med Staff previously met and approved the new Policy and Procedure.

Bruce Tozier moved to accept the Policy and Procedure.

John Erquiaga 2nd the motion.

Motion approved.

VII. Department Reports

1. Nursing:

It was requested if Nursing could do report so that she could get back on the floor. Recruiting nursing, doing some restructuring in the ER and we now have some great nurses. There are some changes being implemented in the charting process. There is improvement with Residents participating with the activities. Suzie's door is always open if anyone has a question.

2. Information Technology:

Brian Doherty reported that he doesn't really have anything to report which means that things are running well.

Discussion is being held with regards to updating the website.

3. Ambulance:

Abraham gave Ambulance report. EMT class has started, there are 4 prospective people that might be able to work with our ambulance. Hopefully we will get more staffing in the Summer.

4. Dietary:

Sharon Boneck reported on Dietary. Full staffed with cooks and assistants.

5. Central Supply:

Juana Juarez gave central supply report. Things are going well, paying vendors and receiving products. Centrix is currently updating and dealing with the usual issues with updates.

6. Clinic:

Ginny Reeves gave Clinic report. There are some new faces at the Clinic. There is a traveling LVN that is helping out in back and Kayla the new receptionist. They both are learning and doing a great job.

7. Business Office:

Pat Grove gave report. Everyone has their noses to the grind stone getting things billed.

8. Accounting:

Jennica McGarva gave the accounting report. Getting everything caught up before she has to leave. Not too much to report.

9. Human Resources:

Willetta Callaghan gave report. The Human Resources department is being doing the daily, weekly and monthly paperwork. Willetta went to a training for the 2017 HR laws. Learned that there are more than a few updates that need to be done.

10. Lab:

Jennifer Hanor gave the lab report. We are going to be bringing back about 10 tests that are now going to be run and processed in our lab instead of being sent out. All the basic tests that your doctor orders will now be able to be ran in house. We are in the process of going through the charges and comparing them to the other hospitals. We will be updating them as well.

11. Medical Records:

Joyce Beeman reported that she has nothing to report.

12. Physical Therapy:

Jim Gillespie gave PT report. Still working on the PT building. Contractor is drawing up the plans and getting them ready to take them to Dominic. Dr. Robert's has authorized \$4,000 to go towards the new rehab.

13. Radiology:

Rich Cornwell gave Radiology report. Mike Cornell is still here and his contract is until the end of March. We currently have 3 people working on weekends for relief.

14. Maintenance:

Rich gave report for Steve. Steve is currently working on the new PT project with the contractor.

VIII. Admin Report

Caughman Hall is still working on the regional study for all four districts. Rich has met with Bill Tierney and Harry Boulade regarding the radio advertisement spot. Started working on the next IGT round.

IX. Adjourn to Closed Session

Adjourn to closed session at 14:20.

X. Reconvene to Open Session

Reconvene to open session at 14:35

John Erquiaga moved to accept the Re-appointment of Richard Nielsen, DPM, Courtesy Staff to Surprise Valley Health Care District.

Bruce Tozier 2nd the motion.

Bruce Tozier moved to accept the appointment of Sherie Abel, Licensed Marriage/Family Therapist Tele-Behavioral Health

Susie Bunyard 2nd the motion

Susie Bunyard moved to accept the December 2016/January 2017 QA/PI minutes

John Erquiaga 2nd the motion

Susie Bunyard moved to accept the Medical Staff Minutes.

John Erquiaga 2nd the motion.

Motion approved.

Bruce Tozier moved to accept Peer Review.

Suzie Bunyard 2nd the motion

Motion approved.

XII. Directors' Comments

None

XIII. Items for Next Meeting Agenda

None

VX. Adjournment

Meeting adjourned at 14:40

