

**REGULAR MEETING OF THE BOARD OF DIRECTORS
OF OAK VALLEY HOSPITAL DISTRICT
OPEN SESSION**

**October 5, 2023, 5:30p.m.
1425 West H Street, Oakdale, CA 95361
Royal Oak Conference Room**

Board

Dan Cummins, Chair Person
Jim Teter, Vice Chair Person
Louise Sanders, Secretary
Edward Chock, M.D., Director
Frances Krieger, Director

Staff

Matt Heyn, Interim C.E.O.
Ann Croskrey, CFO
David Rodrigues, V.P., Administrative Services
Deborah Dunaj, V.P., Quality & Risk Mgmt.
Sharon Watkins, V.P., Nursing Services
Will Pringle, V.P., Oakdale Nursing & Rehab. Center
Chris Hawkins, V.P., Human Resources

CALLED TO ORDER

The District Board of Directors Meeting was called to order by Dan Cummins, Board Chair Person at 5:30p.m.

PUBLIC COMMENT

Public Comment read. Public in attendance.

Nancy Podolsky inquired as to the reason the cyber incident was discussed in Closed Session only. Matt Heyn stated the Hospital Administration has worked closely with legal council and was advised to discuss this issue with the Board as a Closed Session agenda item.

CONSENT CALENDAR

The following items, 1-3, will be acted on by one action, with discussion, unless a director or other person requests that an item be considered separately. In the event of such a request, the item will be addressed, considered, and acted upon separately.

1. Oakdale Nursing and Rehabilitation Center Report
2. Approval of Administrative Policies
 - Resident Trust Maintenance & Transactions (Oak Valley Nursing & Rehab. Ctr.)
 - Refunds (Patient Financial Services)
 - Form 0756 Conditions of Admission ED Patients (Admitting/PFS)
 - Form 0757 Condition of Admission Inpatients and Outpatients (Admitting/PFS)
 - Form 0382 (Admitting/PFS)
3. **Approval of Minutes** –
 - September 14, 2023 - Regular Meeting

Jim Teter made the motion to approve all Consent Calendar items. Edward Chock, M.D. made the second. No public input.

Cummins – Aye
Teter – Aye
Sanders – Aye
Chock – Aye

Krieger – Aye

MOTION CARRIED

MEDICAL STAFF REPORT – Edward Chock, M.D. reported on behalf of Andres Arellano, M.D., Chief of Staff

The Medical Executive Committee requests the District Board’s approval of the following items forwarded from the September 19, 2023 meeting.

Edward Chock, M.D. recommended approval of the Medical Staff Report as presented.

Forms/Policies

The following forms and policies have been revised to meet current required The Joint Commission and CMS standards. They have been reviewed by the Policy, Procedures and Forms (PPF) Committee and appropriate Medical Staff Committees. Point of Care Documentation.

i. FORMS

- Form 1015 Heparin Infusion Flow Sheet – Updated

ii. POLICIES

- Administrative Manual
 - California Medical Board Notice to Consumers
 - Strategic Plan for Health Equity
- Anesthesia Services Manual
 - Anesthesia Pre-Operative Protocol Including Pre-Operative Testing and Assessment Prior to Induction
 - Anesthesia Workplace Safety Standards
- Clinical Manual
 - Care Categories Admission Criteria
 - Classification of Patient Caregivers
 - Communicating with Intubated or Non-Verbal Patients
 - Discharge to a Skilled Nursing Facility
 - Do Not Resuscitate (DNR) Identification
 - Interdisciplinary Team Conferences
 - Interfacility Transfer – Posted as Draft on Public
 - Patient Handoff Communication
 - Telemetry Management Procedure
- Clinical / Pharmacy Manual
 - Chemotherapy (Antineoplastic) Handling
- District Policy
 - 1135 Waiver
- Emergency Department Manual
 - Age Related Documentation – Pediatric
 - Patient Elopement from the Emergency Department

- Transportation of Emergency Department Patient Within the Hospital
- Infection Control Manual
 - Environmental Surveillance
 - ICU Evacuation Procedures
- Pharmacy Manual
 - Heparin Infusion (182-186)
 - Sterile Compounded Admixture-Sterile Preparations – USP797 ver. 2022
- Surgical Services Manual
 - Tissue/Implant Storage and Look Back
- Surgical Services / Clinical Manual
 - Solution Warming Guidelines
- Surgical Services / Pharmacy Manual
 - Management of Medications in OR, Pre-Op, PACU and GI Lab with Automatic Drug Delivery System (ADD PYXIS)

iii. **RETIRING**

- Anesthesia Services Manual
 - Anesthesia Safety Regulations – **(RETIRE)**
- Emergency Department Manual
 - Absence of Nurse Manager – **(RETIRE)** (231)
 - Guideline for Hypovolemic Shock - **(RETIRE)**
- ICU Manual
 - Charge Nurse Tasks – **(RETIRE)**
 - IV Antiarrhythmia Medication Guidelines - **(RETIRE)**
- ICU Manual
 - Influenza Vaccine Program for Patients - **(RETIRE)**
 - Pneumococcal Vaccine Program for Patients - **(RETIRE)**

Jim Teter made the motion to approve the Medical Staff Report. Louise Sanders made the second.
No public input.

Cummins – Aye
Teter – Aye
Sanders – Aye
Chock – Aye
Krieger – Aye

MOTION CARRIED

Financial Report for August 2023

The District posted a profit on operations before new hospital expenses of \$532,000. At the end of August our earnings before interest and depreciation or EBIDA was at 12.2%. The accounts receivable gross days were at 61 and the days of cash on hand were at 89 days.

A question was raised regarding the higher-than-normal number of accounts receivable days. Ann Croskrey, CFO stated due to the cyber incident that occurred in July the computer systems were affected causing a delay in billing, which in turn caused a delay in receivables.

Louise Sanders made the motion to approve the Financial Report for August 2023. Fran Krieger made the second. No public input.

Cummins – Aye
Teter – Aye
Sanders – Aye
Chock – Aye
Krieger – Aye

MOTION CARRIED

PUBLIC COMMENT

Nancy Podolsky requested clarification regarding the profit on operations before new hospital expenses dollar amount. Ann Croskrey, CFO explained this dollar amount is after interest and depreciation is removed to calculate the net profit. The net profit is in the Financials report.

Ms. Podolsky requested clarification regarding the need to borrow \$6 million, which was provided by Ann Croskrey, CFO. Ms. Podolsky also asked what hospital administration was doing to increase the admissions census and if Physicians will be hired. Matt Heyn stated we are unable to employ physicians so are looking at different Models to bring physicians into our community to include additional specialties. Improving the census is high on our radar.

CHAIR PERSON REPORT – Dan Cummins, Chair Person

Chair Person Comments

Chair Person Cummins stated it is anticipated the hospital may have challenges financially the rest of this fiscal year but is confident with the current leadership in place we will weather this storm as we have in past years.

Chief Executive Officer Report - Matt Heyn, Interim Chief Executive Officer

ONRC & Kaiser Update – We are looking at ways to contract with outside entities and insurance carriers to bring additional funds into the hospital. Very pleased to announce the Oakdale Nursing and Rehabilitation Center (ONRC) has successfully passed the credentialing process with Kaiser Permanente and is now conditionally approved to take Kaiser patients. Mr. Will Pringle, V.P., Long Term Care has done an outstanding job to secure this relationship with Kaiser Permanente.

Strategic Map for FY's 2024, 2025, 2026 – Slightly modified version. Discussed timing and priorities for the next 3 fiscal years with the Executive Team. Many purchases will be dictated by our cash flow and days of cash on hand.

Days of Cash on Hand (DCOH) – DCOH will dip low in March of 2024; this is with the \$6 million line of credit. As we wait for the IGT's to take place, we need to be frugal and strategic with how we recapitalize the organization. The 3-year strategic map reflects how we need to spend our money.

Upcoming Board Meeting Schedule – Due to the Holiday Season, it is proposed that we combine the December 2023 and January 2024 Board Meetings to meet on January 11, 2024. A special board meeting will be required after November 21st for approval of provider credentials.

Strategic Map – FY's 2024, 2025 and 2026

The Strategic Map FY's 2024, 2025 and 2026 was presented covering the following topics:

- Employees
- Services
- Plant
- Information System
- Equipment

No action taken.

PUBLIC COMMENT

Nancy Podolsky inquired concerning needed equipment for patients at Oakdale Nursing & Rehabilitation Center. (ONRC) Matt Heyn stated equipment for the ONRC is purchased on an as needed basis.

Resolution 2023-09 – District Board of Directors of Oak Valley Hospital Changing the Date and Resolution Combining the December 7, 2023 and January 4, 2024 Regular Meeting and Finance Committee Meetings of the Board to January 11, 2024

Jim Teter made the motion to approve Resolution 2023-09 to change the December 7, 2023 and January 4, 2024 Board of Directors meeting Dates to January 11, 2024. Louise Sanders made the second. No public input.

Jim Teter made the motion to approve Resolution 2023-09 as presented. Louise Sanders made the second. No public input.

Roll Call by Jill Andersen, Clerk of the Board:

Chair Person Cummins - Aye
Vice-Chairperson Teter - Aye
Director Sanders - Aye
Doctor Chock, M.D. – Aye
Director Krieger - Aye

MOTION CARRIED

Line of Credit Update

Ann Croskrey, CFO presented the Line of Credit Bank Loan Proposal requesting up to \$6,000,000 to support short-term working capital. This is an unsecured loan that matures on 11/15/2024. Variable rate of interest based on Wall Street Journal Prime plus 0%. Upfront loan fee of 0.25% on the commitment amount plus documentation fees.

Jim Teter made the motion to approve the Line of Credit as presented. Louise Sanders made the second. No public input.

Cummins – Aye
Teter – Aye
Sanders – Aye
Chock – Aye
Krieger – Aye

MOTION CARRIED

Approval of Holiday Gift Cards for Employees

Recommended Board approval of a \$35.00 Holiday gift card for OVHD employees.

Jim Teter made the motion to approve \$35.00 Holiday Gift Cards for Employees. Edward Chock, M.D. made the second. No public input.

Cummins – Aye
Teter – Aye
Sanders – Aye
Chock – Aye
Krieger – Aye

MOTION CARRIED

ADJOURNMENT

Jim Teter made the motion to adjourn to closed session. Fran Krieger made the second. No public input.

Cummins – Aye
Teter – Aye
Sanders – Aye
Chock – Aye
Krieger – Aye

MOTION CARRIED

The Oak Valley Hospital District meeting was adjourned to closed session at 6:05 p.m.

RECONVENE TO OPEN SESSION

ANNOUNCEMENT OF CLOSED SESSION

Board Meeting Minutes – Approved

- August 31, 2023 – Special Meeting
- September 14, 2023 – Regular Meeting

Medical Staff Credentials Report – Approved

Cyber Incident Update – Presented

Update on Quality Assurance Audit - Presented

Quality Dashboard - Presented

Quality Updates – Scorecard & Risk Management Report – Presented

Liability Claim – Kathleen O’Daniel - Direction given to legal counsel in how to proceed with claim

Conference with Labor Negotiator/Unrepresented Employee – Chief Executive Officer – No Action Taken

Public Employee Appointment – Chief Executive Officer – No Action Taken

ADJOURNMENT

Jim Teter made the motion to adjourn the Board of Directors meeting. Edward Chock, M.D. made the second. No public input.

Cummins – Aye

Teter – Aye

Sanders – Aye

Chock – Aye

Krieger – Aye

MOTION CARRIED

The Board of Directors meeting was adjourned at 7:25.m.

Recorder: Jill Andersen, Clerk of the Board.

APPROVED: _____
Louise Sanders, Secretary

DATE: _____