

**REGULAR MEETING OF THE BOARD OF DIRECTORS
OF OAK VALLEY HOSPITAL DISTRICT
OPEN SESSION
March 7, 2024, 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
Fran Krieger, Director

Staff

Matt Heyn, President and C.E.O.
Andres Arellano, M.D., Chief of Staff
David Rodrigues, V.P., C.O.O.
Sharon Watkins, R.N., V.P., Nursing Services
Will Pringle, V.P., Oakdale Nursing & Rehab. Center

Excused: Ann Croskrey, C.F.O.

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.

Mickey Peabody addressed the Board about her concerns regarding the closing of the Family Support Network program.

Nancy Podolsky addressed the Board about her concerns regarding the closing of Hospital departments and programs and employee layoffs.

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
 - Patient Rights and Responsibilities:
 - Management of Patient Belongings
 - Consent to Photograph
 - Permission to Photograph (Retire)
 - Basic Emergency Procedures:
 - Disaster and Mass Casualty Notification
 - Disaster and Recovery Plan
 - Privacy Officer:
 - Release of Patient Information to News Media
3. Approval of Minutes –
 - February 1, 2024 – 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. 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 February 27, 2024 meeting.

Edward Chock, M.D., on behalf of Dr. Arellano, Chief of Staff requested 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.

FORMS

- Form0193 Post Operative Anesthesia Orders Adult Patient Care Orders
- Form0324 PED’s PACU order form
- Form0496 Endoscopy Discharge Instructions
- Form0866 OR Comprehensive Surgical Checklist
- Form0990 OR Surgeon Medication Order Sheet
- Form0691 Surgical Services Discharge Phone Call Log
 - Form0691 OR Discharge Phone Call Log – RETIRE
 - Form0691 ATC Discharge Phone Call Log – RETIRE

RETIRE FORMS

- Form0022 Adult Screening Obstetrics – RETIRE
- Form0498 Discharge Instructions for Pain Clinic Patient – RETIRE
- Form0058 Preventing Wrong Site Surgery Medical Records Review Tool – RETIRE
- Form0268 Ambulatory Treatment Center Nurses Notes – RETIRE
- Form0234 OR Procedure Documentation Record – RETIRE
- Form0384 OR Pre-Operative Physician’s Orders – RETIRE
- Form0506 Physician Post-Op Orders – Urology – RETIRE
- Form0847 OR Pain Orders Dr. Moghim – RETIRE
- Form0844 OR Anesthesia Machine Pre-Use Checklist – RETIRE
- Form0845 Anesthesia Machine Pre-Use Daily Checklist - RETIRE
- Form0542 OR Perioperative Procedure Audit – RETIRE

- Form0422 OR Post Operative Physician Orders – RETIRE
- Form0223 OR Physician Orders Orthopedic Post Operative Orders – RETIRE
- Form0729 OR Pain Management Procedure Record – RETIRE
- Form0907 OR Post Operative Audit Worksheet – RETIRE
- Form0042 Moderate Sedation Audit Tool – RETIRE
- Form0278 OR Outpatient Post Op Telephone Follow Up – RETIRE
- Form0449 ATC Drug Charges -RETIRE
- Form0626 ATC Nurses Notes – RETIRE
- Form0617 ATC Infliximab-dyyb (Inflixtra) preprinted Orders – RETIRE
- Form0695 Core Measure Alert – RETIRE
- Form0696 Core Measure Alert SCIP – RETIRE
- Form0698 Measures Completed - RETIRE

POLICIES

Administrative Manual

- Assessing Late-Career Practitioners
- Physician Orders for Life Sustaining Treatment (POLST)
 - Form2516 POLST
- Telehealth / Telemedicine
- Telemedicine Credentialing by Proxy

Anesthesia Service Manual

- Anesthesia Coverage Availability
 - Emergency Service Coverage – RETIRE
 - Anesthesia Coverage Availability – RETIRE

Central Service Manual

- After Hours Acquisitions of Supplies and Equipment
- Storage and Handling of Sterile Surgical Supplies and Equipment
- Contamination Control Responsibilities, Cleaning and Stocking – RETIRE
- Principles of Sterilization

Clinical Manual

- Determination of Brain Death

Clinical / Pharmacy Manual

- Hazardous Drug Handling

G.I. Laboratory Manual

- Lower GI Endoscopy (replacing below policies)
 - Biopsy Assisting With – RETIRE
- Colonoscopy Assisting With – RETIRE
- Colonoscopy with Polypectomy Assisting With – RETIRE
- Endoscopy Through an Ostomy – RETIRE

- Sigmoidoscopy Assisting with – RETIRE
- Photography Endoscopic Assisting With – RETIRE

- Upper GI Endoscopy (replacing below policies)
 - Esophagoscopy Gastroscopy Duodenoscopy Assisting With – RETIRE
 - Percutaneous Endoscopic Gastrostomy (PEG) Assisting With – RETIRE
 - Dilation with Bougies Maloney OR Guide with Salivary Gailliard Dilators Esophageal Assisting With – RETIRE
 - Dilation with Hydrostatic Balloon – RETIRE
 - Foreign Body Removal – RETIRE
 - Esophagogastroduodenoscopy with Sclerotherapy Assisting With – RETIRE

Infection Control Manual

- Orientation Reorientation – Infection Control - Employee Health

Surgical Services Manual

- Patient Positioning
 - New Employee Orientation Surgical Services
 - New Employee Orientation GI Laboratory – RETIRE

RETIRE POLICIES

Anesthesia Service Manual

- Continuing Medical Education Requirements – RETIRE
- Anesthesia Apparatus – RETIRE – replaced with Anesthesia Rules and Regulations
- Anesthesia Services – RETIRE– replaced with Anesthesia Rules and Regulations
- Anesthesia Responsibilities – RETIRE– replaced with Anesthesia Rules and Regulations
 - Anesthesia Rules and Regulations – Updated policy
- Duties and Responsibilities of Chief Anesthesiologist - RETIRE
Guidelines for Administration of Anesthesia – RETIRE
 - Guidelines for Administration of Anesthesia and Intraoperative Anesthesia Care - updated
- Removal of Epidural Catheter – RETIRE
- Monitoring and Infusion Protocols for Patients Receiving Epidural Analgesia – RETIRE
 - Epidural & Intrathecal Pain Management – updated
- Rules and Regulations – RETIRE
 - Anesthesia Rules and Regulations – updated

ATC Manual

- Post Procedure Care of GI Lab Patients – RETIRE
- Postoperative G.I Complications – RETIRE

- Post Endoscopic Recovery Procedure – RETIRE
 - Moderate Sedation – update

Central Service Manual

- Biological Monitoring – RETIRE
- Biological Indicator Use – RETIRE
- Central Service Safety – RETIRE
- Central Service Staff Job Responsibilities - Retire
- Electrical Equipment Check – RETIRE
 - Environmental Safety in the Surgical Services Department – updated
- Dress Code Decontamination Area – RETIRE
 - Surgical Attire in the Semi-Restricted and Restricted Areas of the Surgical Department – updated
 - Decontamination Receiving and Handing – updated
- Disposable Versus Non-Disposable Items – RETIRE
 - Disposable Patient Supplies – updated
- Preventative Maintenance Responsibilities Equipment (RETIRE)
 - Equipment Care and Cleaning - update
 - Responsibilities of Central Service Area in a Disaster – RETIRE
 - Traffic Control – Retire Traffic Pattern Surgical Services – updated
- Transport of Equipment and Instruments to Central Service for Reprocessing – RETIRE
 - Instrument Cleaning Packaging and Transporting – updated

G.I. Laboratory Manual

- Charges G.I. Laboratory – RETIRE
- Code Blue in the G.I. Laboratory – RETIRE
- Emergencies in the G.I. Laboratory – RETIRE
 - Cardiac and/or Respiratory Arrest Procedure in Surgical Services – updated
 - Fire Safety Internal Disaster – updated
- Criteria for G.I. Laboratory Utilization – RETIRE
 - Scope of Service – GI Laboratory Department
- Dress Code – G.I. Laboratory – RETIRE
 - Surgical Attire in the Semi-Restricted and Restricted Areas of the Surgical Department – updated
- Electrosurgical Unit Application and Use – RETIRE
- Electrosurgical Unit Discontinuation – RETIRE
- Electrosurgical Unit Malfunction Checklist – RETIRE
 - Electrosurgical Unit Setup and Safety Tips – RETIRE
 - Electrosurgical Cautery Unit Safety - updated and replacing above policies
- G.I. Laboratory Safety Guidelines – RETIRE
 - Environmental Safety in the Surgical Services Department – updated
- Liver Biopsy Assisting With – RETIRE
- Medications for the G.I. Laboratory – RETIRE

- Management of Medications in OR, Pre-Op, PACU and GI Lab with Automatic Drug Delivery System With (ADC- PYXIS) - updated

- Nursing Care of the Patient Assessment and Treatment – RETIRE
- Admission of Patients to the G.I. Laboratory – RETIRE
 - Admission to Surgery – updated
- Nursing Responsibilities – RETIRE
- Nursing Standards of Care – RETIRE
 - Standards of Perioperative Nursing Practice – updated (for both policies above)

- Optimum Quality Care is Provided to All Patients – RETIRE
 - Verbal or Telephone Orders – updated
- Organization – RETIRE
 - Organization Structure of Surgical Services – updated
- Outpatient Admission & Discharge – RETIRE
 - Discharge Instructions for Outpatient Surgery Patients – updated
 - Admission to Surgery – updated
- Philosophy Objectives Function – RETIRE
 - Vision Statement and Focus – updated
- Radiology (Dosimetry) Badges for G.I. Laboratory (ERCP) – RETIRE
 - Monthly Radiation Exposure Monitoring (Dosimeter) – updated
- Range of Services – RETIRE
 - Scope of Service – Surgical Services Department
- Records in G.I. Laboratory – RETIRE
- Scheduling & Canceling Procedures – RETIRE
- Scheduling Emergency Cases After Hours – RETIRE
 - Notification of Surgical On-Call Team – updated
- Scheduling of G.I. Laboratory Procedures – RETIRE
 - Scope of Service - Surgical Services Department Scheduling – updated replacing both above
- Sphincterotomy (Papillotomy) Assisting With – RETIRE
- Specimen Collection in G.I. Laboratory – RETIRE
- Specimen Management for Surgical and Invasive Procedures – updated
- Transportation of Patients to the GI Laboratory – RETIRE
 - Patient Flow to Surgical Services – updated

PACU Manual

- Physician Notification of Family Members – RETIRE
 - Proceduralist Notification of Family Members - updated
- Standard of Care PACU Services Discharge Appropriateness – RETIRE
 - Standard of Care PACU Services Discharge Appropriateness to In-Patient M/S Unit – updated
- Staffing in Post Anesthesia Care Unit (PACU) – RETIRE

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

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

MOTION CARRIED

Financial Report for January 2024

Matt Heyn, President & C.E.O. reported on behalf of Ann Croskrey, C.F.O. who was not in attendance. During January, the District posted a profit on operations before new hospital expenses of \$1.25 million dollars. The profit, including the new hospital expenses, the was \$792 thousand dollars. The difference is the new hospital expenses of interest and depreciation.

As of the end of January, the year-to-date earnings before interest and depreciation, otherwise known as EBIDA, was 9.9%. Accounts receivable gross days were at 64 days and the days of cash on hand were at 93 days. In January, the District also closed a \$10 million dollar revenue bond with a seven-year term at an interest rate of 6.85%. The funds needed to repay the bridge loans obtained from the California Healthcare Facilities Authority are approaching their maturity dates. Two of the bridge loans have matured and were paid in the month of February.

Jim Teter made the motion to approve the Financial Report for January 2024. Fran Krieger made the second. No public input.

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

MOTION CARRIED

CHAIR PERSON REPORT – Dan Cummins, Chair Person

Announcement: Chair Person Cummins announced he was notified by Matt Heyn, President & C.E.O. there will be no Closed Session Report. As a result of this notification, no Closed Session portion of this meeting will be held.

Chair Person Comments

Since the OVHD layoffs and program closures, which provided the hospital with the ability to stay financially liquid, the employee base I have spoken with have for the most part accepted the events that occurred. Numerous community members I have spoken with understood why the District had to make these very difficult decisions.

CHIEF EXECUTIVE OFFICER REPORT - Matt Heyn, Chief Executive Officer

Chief Executive Officer Report

Union Negotiations

Union negotiations continue to move forward, with relatively minor economic implications. The USW acute care negotiations have been finalized. We are in the middle of negotiations with NAGE. The final component will be Oakdale Nursing & Rehab. Center (ONRC), which was completed earlier this week.

Coffee with Admin

The Administration Team hosted 4 in-person meetings both day and night to provide employees with a consistent message about the events that have occurred across the organization. The meetings were well attended, and a variety of questions were asked and answered. We will continue holding these meetings on a regular basis.

SB 1432

The intent of SB 1432, Legislation sponsored by California Hospital Association (CHA) is to bring relief from the 2030 seismic standards by providing additional time to comply. Many California hospitals are struggling with obtaining funds to bring their respective organizations up to seismic standards. We will be pledging to take part in an effort to support seismic mandates reform legislation sponsored by CHA.

Environment of Care Report – David Rodrigues, C.O.O. & Don Pederson, Chief Engineer

The Environment of Care 2023 Annual Report was presented to the Board Members. Per Assembly Bill 1882, the Board of Directors were provided a letter regarding the annual status of Hospital Seismic Safety Public Notices.

Jim Teter made the motion to approve the 2023 Annual Environment of Care Report. Edward Chock, M.D. made the second. No public input.

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

MOTION CARRIED

Ratification of 1 Year Proposed Contract for Acute Care Employees Represented by Organized Labor

Recommended Board approval of proposed 1 Year Acute Care contract for a 1.5% wage increase for all acute care USW employees, retroactive to January 21, 2024. The proposed contract for the Oakdale Nursing & Rehab. Center (ONRC) contains the same 1.5% wage increase as the employee approved acute care contract. Also agreed to was reverting back to the original dollar amounts for Service Year Awards.

Jim Teter made the motion to approve ratification of the 1 Year proposed contract for Acute Care Employees as presented. Fran Krieger made the second. No public input.

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

MOTION CARRIED

ANNOUNCEMENT OF CLOSED SESSION – No Closed Session Meeting

Next Board of Directors meeting is scheduled on Thursday, April 4, 2024.

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 6:07p.m.

Recorder: Jill Andersen, Clerk of the Board.

APPROVED: _____
Louise Sanders, Secretary

DATE: _____