

# Regular Board Packet

November 7, 2024

Board Packet

## Agenda

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**OUR MISSION**

“We Focus on Personalized Quality Health Care and Wellness for Those We Serve”

**OUR VISION**

“Oak Valley Hospital District Will Continue as an Independent Locally Controlled and Governed Special District Hospital. To Accomplish This We Will Adhere to the Following Guidelines:  
Being Fiscally Responsible in Our Decision Making Process  
Maintain and Expand Services that Best Reflect Our Needs and Resources Available  
Promote Positive Change in the Health Status of Employees and Area Residents.”

**OUR VALUES**

“Accountability; Being Responsible for Actions Taken and Not Taken  
Integrity; Doing the Right Thing for the Right Reason  
Respect; Valuing All People at All Times”

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

**November 7, 2024, 5:30p.m.,  
1425 West H Street, Oakdale, CA 95361  
Royal and Charter Oak Conference Rooms**

| <u>Time</u> | <u>Action</u> | <u>Item</u>                                                 |
|-------------|---------------|-------------------------------------------------------------|
| 5:30 p.m.   | Action        | <b>MEETING CALLED TO ORDER</b><br>Dan Cummins, Chair Person |

**PUBLIC COMMENT**

In compliance with the California Brown Act the District Board of Directors welcomes comments from the public.

This is the opportunity for members of the public to directly address the District Board of Directors on any item of interest to the public under the jurisdiction of the District including items on this agenda.

Persons wishing to make a presentation to the Board of Directors shall observe the following procedure:

1. A written request to the Board on the form provided at the meeting (optional)
2. Oral presentations are limited to three (3) minutes.
3. Members of the public will be afforded the opportunity to speak at the beginning of the public meeting during the general Public Comment section of the agenda on any item under the jurisdiction of the District as well as during the consideration of an individual item on the agenda for that public meeting, however the three-minute limit described in item 2, above, will be applied to an individual’s cumulative comments during the meeting.

The proceedings of the Board are recorded and are part of the public record.

Materials related to an item on this Agenda, submitted to the Oak Valley Hospital District after distribution of the agenda packet, are available for public inspection in the Secretary’s Office at 1425 West H Street, Suite 270, Oakdale, CA during normal business hours.

Information/Action    **CONSENT CALENDAR ITEMS**

Items 1-3 comprise the consent agenda, unless there is discussion by a member of the audience or Board Members, they may be approved in one motion.

1. **Oakdale Nursing and Rehabilitation Center Report**

Will Pringle, V.P., Oakdale Nursing and Rehabilitation Center

2. **Approval of Administrative Forms and Policies**

- All Hazard Emergency Operations Plan OVHD
- Patient Triage Categories and START Field Guide (RETIRE)
- Authorization to Treat Minors
- Legal Health Record and Designated Record Set Policy
- Security Storage and Retention of Medical Records

3. **Approval of Minutes –**

- October 3, 2024 – Regular Meeting

Action                    **MEDICAL STAFF REPORT – Andres Arellano, M.D., Chief of Staff**

**The Medical Executive Committee requests the District Board’s approval of the following items forwarded from the October 10, 2024 meeting.**

A. FORMS & POLICIES

A. FORMS

I. Form0510 – Physician Order Heparin Protocol (Page 1)

II. Form1015 – Heparin Infusion Flow Sheet (Page 2)

B. POLICIES

I. Central Service Manual

i. Biological Indicator Use (Pages 3-4)

ii. Biological Monitoring (Pages 5-6)

iii. Central Service Instrument Recall Policy (RETIRE) (Pages 7-8)

iv. Event Related Sterility (Pages 9-11)

v. Immediate-Use Steam Sterilization (IUSS) (Pages 12-15)

II. Emergency Operations and All Hazards Manual

i. All Hazard Emergency Operations Plan OVHD (Pages 16-62)

ii. Patient Triage Categories and START Field Guide (RETIRE) (Pages 63-68)

III. Pharmacy Manual

i. Antimicrobial Stewardship (Pages 69-71)

IV. PACU Manual

i. Post Anesthesia Admission and Care in the PACU (Pages 72-74)

V. Surgical Services Manual

- i. Unintended Intraoperative Anesthesia Awareness (Pages 75-78)
- ii. Preparing OR Supplies and Equipment for Surgical Procedure (RETIRE) (Pages 79-80)

VI. Nutrition and Food Services Manual

- i. Diet Manual (Page 81)

VII. Administrative Manual/Health Information Management

- i. Authorization to Treat Minors (Pages 82-85)
- ii. Legal Health Record and Designated Record Set Policy (Pages 86-89)
- iii. Security Storage and Retention of Medical Records (Pages 90-91)

**FINANCE COMMITTEE** – Edward Chock, M.D., Chairperson  
- Matt Heyn, President and C.E.O. and Ann Croskrey, CFO

- Action 1. Financial Reports for September 2024  
Approval of September 2024 Financial Statements

**CHAIR PERSON REPORT**  
- Dan Cummins Chair Person

- Information 1. Chair Person Comments

**CHIEF EXECUTIVE OFFICER REPORT**  
- Matt Heyn, President and Chief Executive Officer

- Information 1. Chief Executive Officer Report

- Action 2. Approval of \$35 Holiday Gift Cards for Employees

**ADJOURN TO CLOSED SESSION**

- Action                    1.     **Approval of Closed Session Minutes –**
- October 3, 2024 - Regular Meeting
- (See attached Agenda for Closed Session)**

**RECONVENE TO OPEN SESSION**

Information            **REPORT OF CLOSED SESSION**

Action                    **ADJOURNMENT**

**The next Regular meeting of the Board of Directors is scheduled on December 5, 2024 at 5:30p.m.**

Posted on: November 4, 2024

By: Sheryl Perry, Clerk of the Board

**OAK VALLEY HOSPITAL DISTRICT  
BOARD OF DIRECTORS  
AGENDA FOR CLOSED SESSION**

Pursuant to California Government Code Section 54954.2 and 54954.5, the board agenda may describe closed session agenda items as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items are described in substantial compliance with Section 54954.5 of the Government Code.

**Regular Meeting of the Board of Directors of the Oak Valley Hospital District  
November 7, 2024, 5:30p.m.,  
1425 West H Street, Oakdale, CA 95361  
Royal Oak Conference Room**

**CLOSED SESSION AGENDA ITEMS**

**HEARINGS/REPORTS**

(Government Code §37624.3 & Health and Safety Code §§1461, 32155)

**Subject matter:** (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee):

- Medical Executive Committee Requests for District Board Approval – Andres Arellano, M.D., Chief of Staff
  
- Chief Executive Officer – Matt Heyn, President and Chief Executive Officer
  
- Quality Updates – Jennifer Cook, Interim Director of Quality & Risk Management
  - Dashboard
  - Risk Management Report

**ADJOURN TO OPEN SESSION**

In observance of the Americans with Disabilities Act, please notify us at 209-848-4102 prior to the meeting so that we may provide the agenda in alternative formats or make disability-related modifications and accommodations.

## November 2024 ONRC Board Report

ONRC is pleased to report our 11th month of operations with a patient census above budget. Just one year ago, in September 2023, ONRC averaged 71 patients per day. We are pleased to announce an impressive year-over-year (YOY) gain. This September, we closed with an Average Daily Census of 97, representing a 37% increase in business. Our custodial census remains stable, averaging 88. The census in our Transitional Care Unit (300 Wing) was also strong, with an occupancy rate of 83%. Our October performance has shown further improvement.

Regarding facility updates: We completed some minor interior paint repairs, and our engineering team addressed several items noted during the Environment of Care Rounds.

Regarding regulatory visits: We had no complaint visits during the month.

Regarding staffing: We are currently recruiting for a temporary MDS position to cover a vital management role that is vacant due to an approved leave of absence. While we continue to experience higher turnover in our CNA role, we currently have no open full-time RN positions.

This concludes our November ONRC Board Report.

William Pringle II

VP of LTC

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF OAK VALLEY HOSPITAL DISTRICT  
OPEN SESSION  
October 3, 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  
Ann Croskrey, C.F.O.  
David Rodrigues, V.P., C.O.O.  
David Neal, V.P., Nursing Services

**CALLED TO ORDER**

The District Board of Directors Meeting was called to order by Dan Cummins, Board Chair Person at 5:32p.m.

**PUBLIC COMMENT**

Public Comment read. Public in attendance.

**FY2024 External Audit Report - Presented by Jerrel Tucker, JWT & Associates, LLP**

Jerrel Tucker, representing JWT & Associates, presented the findings of the Oak Valley Hospital District's FY 2024 external audit. Mr. Tucker reported that the audit was completed, and the District received an unmodified (clean) opinion for both the financial and governmental audits. There were no material weaknesses, significant deficiencies, or reportable findings identified in the hospital's internal controls. Additionally, no audit adjustments were necessary, with the exception of one late client entry.

Mr. Tucker noted that the hospital continues to participate in the Intergovernmental Transfer (IGT) program and had a financially successful year. He commended the Finance Department staff for their outstanding work in providing all required information and data in a timely manner.

Jim Teter made the motion to approve the External Audit Report. Edward Chock, M.D. made the second. No public input.

Cummins - Aye  
Teter - Aye  
Sanders - Aye  
Chock - Aye  
Krieger - Aye

**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



- None
3. Approval of Minutes –
- September 5, 2024 – Regular Meeting

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

Cummins – Aye  
Teter – Abstained due to absence from the prior Board Meeting.  
Sanders – Aye  
Chock – Aye  
Krieger – Aye

**MOTION CARRIED**

**MEDICAL STAFF REPORT – 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 17, 2024 meeting.

Doctor Arellano recommended approval of the Medical Staff Report as presented.

**A. POLICIES**

Forms: Pages 1-3

- Form0417 Potassium and Magnesium Replacement Protocols
- Form0869 Alcohol Withdrawal (CIWA-Ar) Lorazepam

Administrative Manual Pages 4-8

- Strategic Plan for Health Equity

Clinical Manual Pages 9-49

- Bedside Mobility Assessment Protocol
- Fentanyl Transdermal Patch
- Growth and development Process and Assessment of Age Specific Care Needs
- Guidelines for Magnesium Sulfate and Potassium Chloride Replacement
- Medication Errors
- Pyxis Medication Station
- Safe Patient Handling and Mobilization Program
- Telemetry Management Procedure

Clinical / Pharmacy Manual Pages 50-65

- Bowel Care Guidelines
- Formulary
- Therapeutic Drug Interchange
- 

Infection Control Manual

Pages 66-83

- Animals in Healthcare Setting
- Donning and Doffing PPE
- Meningococcal Disease Exposure to
- Standard Precautions

ONRC

Pages 84-118

- Antibiotic Stewardship
- Behavior Management
- Comprehensive Nursing Assessment / Reassessment
- Elopement Risk Assessment & Security Monitoring System
- Falls Risk Assessment
- Heights for Immeasurable Residents
- Hydration
- Identification of Combative Residents
- Intake and Output
- Leave of Absence / Home Visits
- Nursing Communication to Dietary Regarding Nutritional Problems of Residents
- Oxygen Equipment
- Oxygen Tanks
- Personal Care Products
- Posting of Signs in Resident Rooms
- Psychotherapeutic Monitoring Committee

ONRC

Pages 119-122

- Resident Grooming
- Restorative Nursing Program

Pharmacy Manual

Pages 123-163

- Drug Recall
- Medication Error Reduction Plan (MERP)
- Sterile Compounded Preparations – LAFW
- Warfarin Therapy

**Policies & Forms (RETIRE)**

Forms:

Pages 164-165

- Form0562 Fentanyl Duragesic Patch Order (RETIRE)
- Form0906 Fentanyl Patch Dispensing Review (RETIRE)

Clinical Manual

Pages 166-226

- Crash Carts (RETIRE)
- Investigational Medications (From Another Institution) (RETIRE)
- Medication Safety Plan (RETIRE)

Clinical / Pharmacy Manual

Pages 227-228

- Returned Medications (RETIRE)

Infection Control Manual

Pages 229-232

- Indwelling Urinary Catheter, Care of Patients With (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 2024**

In August, the District posted a profit from operations before new hospital expenses of \$738 thousand dollars. The profit from operations including new hospital expenses was \$352 thousand dollars. The difference is the new hospital expenses of interest and depreciation. As of the end of August, the year-to-date earnings before interest and depreciation (EBIDA), was 11.7%. Accounts receivable gross days increased from 70 days to 73 days, and days of cash on hand decreased from 114 to 103 days.

Jim Teter made the motion to approve the Financial Report for August 2024. Louise Sanders 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**

### **Chair Person Comments**

The Board Chair highlighted the ongoing efforts to expand the District facility in multiple directions. Architects were present at the meeting to discuss necessary investments for maintaining and improving the facility, which, while costly, are essential to sustaining operations. The Chair emphasized the importance of having a solid business model to maintain current services and explore opportunities for growth.

In reviewing the Finance Audit report, it was noted that the District remains financially stable across most areas, including clinics. The addition of the new surgeons is a positive step forward. The Chair concluded by affirming the District's commitment to providing high-quality services and the need to continue maintaining and enhancing those services.

## **CHIEF EXECUTIVE OFFICER REPORT - Matt Heyn, Chief Executive Officer**

### **Legislative Update**

#### **AB 2098 Year 2 CHFFA Bridge Loan Extension**

This Assembly Bill proposed to extend the second part of the CHFFA loan repayment by one year to help with organizational cash flow. Despite unanimous approval in both the Assembly and Senate, the Governor vetoed the bill. As a result, OVHD is required to repay approximately \$5 million by January 18, 2025. Though OVHD is prepared to meet this obligation, it will impact the Days Cash on Hand (DCOH).

#### **AB 869 Seismic Compliance Extension**

AB 869, which sought to extend the deadline for hospital seismic compliance beyond 2030, received unanimous support from the Assembly and Senate. However, the Governor also vetoed this bill. Rural and district hospitals may still receive a potential 3-year extension with approval from the Department of Health Care Access and Information (HCAI). A presentation on OVHD's seismic compliance will follow later in the meeting.

#### **Stanislaus Surgical Hospital (SSH) and Central California Surgery (CCS)**

Following last month's update, it has been confirmed that SSH will permanently close. While OVHD initially sought to purchase equipment from SSH, they instead opted to rent their equipment to OVHD. This strategy avoids a large capital outlay.

In terms of surgery schedule, OVHD will add five surgery days per month:

- Dr. Huber: 2 Tuesdays/month
- Dr. Coirin: 1 Monday/month
- Dr. Coates: 2 Fridays/month

### **Leadership Update**

Several candidates were interviewed for the Radiology Director position. A promising candidate was brought on-site and received positive feedback. An offer has been extended, and a response is pending.

**Standard & Poor's (S&P) Bond Rating**

The Board was updated on the recent bond rating process, which involved a comprehensive review of the District's operations. This process assesses various factors, including balance sheet strength, debt capacity, margins, leadership, and strategies for future growth and expense reduction. It was reported that Oak Valley Hospital District (OVHD) remains a stable organization, similar to a credit rating, which allows for borrowing at lower interest rates if necessary.

The report highlighted several key points:

- Improved operational trends due to strict expense management, including layoffs and service line closures, and balance sheet stability.
- Positive adjustments to the rating reflect these improvements, with OVHD's metrics aligning with rating expectations.
- The stable outlook is supported by OVHD's improved operating performance, stable revenues, and market position. This includes the closure of the ICU and Family Support Network, as well as the closing of a competing nearby surgical hospital, with no material changes expected.

**Resolution 2024-10 Changing the January 2, 2025 Regular Meeting and Finance Committee Meetings of the Board to January 9, 2025**

A recommendation was presented for the Board's approval of Resolution 2024-10, which proposes changing the date of the January 2, 2025, Regular Meeting and Finance Committee Meetings to January 9, 2025.

Edward Chock, M.D made the motion to approve Resolution 2024-10 as presented. Louise Sanders made the second. No public input.

**Roll Call by Sheryl Perry, 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**

**Resolution 2024-09 Authorizing Renewal of Commercial Revolving Loan – Ann Croskrey, Chief Financial Officer**

Approval is requested for Resolution 2024-09, authorizing an amendment to the Commercial Revolving Loan for \$3,000,000 with Oak Valley Community Bank at an interest rate set to prime, currently around 8.5%.

Jim Teter made the motion to approve Resolution 2024-09 as presented. Fran Krieger made the second. No public input.

**Roll Call by Sheryl Perry, 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**

**General Obligation (GO) Bond Refinance - Ann Croskrey, Chief Financial Officer**

Ann Croskrey, Chief Financial Officer, provided an update on the existing General Obligation (GO) bond, which has been outstanding since 2005. The bond originally totaled \$37 million and has been reduced to \$24 million, with the final payment due in July 2035.

Ms. Croskrey informed the Board that the prepayment penalty has recently expired and requested authorization to explore a possible refinance of the bond to potentially save taxpayers money. She noted that while it's uncertain if refinancing will be viable, she believes it is worth investigating.

Jim Teter made the motion to explore the G.O. Bond Refinance. Edward Chock, M.D. made the second. No public input.

Cummins - Aye  
Teter - Aye  
Sanders - Aye  
Chock - Aye  
Krieger - Aye

**MOTION CARRIED**

**Seismic Compliance and Cost Presentation - David Rodrigues, Chief Operating Officer, and Don Pederson**

The Board received a presentation from the architects regarding seismic compliance and the necessary steps for the organization to achieve compliance. The presentation included discussions on Seismic Performance Criteria (SPC) and Non-Structural Components (NPC).

*The presentation is attached for reference.*

**Note:** Jim Teter left the meeting at 6:30 PM and returned at 6:32 PM.

**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 6:37p.m.

**RECONVENE TO OPEN SESSION**

**ANNOUNCEMENT OF CLOSED SESSION**

- August 1, 2024 Board Meeting Minutes – Approved
- Medical Staff Credentials Report – Approved
- Chief Executive Officer Report – No report

**Public Employee Performance Evaluation (Government Code §54957):**

- **Title:** President and Chief Executive Officer
- **Action Taken:** The Board approved a new 3-year contract for the President and Chief Executive Officer, with a 1.5% salary increase.

**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 6:44p.m.

Recorder: Sheryl Perry, Clerk of the Board.

APPROVED: \_\_\_\_\_  
Louise Sanders, Secretary

DATE: \_\_\_\_\_

**MEMO:** November 7, 2024  
**TO:** Members of the District Board  
**FROM:** Medical Executive Committee  
**RE:** Approval items to be reviewed in open session

The Medical Executive Committee requests the District Board's approval of the following items forwarded from the October 10, 2024 meeting.

**A. FORMS & POLICIES**

**a. FORMS**

- i. Form0510 Physician Order Heparin Protocol Page 1
- ii. Form 1015 Heparin Infusion flow sheet Page 2

**b. POLICIES**

**Central Service Manual**

- i. Biological Indicator Use Pages 3-4
- ii. Biological Monitoring Pages 5-6
- iii. Central Service Instrument Recall Policy **(RETIRE)** Pages 7-8
- iv. Event Related Sterility Pages 9-11
- v. Immediate-Use Steam Sterilization (IUSS) Pages 12-15

**Emergency Operations and All Hazards Manual**

- i. All Hazard Emergency Operations Plan OVHD Pages 16-62
- ii. Patient Triage Categories and START Field Guide **(RETIRE)** Pages 63-68

**Pharmacy Manual**

- i. Antimicrobial Stewardship Pages 69-71

**PACU Manual**

- i. Post Anesthesia Admission and Care in the PACU Pages 72-74

**Surgical Services Manual**

- i. Unintended Intraoperative Anesthesia Awareness Pages 75-78
- ii. Preparing OR (Operating Room) Supplies and Equipment Pages 79-80  
For Surgical Procedure **(RETIRE)**

**Nutrition and Food Services Manual**

- i. Diet Manual Page 81

**Administrative Manual/Health Information Management**

- ii. Authorization to Treat Minors Pages 82-85
- iii. Legal Health Record and Designated Record Set Policy Pages 86-89
- iv. Security Storage and Retention of Medical Records Pages 90-91