

Regular Board Packet

December 5, 2024

Board Packet

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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”

~~~~~

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

**December 5, 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.

Action                    **ADMINISTRATION OF OATH OF OFFICE**

- Louise Sanders, Board Secretary
- Shirrelle O. Moore-Mmasi
- Sara West Shipman

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**
  - None
  
3. **Approval of Minutes –**
  - November 7, 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 November 19, 2024 meeting.**

**A. FORMS & POLICIES**

**FORMS**

- Form0497 Blood Product Flow Sheet                    **Pages 1-2**
- Form0719 Transfusion Reaction Education for Patients                    **Page 3**
- Form0878 Resident Pneumococcal Vaccination Consent  
Declination (**RETIRE**)                    **Pages 4-5**

**B. POLICIES**

**Administrative Manual**

- Access to Medical Records                    **Pages 6-7**
- After Hours Medical Records Access                    **Pages 8-10**
- Canceling Patient Accounts                    **Pages 11-12**
- Change in Attending Physician                    **Pages 13-14**
- Chart Scanning Guide for Electronic Health Record Documents                    **Pages 15-20**
- Charting Procedures                    **Pages 21-29**
- Clinical Pertinence Discharge Summary / Chart Review                    **Pages 30-33**
- Clinical Pertinence Review Timely Completion                    **Pages 34-39**
- Disposal Destruction of Confidential Material                    **Pages 40-41**
- Faxing of Protected Health Information                    **Pages 42-45**
- History and Physical Examination                    **Pages 46-48**
- Merge and Deleting Duplicate Records in the Electronic  
Health Record (EHR)                    **Pages 49-51**

|                                                                        |                      |
|------------------------------------------------------------------------|----------------------|
| • Point Click Care Point of Care Documentation                         | <b>Pages 52-54</b>   |
| • Point Click Care System Outage Policy                                | <b>Pages 55-59</b>   |
| • Retention of Original Business Records                               | <b>Pages 60-62</b>   |
| • Transition to Electronic Health Record                               | <b>Pages 63-69</b>   |
| • Utilization Management Plan                                          | <b>Pages 70-76</b>   |
| <b>Central Service Manual</b>                                          |                      |
| • Cleaning of Primus Sterilizers <b>(RETIRE)</b>                       | <b>Pages 77-79</b>   |
| • Immediate-Use Steam Sterilization (IUSS)                             | <b>Pages 80-83</b>   |
| • Lot Load Monitoring <b>(RETIRE)</b>                                  | <b>Pages 84-85</b>   |
| • Low Temperature Hydrogen Peroxide Gas Plasma Sterilization (STERRAD) | <b>Pages 86-89</b>   |
| • Management of Patient with Malignant Hyperthermia                    | <b>Pages 90-99</b>   |
| • Sterilization Cycle Monitoring                                       | <b>Pages 100-102</b> |
| <b>Clinical Manual</b>                                                 |                      |
| • Blood and Blood Products Ordering and Checking Out Blood             | <b>Pages 103-107</b> |
| • Blood Products Procedure                                             | <b>Pages 108-119</b> |
| • Blood Recipient ID Bands                                             | <b>Pages 120-122</b> |
| • Informed Consent for Blood Transfusions (Paul Gann Blood Safety Act) | <b>Pages 123-126</b> |
| • Medical Staff Criteria for Blood and Blood Products Ordering         | <b>Pages 127-131</b> |
| • Medication Administration, Barcode Verification and Documentation    | <b>Pages 132-143</b> |
| • Medication Storage / Inventory / Unit Inspection and Security        | <b>Pages 144-149</b> |
| • Multi-Dose Vials and Solutions                                       | <b>Pages 150-154</b> |
| • Patient Controlled Analgesia (PCA)                                   | <b>Pages 155-156</b> |
| <b>Clinical Manual / Imaging / Pharmacy Manual</b>                     |                      |
| • Contrast Media (Oral)                                                | <b>Pages 167-169</b> |
| <b>Clinical / Pharmacy Manual</b>                                      |                      |
| • Hazardous Drug Handling                                              | <b>Pages 170-177</b> |
| • High Alert Medications                                               | <b>Pages 178-184</b> |
| • Hypertonic Saline Administration - <b>(RETIRE)</b>                   | <b>Pages 185-187</b> |
| • Intravenous Haloperidol (Haldol) Administration Guideline            | <b>Pages 188-191</b> |
| • Therapeutic Duplications                                             | <b>Pages 192-197</b> |
| • Titration of Intravenous Medications                                 | <b>Pages 198-209</b> |
| <b>Employee Health Manual</b>                                          |                      |
| • Fit Testing, N-95 Disposable Respirator                              | <b>Pages 210-217</b> |
| • Vaccination Program for Employees                                    | <b>Pages 218-220</b> |
| <b>Infection Control Manual</b>                                        |                      |
| • Bloodborne Pathogen Exposure Control Plan                            | <b>Pages 221-237</b> |
| • Equipment, Care and Cleaning                                         | <b>Pages 238-250</b> |
| • Influenza Vaccination Mandatory                                      | <b>Pages 251-256</b> |
| • Isolation Precautions, Transmission-Based                            | <b>Pages 257-317</b> |
| • Latex Allergy (Patients)                                             | <b>Pages 318-324</b> |
| • Methicillin Resistant Staphylococcus Aureus (MRSA) Active            |                      |

Surveillance Screening Standardized Procedure **Pages 325-329**

**Oakdale Nursing and Rehabilitation Center**

- Comprehensive Care Plan **Pages 330-332**
- Emergency Transfer or Discharge **Pages 333-334**
- Enhanced Barrier Precaution **Pages 335-340**
- MDS Assessment **Pages 341-343**
- MDS Transmission Security Confidentiality **Pages 344-347**
- Pneumococcal Vaccinations for Residents **Pages 348-352**
- Social Services Assessment and Documentation **Pages 353-354**

**Pharmacy Manual**

- Medication Management / Ordering and Transcribing **Pages 355-360**
- Sterile Compounded Preparations – CAI 7.16.24 **Pages 361-390**

**Respiratory Manual**

- Naso-Tracheal Suctioning **Pages 391-393**
- Ordering of Medical Gases **Pages 394-398**
- Oxygen Administration with a Nasal Cannula **Pages 399-401**
- Oxygen Administration with a Non-Re-Breather Mask **Pages 402-404**
- Oxygen Administration with an Oxy mask **Pages 405-407**
- Oxygen Administration with a Simple Oxygen Mask **Pages 408-410**
- Oxygen Administration with a Venturi Mask **Pages 411-413**
- Oxygen Analysis **Pages 414-416**
- Oxygen Delivery in PACU **Pages 417-419**
- Oxygen Tanks **Pages 420-422**
- Oxygen Therapy in the Emergency Department **Pages 423-425**
- Oxygen Weaning by Pulse Oximetry **Pages 426-428**
- Patient and Family Education **Pages 429-431**
- Placement of Neonatal Pediatric Cardiorespiratory Monitor (Apnea Monitor) **Pages 432-433**
- Postural Drainage Percussion and Vibration **Pages 434-438**
- Pulmonary Function Capabilities and Scheduling **Pages 439-440**
- Recording of Time **Pages 441-442**
- Request for Standby By A Respiratory Care Practitioner (RCP) for Any Procedure **Pages 443-445**
- Respiratory Enclosed Filtration System with Face Shield (PAPR) **Pages 446-448**
- Respiratory Therapy Assessment of Patients **Pages 449-451**
- Respiratory Therapy Role In the Event That the Hospital loses Electricity and the Generators Do Not Work **Pages 452-454**
- Role of Respiratory Therapy Medical Director **Pages 455-457**
- Routine Sputum Specimen Collection **Pages 458-461**
- RT Fire Plan **Pages 462-463**
- Sample Analysis and Data Entry **Pages 464-465**
- Scheduling **Pages 466-468**
- Sick Calls **Pages 469-470**
- Simple Spirometry **Pages 471-473**
- Spontaneous Value Measurements **Pages 474-478**
- Staffing **Pages 479-481**

- Storage and Handling of Blood Samples **Pages 482-484**
- Successful Weaning **Pages 485-487**
- Temperature Standards **Pages 488-489**
- Tent Therapy **(RETIRE)** **Pages 490-494**
- Undesirable Side Effects **Pages 495-496**
- Ventilator Management of Infants **Pages 497-498**

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

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

**CHAIR PERSON REPORT**

- Dan Cummins Chair Person

- Information
1. Chair Person Comments

- Action
2. Election of Officers for Calendar Year 2025
    - Chair Person
    - Vice Chair Person
    - Secretary

**CHIEF EXECUTIVE OFFICER REPORT**

- Matt Heyn, President and Chief Executive Officer

- Information
1. Chief Executive Officer Report

- Action
2. Approval of SPC-4D Phase 2 Examination Report for Oak Valley Hospital District, Original Building. Not to exceed \$140,000.

- David Rodrigues, Chief Operating Officer and Don Pederson, Engineering Manager

- Action
3. Approval of Costs for Department Relocations to Hospital. Not to exceed \$450,000.

- Matt Heyn, President and Chief Executive Officer and David Rodrigues, Chief Operating Officer

**ADJOURN TO CLOSED SESSION**

- Action                    1.     **Approval of Closed Session Minutes –**
- November 7, 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 January 9, 2025 at 5:30p.m.**

Posted on: December 2, 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  
December 5, 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

**REPORT INVOLVING TRADE SECRETS**

(Government Code §37606 & Health and Safety Code § 32106)

Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility): Business Venture

Estimated date of public disclosure: February 2025

**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.



## December 2024 ONRC Board Report

ONRC is pleased to report our 12th consecutive month of operations with a patient census above budget. Just one year ago, in October of 2023, ONRC averaged 70 patients per day. We are pleased to announce continued YOY growth. In fact, this October, we closed with an Average Daily Census of 94, representing a 34% increase in business. Our custodial census remains stable and averaged 84. The census in our Transitional Care Unit, or 300 Wing, was also robust. ONRC achieved our strongest performance since reopening the Transitional Care Unit, where we achieved an impressive 90% occupancy rate.

Regarding regulatory visits, we had no complaint visits during the month.

Regarding staffing, we are recruiting for a DSD position to cover this vital management role, educating staff and managing the CNAs within the community. Finally, after one year of recruiting, we successfully hired a PT Social Services Assistant who will oversee the TCU portion of the facility.

This concludes our October ONRC Board Report.

William Pringle II

VP of LTC

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF OAK VALLEY HOSPITAL DISTRICT  
OPEN SESSION  
November 7, 2024, 5:30p.m.  
1425 West H Street, Oakdale, CA 95361  
Royal Oak Conference Room**

**Board**

Dan Cummins, Chair Person  
Louise Sanders, Secretary  
Edward Chock, M.D., 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  
Will Pringle, V.P., ONRC

Excused: Jim Teter; Fran Krieger

**CALLED TO ORDER**

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

**ADDITION OF ITEM TO AGENDA**

- The Chair Person read a statement regarding the addition of a new item to the Closed Session agenda:

“An item for today’s agenda for the Board of Directors Meeting has come to the attention of the Board of Directors subsequent to the agenda being posted as required by The Brown Act. This item is for Closed Session under Report Involving Trade Secrets – New Programs and Services; pursuant to Health & Safety Code Sections 1461, 32106, and 32155. Anticipated release of information: Unknown. Adding this item to the agenda requires a two-thirds vote of the members of the Board of Directors present at this meeting.”

- **Motion to Add Item to Closed Session**

A motion was made to add the following closed session agenda item:

**REPORT INVOLVING TRADE SECRETS – NEW PROGRAMS AND SERVICES**

*Estimated date of public disclosure: Unknown*

The motion read as follows:

“I move that the following closed session agenda item: REPORT INVOLVING TRADE SECRETS – NEW PROGRAMS AND SERVICES, estimated date of public disclosure: Unknown, be added to the November 7, 2024, Board of Directors Meeting Agenda as a Closed Session item, pursuant to Health and Safety Code Sections 1461, 32106, and 32155, as this item arose subsequent to the posting of the agenda for this Board meeting.”

Edward Chock, M.D. made the motion to add the item to the closed session. Louise Sanders made the second. No public input.

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

**MOTION CARRIED**

**PUBLIC COMMENT**

Public Comment read. Public in attendance.

**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
  - 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

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

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

**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 October 10, 2024 meeting.

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

## **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 90-911)

Edward Chock, M.D. made the motion to approve the Medical Staff Report. Louise Sanders made the second. No public input.

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

Krieger – Absent

**MOTION CARRIED**

**Financial Report for September 2024**

In September, the District posted a profit from operations before new hospital expenses of \$1.703 million dollars. The profit from operations including new hospital expenses was \$1.317 million dollars. The difference is the new hospital expenses of interest and depreciation. Earnings were assisted by the receipt of the settlement of a long outstanding lawsuit with the California Department of Health Care Services, or Medi-cal. The District has been going to court of this issue since the 2008 cost report was filed. We won the appeal in Superior Court several years ago, but they only paid for some of the recent years included in the suit, and getting them to pay us the balance due was extremely challenging. During September, they finally paid us the remaining \$1.2 million dollars! With the assistance of those funds, we are now ahead of our year-to-date budgeted earnings.

As of the end of September, the year-to-date earnings before interest and depreciation (EBIDA), was 16.3%. Accounts receivable gross days increased from 73 days to 77 days, and days of cash on hand decreased from 103 to 99 days.

Louise Sanders made the motion to approve the Financial Report for September 2024. Edward Chock, M.D. made the second. No public input.

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

**MOTION CARRIED**

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

I am absolutely thrilled that the election is over. I dedicated a significant amount of time working with the committee here in Stanislaus County. We are now awaiting confirmation of our new Board Members, as Louise steps down after 14 years of service and Jim after an incredible 38 years.

This change marks a new chapter for our district. Our commitment to strength, resilience, and progress remains unwavering as we continue working toward the future. I want to extend my gratitude to those who ran for board seats. Your willingness to step forward and take on this responsibility is deeply appreciated. While serving on the board can be challenging, the experience and the opportunity to make a meaningful impact make it truly worthwhile.

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

**Legislative Updates**

- **Proposition 35**  
Proposition 35, recently passed, represents a "once-in-a-generation" investment in Medi-Cal. This law permanently commits significant resources to support the Medi-Cal program,

benefiting vulnerable Californians who rely on health coverage. Starting in 2025, a permanent fee assessed on Managed Care Organizations (MCOs) will generate substantial funding—initially

over \$5 billion annually, growing potentially to \$11 billion. In its first year, \$1.4 billion will be allocated to hospitals, which could increase to \$2.6 billion annually by 2027. This funding is especially beneficial to facilities with a high Medi-Cal patient mix, including ours. This initiative has garnered support from the California Hospital Association and the District Health Care Leadership Forum, among others.

## **Hospital Operations**

- **Central California Surgery**  
Tomorrow, Central California Surgery will begin performing procedures at OVHD. Two surgeries are scheduled. Special thanks to David Neal and his team for their leadership throughout this integration process.
- **Bariatric Surgery**  
We aim to initiate bariatric surgery services in mid-December. Surgeons' bariatric privileges will be processed through the necessary committees this month and presented to the board for approval after the December board meeting.
- **Holiday Party**  
This year, the holiday party will be held on-site at the OVHD campus to maximize cost-effectiveness. It is scheduled for December 11, with two sessions (11:30 a.m.–2:30 p.m. and 5:30 p.m.–7:30 p.m.) to accommodate day and night shifts. We invite board members to stop by and celebrate with staff. Sheryl will send out the official invitation soon.
- **Seismic Compliance**  
We anticipate 80% reimbursement for costs incurred during Phase 1 of seismic compliance, with future phases expected to receive between 60% and 80%, depending on statewide funding availability. Further details will be provided in the December board meeting.
- **ED Physician Coverage (USACS)**  
USACS requested a 33% increase in their subsidy to cover the ED, prompting us to put the contract out for competitive bidding. We've invited four vendors to submit bids, including USACS, and are particularly interested in models that cover both ED and hospital needs to streamline the admission process.
- **New Radiology Director**  
Anna Wahdan, our new Radiology Director, started last Friday. She has extensive experience, having worked in Palmdale and Chicago. She has already initiated several improvements and is working to transition her family to the area. We're pleased to welcome her to the team.
- **Employee Hardship Fund**  
We are introducing an Employee Hardship Fund to support our employees in financial need. The fund will start with a small seed amount from OVHD and will be supported by fundraising activities. The holiday party will serve as a kickoff for these efforts, with fun activities planned to help raise funds.
- **DHLF Executive Committee**  
I was recently voted into the executive committee of the District Hospital Leadership Forum (DHLF), which represents 33 district hospitals statewide. I'm honored to take on this role and look forward to advocating for OVHD and other district hospitals.

### **Holiday Gift Cards**

Last year, the board approved a \$35 holiday gift card for employees to help offset holiday expenses. We request approval to maintain the \$35 gift card amount for this year.

Edward Chock, M.D. made the motion to approve the \$35 holiday gift cards for employees. Louise Sanders made the second. No public input.

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

**MOTION CARRIED**

### **ADJOURNMENT**

Louise Sanders made the motion to adjourn to closed session. Edward Chock, M.D. made the second. No public input.

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

**MOTION CARRIED**

The Oak Valley Hospital District meeting was adjourned to closed session at 5:55p.m.

### **RECONVENE TO OPEN SESSION**

#### **ANNOUNCEMENT OF CLOSED SESSION**

- October 3, 2024 Board Meeting Minutes – Approved
- Medical Executive Committee Requests for approval – Approved
- Chief Executive Officer Report - Trade Secrets and the Development of new Programs and Services Presented
- Chief Executive Officer Report – Quality Updates Presented

**ADJOURNMENT**

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

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

**MOTION CARRIED**

The Board of Directors meeting was adjourned at 6:36p.m.

Recorder: Sheryl Perry, Clerk of the Board.

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

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



**MEMO:** December 5, 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 November 19, 2024 meeting.

**A. FORMS & POLICIES**

**FORMS**

- Form0497 Blood Product Flow Sheet **Pages 1-2**
- Form0719 Transfusion Reaction Education for Patients **Page 3**
- Form0878 Resident Pneumococcal Vaccination Consent Declination (**RETIRE**) **Pages 4-5**

**B. POLICIES**

**Administrative Manual**

- Access to Medical Records **Pages 6-7**
- After Hours Medical Records Access **Pages 8-10**
- Canceling Patient Accounts **Pages 11-12**
- Change in Attending Physician **Pages 13-14**
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- Clinical Pertinence Review Timely Completion **Pages 34-39**
- Disposal Destruction of Confidential Material **Pages 40-41**
- Faxing of Protected Health Information **Pages 42-45**
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- Merge and Deleting Duplicate Records in the Electronic Health Record (EHR) **Pages 49-51**
- Point Click Care Point of Care Documentation **Pages 52-54**
- Point Click Care System Outage Policy **Pages 55-59**
- Retention of Original Business Records **Pages 60-62**
- Transition to Electronic Health Record **Pages 63-69**
- Utilization Management Plan **Pages 70-76**

**Central Service Manual**

- Cleaning of Primus Sterilizers (**RETIRE**) **Pages 77-79**
- Immediate-Use Steam Sterilization (IUSS) **Pages 80-83**
- Lot Load Monitoring (**RETIRE**) **Pages 84-85**
- Low Temperature Hydrogen Peroxide Gas Plasma Sterilization (STERRAD) **Pages 86-89**
- Management of Patient with Malignant Hyperthermia **Pages 90-99**
- Sterilization Cycle Monitoring **Pages 100-102**

**Clinical Manual**

- Blood and Blood Products Ordering and Checking Out Blood **Pages 103-107**
- Blood Products Procedure **Pages 108-119**
- Blood Recipient ID Bands **Pages 120-122**
- Informed Consent for Blood Transfusions (Paul Gann Blood Safety Act) **Pages 123-126**
- Medical Staff Criteria for Blood and Blood Products Ordering **Pages 127-131**
- Medication Administration, Barcode Verification and Documentation **Pages 132-143**
- Medication Storage / Inventory / Unit Inspection and Security **Pages 144-149**
- Multi-Dose Vials and Solutions **Pages 150-154**
- Patient Controlled Analgesia (PCA) **Pages 155-156**

**Clinical Manual / Imaging / Pharmacy Manual**

- Contrast Media (Oral) **Pages 167-169**

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