

Regular Board Packet

January 9, 2025

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**

**January 9, 2025, 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 Minutes –**  
• December 5, 2024 – Regular Meeting

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

Action                    1. Financial Reports for November 2024  
Approval of November 2024 Financial Statements

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

Information            1. Chair Person Comments

Action                    2. Consideration and approval of the appointment of Fran Krieger to the Finance Committee.

Information            3. Upcoming Governance Education for Board Members

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

Information            1. Chief Executive Officer Report

**ADJOURN TO CLOSED SESSION**

Action                    1. **Approval of Closed Session Minutes –**  
• December 5, 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 February 6, 2025 at 5:30p.m.**

Posted on: January 6, 2025

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  
January 9, 2025 5:30p.m.,  
1425 West H Street, Oakdale, CA 95361  
Royal Oak Conference Room**

**CLOSED SESSION AGENDA ITEMS**

**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

- Chief Executive Officer – Matt Heyn, President and Chief Executive Officer

**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.

## January 2025 ONRC Board Report

ONRC is pleased to report our 13th<sup>th</sup> consecutive month of operations with a patient census above budget. Just one year ago in November of 2023, ONRC averaged 79 patients per day. This November we closed with an Average Daily Census of 92, representing a 16% year-over-year increase in business. Our custodial census remains stable and averaged 85. The census in our Transitional Care Unit, or 300 Wing, averaged some 70% occupancy. While this was lower than the previous month, we rebounded in December with record-breaking occupancy.

Regarding regulatory visits, we are proud to announce that two self-report investigations were completed by the state. After careful review, the state determined no deficiency or citations will be levied.

Regarding staffing, we successfully hired a Director of Staff Development (DSD) to fill this vital management position. Finally, after one year of recruiting, we successfully hired a PT Social Service assistant who is now on staff and working in TCU.

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  
December 5, 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  
Frances Krieger, Director

**Staff**

Matt Heyn, President & C.E.O.  
Andres Arellano, M.D., Chief of Staff  
Ann Croskrey, CFO  
David Rodrigues, V.P., C.O.O.  
Will Pringle, V.P., Oakdale Nursing & Rehab. Center  
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.

**Addition of Item to Agenda**

The Chairperson informed the Board that an additional item would be added to the agenda for consideration following the closed session. The item involves the approval of the purchase of surgical equipment in the amount of \$110,000 and the authorization of the President/CEO to execute any and all necessary documents in connection with the purchase.

**Motion to Add the Item to the Agenda**

A motion to add the consideration of this item to the agenda following the closed session was made by Jim Teter and seconded by Edward Chock, M.D. No public input was received.

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

**MOTION CARRIED**

**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  
Will Pringle, V.P., Oakdale Nursing and Rehabilitation Center
2. Approval of Administrative Policies
  - None
3. Approval of Minutes -
  - November 7, 2024 – Regular Meeting

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

Cummins – Aye  
Teter – Abstain  
Chock – Aye  
Krieger – Aye  
Sanders – 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 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 **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**

**Clinical / Pharmacy Manual**

- Hazardous Drug Handling **Pages 170-177**
- High Alert Medications **Pages 178-184**
- Hypertonic Saline Administration - **(RETIRE)** **Pages 185-187**
- Intravenous Haloperidol (Haldol) Administration Guideline **Pages 188-191**
- Therapeutic Duplications **Pages 192-197**
- Titration of Intravenous Medications **Pages 198-209**

**Employee Health Manual**

- Fit Testing, N-95 Disposable Respirator **Pages 210-217**
- Vaccination Program for Employees **Pages 218-220**

**Infection Control Manual**

- Bloodborne Pathogen Exposure Control Plan **Pages 221-237**

- Equipment, Care and Cleaning **Pages 238-250**
- Influenza Vaccination Mandatory **Pages 251-256**
- Isolation Precautions, Transmission-Based **Pages 257-317**
- Latex Allergy (Patients) **Pages 318-324**
- 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 Oxymask **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    | <b>Pages 458-461</b> |
| • RT Fire Plan                          | <b>Pages 462-463</b> |
| • Sample Analysis and Data Entry        | <b>Pages 464-465</b> |
| • Scheduling                            | <b>Pages 466-468</b> |
| • Sick Calls                            | <b>Pages 469-470</b> |
| • Simple Spirometry                     | <b>Pages 471-473</b> |
| • Spontaneous Value Measurements        | <b>Pages 474-478</b> |
| • Staffing                              | <b>Pages 479-481</b> |
| • Storage and Handling of Blood Samples | <b>Pages 482-484</b> |
| • Successful Weaning                    | <b>Pages 485-487</b> |
| • Temperature Standards                 | <b>Pages 488-489</b> |
| • Tent Therapy ( <b>RETIRE</b> )        | <b>Pages 490-494</b> |
| • Undesirable Side Effects              | <b>Pages 495-496</b> |
| • Ventilator Management of Infants      | <b>Pages 497-498</b> |

Louise Sanders made the motion to approve the Medical Staff Report. Fran Krieger made the second.  
No public input.

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

**MOTION CARRIED**

### **Financial Report for October 2024**

In October, the District posted a profit from operations before new hospital expenses of \$1.197 million dollars. The profit from operations including new hospital expenses was \$811 thousand dollars. The difference is the new hospital expenses of interest and depreciation. As of the end of October, the year-to-date earnings before interest and depreciation (EBIDA), was 16.9%. Accounts receivable (AR) gross days increased from 77 days to 79 days, and days of cash on hand decreased from 99 to 95 days.

Mr. Heyn asked Ann to provide additional details on the plan to reduce the District's base AR. Ann explained that less than two weeks ago, she received notice of a long-term medical leave for the current Patient Financial Services (PFS) manager, requiring swift action in Ms. Hummer's absence. In response, the following steps have been taken:

- An interim manager has been hired to evaluate systems, train staff, and identify areas for improvement.
- Discussions have been initiated with two vendors regarding potential outsourcing, though any decision will be deferred until a highly experienced director joins to assist with evaluation.

Ann noted that as of the end of November AR days decreased by three days to 76. She emphasized that progress continues, with additional improvements observed in the month following the report. All available resources will remain focused on further reducing AR to the target level.

Jim Teter made the motion to approve the Financial Report for October 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**

This evening, we have the pleasure of swearing in our new Board members, marking an exciting milestone for our District.

We also bid a heartfelt farewell to Jim and Louise, two long-serving Board members whose dedication and years of service have greatly contributed to the success of this organization.

Additionally, we will swear in our new Board officers tonight. I look forward to collaborating with our new team as we work together to advance the District's mission.

Thank you all for your ongoing dedication and commitment to our shared goals.

**Chief Executive Officer Report - Matt Heyn, President and Chief Executive Officer**

**Emergency Medicine and Inpatient Hospitalists:**

- Proposals were reviewed to consolidate services under a single provider for the Emergency Department and inpatient hospitalist programs. A provider has been identified, and contract finalization is underway, with implementation expected soon.

**Radiology Services:**

- Efforts are ongoing to enhance radiology services, including interventional radiology (IR). Vendors are being evaluated, and progress will be reported in future updates.

**Inpatient GI Services:**

- An agreement has been reached with a physician to offer inpatient GI services locally, reducing patient transfers to other facilities. Operational planning is in progress.

**New Service Line:**

- Development of a new service line is in progress, with further details to be discussed in closed session.

**Approval of SPC-4D Phase Two Examination Report for OVHD. Not to exceed \$140,000.**

David Rodrigues presented the SPC-4D Phase Two Examination Report, outlining plans to advance seismic compliance efforts for the original hospital building in alignment with state regulations for 2030.

This phase, part of ongoing compliance work, includes structural analysis, materials testing, and condition assessments to determine necessary upgrades. Approvals from state agencies will also be obtained during this phase.

Future steps will involve construction administration, additional testing, and design work leading to structural retrofits. This phase is essential for meeting compliance standards and ensuring the facility's long-term operational viability.

Jim Teter made the motion to approve SPC-4D Phase Two not to exceed \$140,000. Edward Chock, M.D. made the second. No public input.

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

**MOTION CARRIED**

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

This action item involves relocating departments from the Medical Office Building (MOB) to the existing hospital building. Due to trade secret considerations, prior discussions were held in closed session. Tonight, the Board reviewed a detailed presentation outlining the concept, budget, and strategic plan for this relocation.

Key details:

- Proposed Space: Move 3,342 square feet of existing space into a larger 4,000 square-foot area in the old OB section of the hospital.
- Renovations: Minimal updates include carpet, paint, lighting, plumbing, and electrical work, with contingency added for unforeseen costs.
- Project Costs: Total estimated cost is \$440,320, including contingencies of \$200,000. Approval is sought for a not-to-exceed amount of \$450,000.
- Rent Savings: Current rent on MOB Floor 2 is \$238,478, and half of Floor 1 is \$325,873. The relocation will pay for itself in just over one year.

The full presentation is included.

Jim Teter made the motion to approve the Costs for Department Relocations to Hospital. Not to exceed \$450,000. Edward Chock, M.D. made the second. No public input.

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

**MOTION CARRIED**

**ADJOURNMENT**

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

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

**MOTION CARRIED**

The Oak Valley Hospital District meeting was adjourned to closed session at 6:21p.m.

**RECONVENE TO OPEN SESSION**

**ANNOUNCEMENT OF CLOSED SESSION**

Board meeting minutes - Approved\_

- November 7, 2024 - Regular Meeting

Medical Staff Credentials Report -Approved

President and C.E.O. Report - Presented

- Information regarding confidential trade secret matters.

**Approval of Purchase of Surgical Equipment Not to Exceed \$110,000.**

Louise Sanders made the motion to approve the purchase of surgical equipment not to exceed \$110,000. Edward Chock, M.D. made the second. No public input.

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

**MOTION CARRIED**

**Board Member Transition and Election of Officers – Dan Cummins, Chair Person**

The District bid farewell to two exceptional Board members, Jim Teter and Louise Sanders, in recognition of their remarkable service. Jim Teter dedicated 38 years to the District, and Louise Sanders contributed 14 years of commitment and leadership.

We also welcomed two new Board members, Shirrelle O. Moore and Sara Shipman, who were sworn into office during the meeting. Their addition marks an exciting new chapter for the District.

Additionally, the election of officers for the Board took place:

- Dan Cummins was re-elected to serve as Chairperson.
- Fran Krieger was elected Vice Chairperson.
- Edward Chock, M.D. was elected Secretary.

**ADJOURNMENT**

The Board of Directors meeting was adjourned at 6:53p.m.

Recorder: Sheryl Perry, Clerk of the Board.

APPROVED: \_\_\_\_\_  
Edward Chock, M.D., Secretary

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



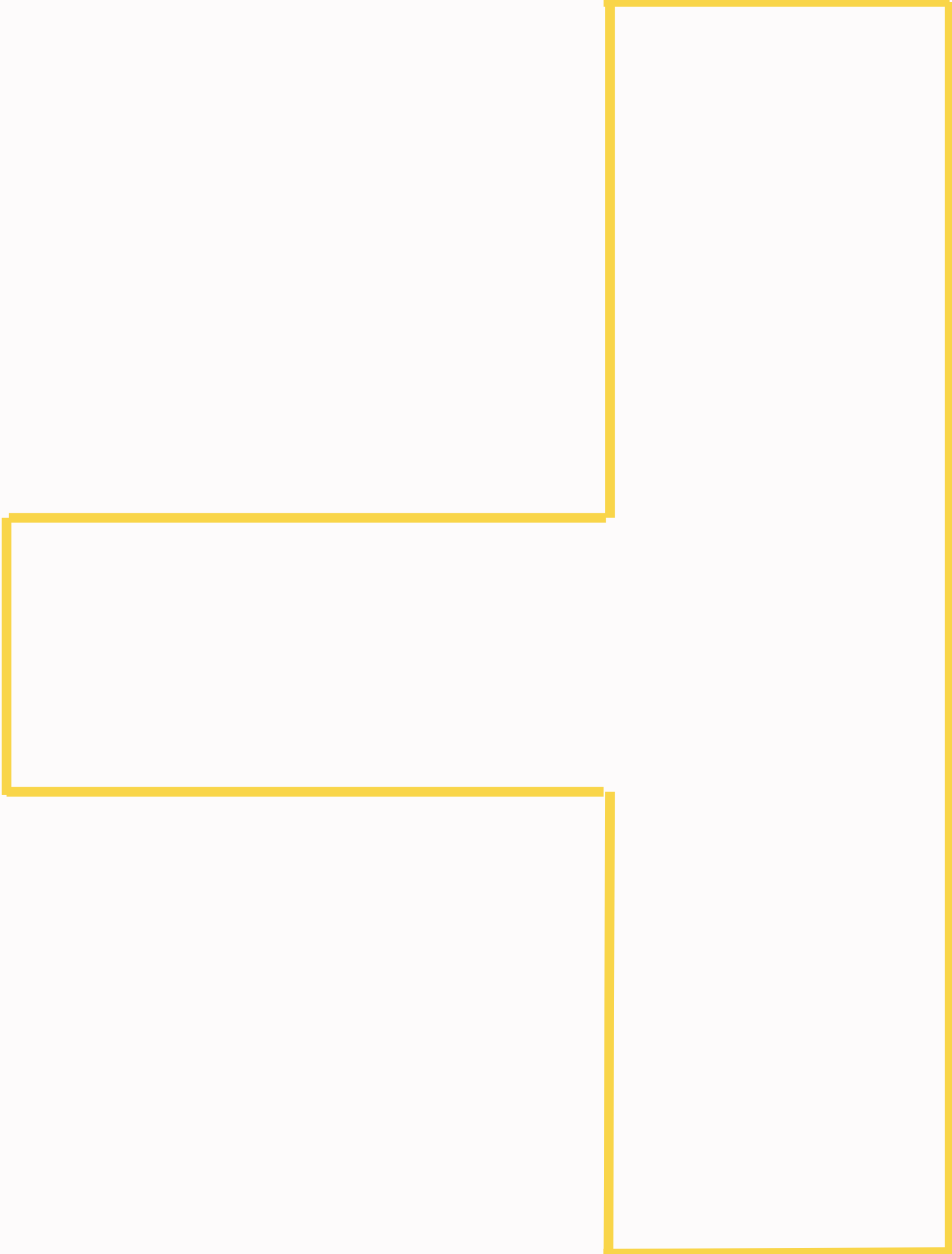
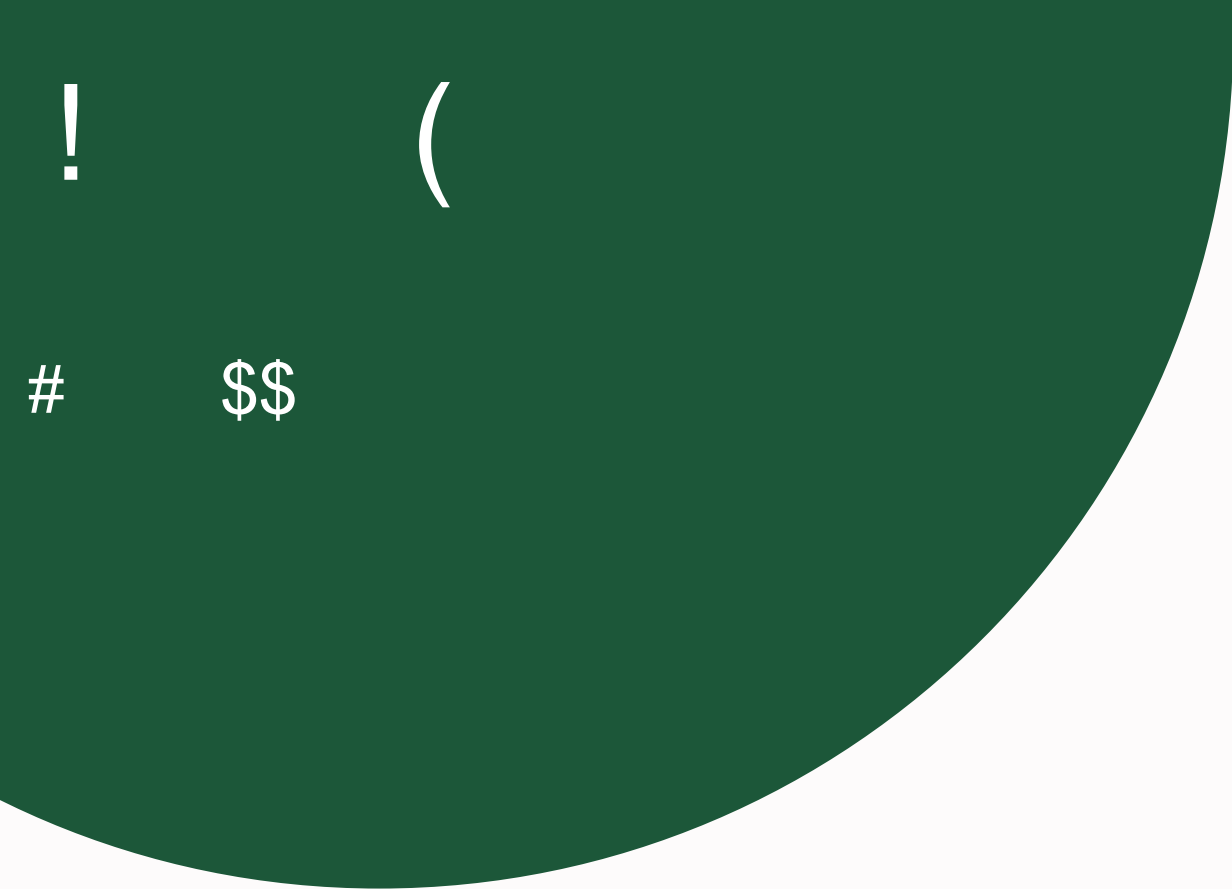


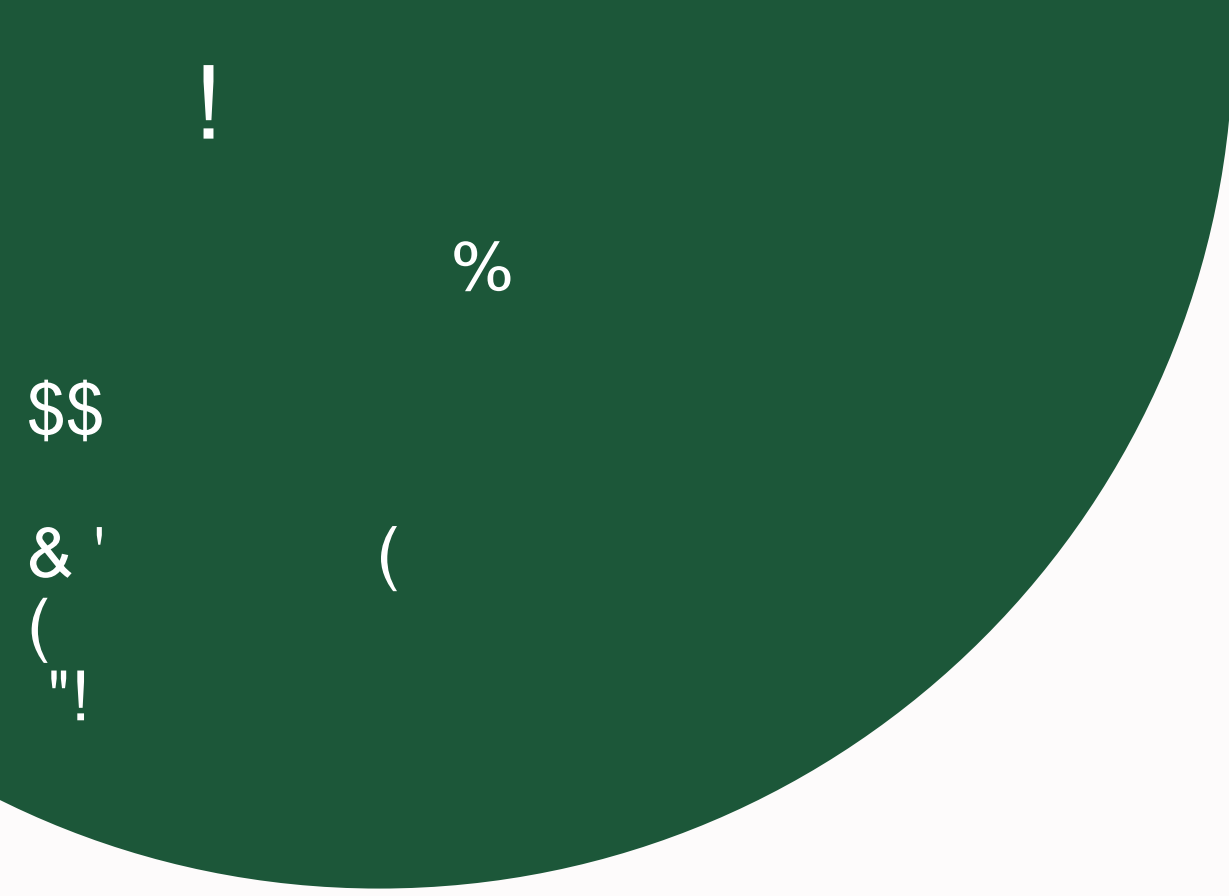
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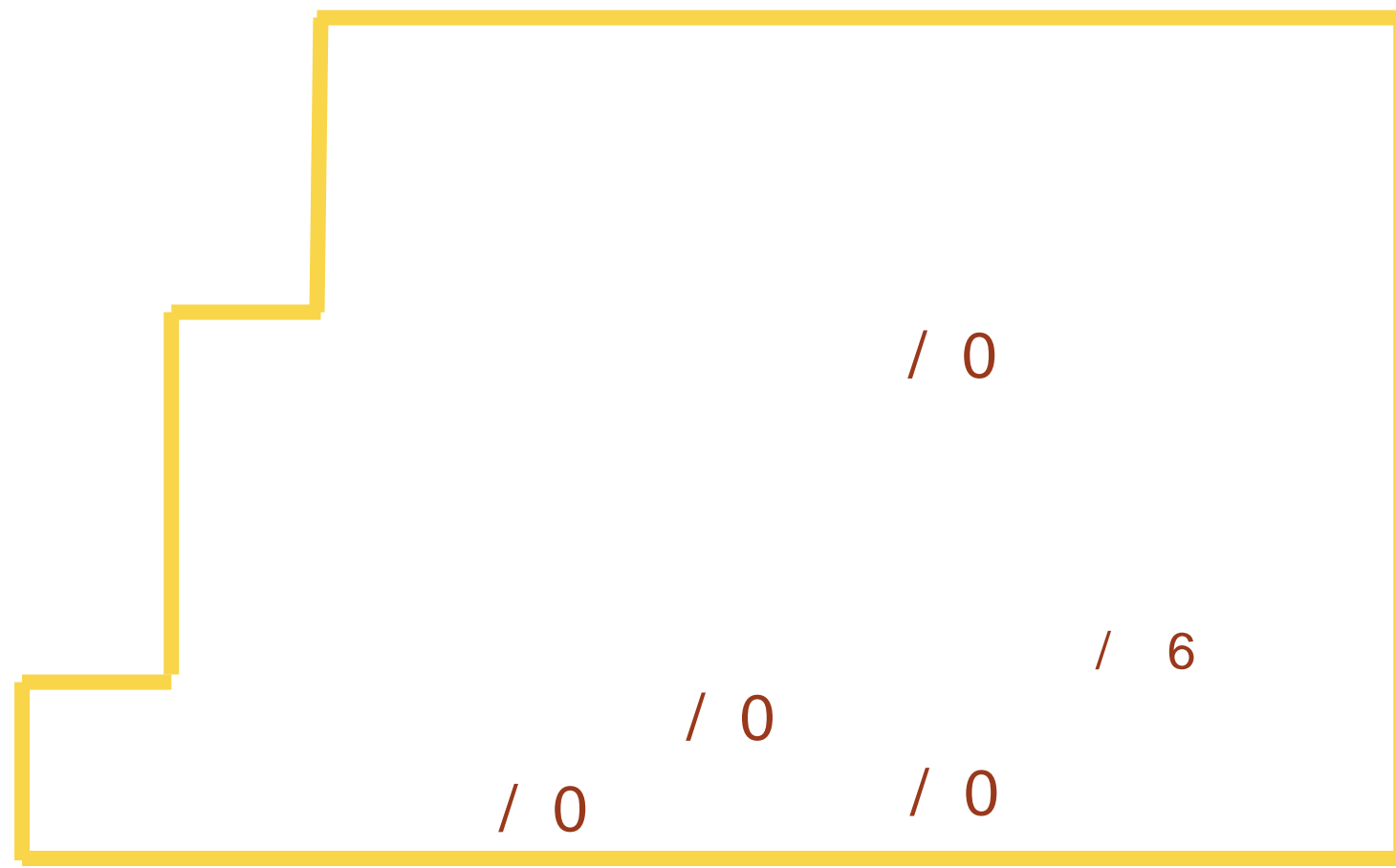
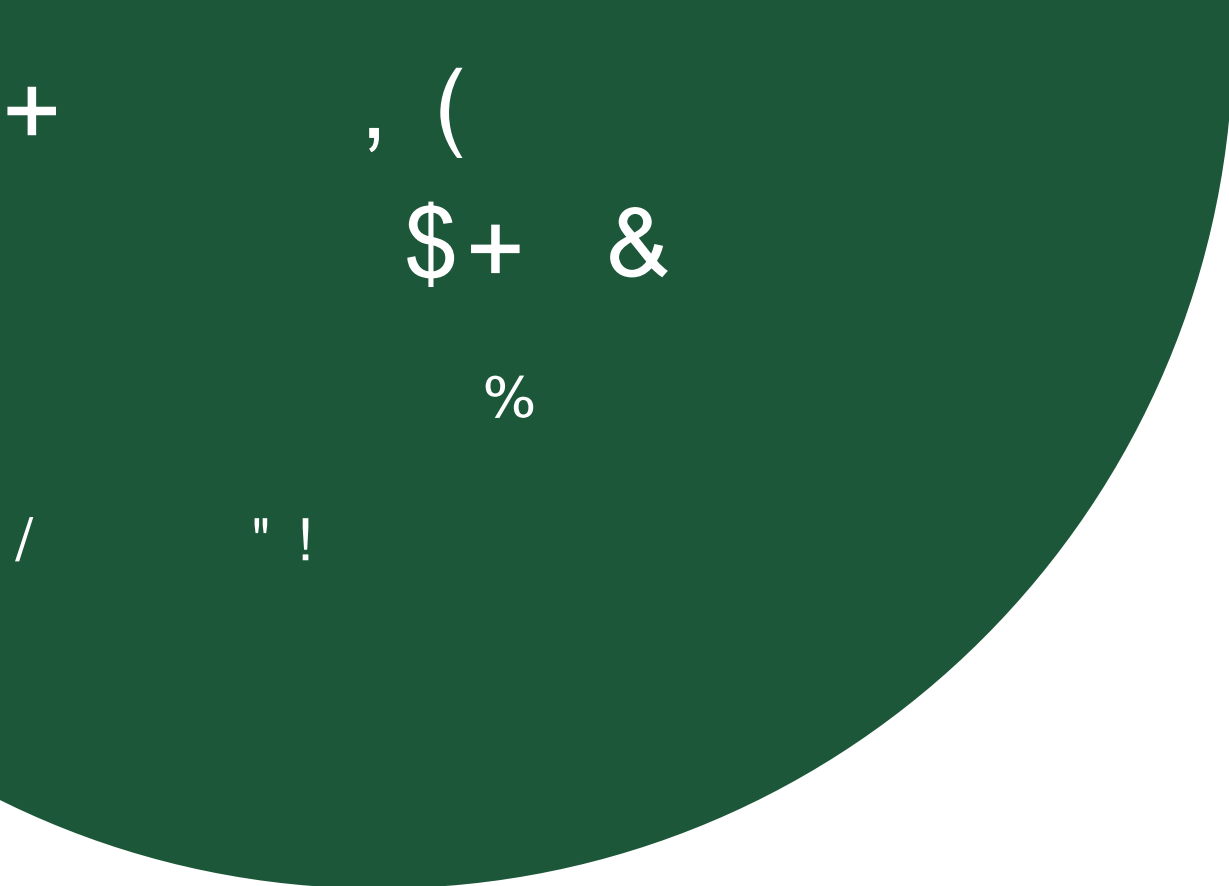
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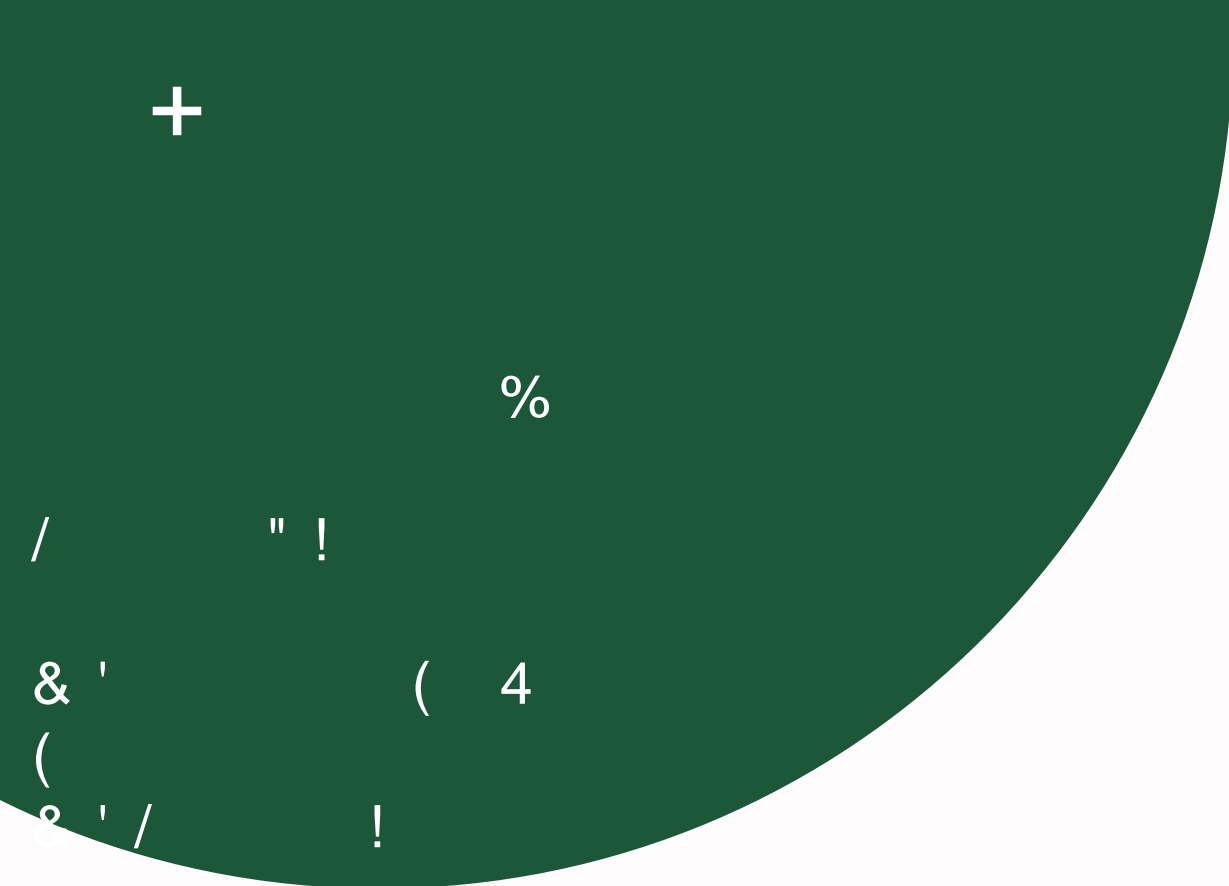
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