

Mission Statement

Enriching lives through better health

True North Statement

To be the healthcare partner of choice for our community.

Values

Compassion – Showing empathy and respect

Integrity – Demonstrating moral and ethical principles

Quality – Achieving the best possible outcome

Safety – Committing to Safe Practices

Teamwork – Caring for the success of the team

This institution is an equal opportunity provider

**HARNEY COUNTY HEALTH DISTRICT
BOARD OF DIRECTORS MEETING AGENDA
Wednesday July 27th, 2022**

JOIN VIA ZOOM: E-Mail invitation, with instructions & links

4:00 p.m. Executive Session per per ORS ORS 192.660(2)(i) 192.660(8) Performance Evaluation of CEO

HCHD Board Members Present: Dr. Dan Brown, Dave Ferre, Brad Erbe, Sharon Davis, Ann Vloedman, Shana Withee (via Zoom)

HCHD Staff Present: Dan Grigg, Catherine White, Erik Olson, Elaine Wulff, David Ravenberg

HCHD Staff Present via Zoom: Laura Erickson, Shirley Gillespie, Frances Shbeeb, Dr. Heidi Vanyo

Visitors Present: Margie Estrada and Laura Bob

5:35 p.m.: Sharon Davis called the meeting to order. Introductions: David Ravenberg (EMS Manager), Margie Estrada, Laura Bob.

Public Comment: Margie Estrada asked why we keep losing doctors. Ms. Estrada said there is a rumor is that hospital makes doctors and nurses and others jump through hoops when they get hired on. Dan Grigg was asked to address the question. Mr. Grigg stated that we try to find qualified candidates and go through an interview process to ensure the best we can that they want to be in Harney County. We do what we can to keep people including reviewing salaries. Sharon Davis stated that we have incentive programs for recruiting and retention. Ms. Estrada and Ms. Bob stated that they would like to be able to explain this to other community members who are concerned about this issue but they don't feel that the responses are enough to explain the reasons to others.

ACTION ITEM: Approval of Board Meeting Minutes of June 22nd, 2022:

Ann Vloedman moved to approve the Board Meeting minutes from Wednesday, June 22, 2022. Dr. Dan Brown seconded and the motion passed six to zero.

ACTION ITEM: Election of Board Officers: Governance Committee

- Chairperson – Sharon Davis
- Treasurer – Dave Ferre
- Secretary – Dr. Dan Brown

Shana Withee moved to close the slate of officers and appoint the slate of officers. Dr. Dan Brown seconded the motion and the motion passed six to zero.

Presentation(s):

- Lab Update – Frances Shbeeb presented the following:
 - Staffing: need four techs and two phlebotomists for optimal staffing.
 - Needs: Full-Time Manager and a Full-Time Technologist which are currently being filled by travelers.
 - Projects:
 - Quality Assurance for hematology analyzer – passed CLIA inspection
 - Completed training checklists for laboratory personnel
 - Completed overview for patient safety alert – 78% percent can be mitigated by three things: 1. Techs looking for physical interference with specimens, 2. Making sure sendout process is being checked, and 3. Training
 - Ongoing quality checks for chemistry analyzer
 - Lab Quality Management Plan is being reviewed
 - Scheduling meeting with clinic managers to address needs and recurring issues
 - Re-agent volume increase for in-house testing to reduce turnaround time
 - Updating lab manual
 - SAFETrace – software for bloodbank and will required lab personnel training
 - CLIA Inspector requested more chemistry analyzer quality assurance and raised concerns about securing a good, permanent Lab Manager. Will not sign off on the CLIA Survey until the chemistry quality assurance piece is complete. Frances stated that technical portion will take her about a month to do and Dr. Stewart’s sign off will take an additional four months. We will continue to show progress on the chemistry analyzer quality assurance.
 - CLIA Inspection Summary: Deficiencies were cited:
 - Ensure qualified Lab Manager is in place. Frances is qualified to fill this role.
 - Ensure that Lab Manager responsibilities are being done: Frances has made sure that Lab Manager oversight duties are being done – making sure processes are up to regulation and training of staff is complete.
- Strategic Tactics and Timelines – Dan Grigg presented the FY2023-2024 Strategic Plan Detail updated as of July 18, 2022. Dan stated that we would like to add DNV Certification as the fifth strategy to the four strategies that were discussed at the Board Retreat.

ACTION ITEM: Dave Ferre moved to add DNV Certification to the strategic initiatives. Ann Vloedman seconded the motion and the motion passed six to zero.

 - Tactics and metrics for each strategy were presented to the Board
 - Adequate Housing Strategy – Ann Vloedman asked that the Board have a discussion to clarify what options should be looked at in terms of housing so that, as opportunities arise, we can move forward with signing contract(s). Dave Ferre suggested that we do a request for proposal seeking owners willing to enter into agreements with the Health District for rental properties. Brad Erbe suggested that we also reach out directly to property owners to let me know that we are looking for additional rental units. Dan Grigg asked for affirmation that the Board is supportive of Administration moving forward with entering into rental agreements and the Board Members expressed their support for the approach discussed in this meeting.

- Dan Brown suggested that we immediately focus on getting orthopedic providers to come out to do follow-up post-operative and other office visits so our patients do not have to travel to get these more simple services. The orthopedic surgeries could be something we focus on later.
- HVAC Replacement: \$1.4 million grant requested from Congress. PAE did a design and gave a more current estimate of \$5 million to \$6 million. Sharon expressed that the project as PAE laid it out is concerning because it does not include revamping the vent system and we do not want to revisit the system at more expense at a later date. Dan will be speaking with PAE about options.
- Helipad Improvements: City of Burns will be installing a push light and the fencing has been ordered.
- Metric recommendations were shared and discussed.
 - Mental health volumes: recommended to report volume of ER visits related to mental health on an annual basis. Elaine will look at adding some of this information to the Annual CAH report.
 - Outpatient Visits: would like this to be reported out by department.
 - Employee Vacancy Rates: would recommend open position rate = current positions posted versus total positions

Review/Discussion:

- Administrative Report:
 - We will be doing a Community Appreciation Barbeque on Thursday, August 11th at 5:30 p.m. at Washington Park. Shana, Sharon, Ann and Dave have volunteered to help out.
 - Ann asked about homeless persons being discharged. Elaine explained that we sometimes provide bus tickets or taxi service within our community when patients are being discharged. In terms of transitional care patients, we try not to take these patients when there is no viable housing for these patients when they will be ready to be discharged.
 - Nurse Staffing Survey – Elaine stated that we will need to respond within 30 business days. The Staffing Committee is meeting tomorrow to review the deficiencies and work on the response to the State. Elaine will provide an update at the next Board meeting.
- Medical Staff Report:
 - Medical Staff Re-Appointments:
 - ◆ **ACTION ITEM: Dave Ferre moved to approve the re-appointments of Andrew Chen, MD – Oncology, Stanley Kull, DDS – Dental Surgeon, and Steven Kjobech, MD – Radiology. Ann Vloedman seconded the motion and the motion passed six to zero.**
- Governance Committee Report:
 - CEO Emergency Succession Plan: **ACTION ITEM: Dan Brown moved to approve the Emergency Succession Plan as presented. Ann Vloedman seconded the motion and the motion passed six to zero.**
 - HR Policies – Sharon has recommended to Dan Grigg that Samantha White review policies to ensure that they are grammatically correct. Dan Brown has recommended that HR Policies that do not need to be approved by the Board of Directors. Brad Erbe expressed that he agrees that the Board does not need to review HR Policies. The Board will be adding this change to the next Board Meeting agenda for discussion.
 - **ACTION ITEM: Ann Vloedman moved to approval all following HR Policies with grammatical corrections. Dan Brown seconded the motion and the motion passed six to zero.**
 - HR.3.03 - Americans with Disabilities Act w/ADAAA

- HR.3.02 - Equal Employment Opportunity
 - HR.305 - Dispute Resolutions
 - HR.307 - Recruitment of Employees
 - HR.313 - Employee Records
 - HR.316 - Employment Status
 - HR.327 - Applying for Open Internal Positions: Dan explained that there was a change to add wording that an employee that gets hired on needs to stay in the department they were hired into for 90 days before they can move to a different role in the District. The reasoning for this is that we expend time training employees in a department and they have switch roles
 - HR.404 – General Work Rules
 - HR.606 – Employee Purchases from the District
 - HR.7.2 – Civic Duty Leave
- Finance Committee Report: Ann Vloedman asked about the Psychiatric NP expense.
 - Safety & Quality Committee Report:

Old Business: None

New Business:

- Fall Retreat: Governance Committee will propose dates for the retreat at the next Board Meeting.
- Brad Erbe expressed appreciation to the staff on behalf of a family recently receiving care in the ER.
- Dan Grigg recognized Laura Erickson as this was her last Board Meeting
- Elaine Wulff mentioned that she will need volunteers for the CAH Review.
- Dan Brown stated that it is important for community members to be able to address the Board, but tonight's comments were time-consuming and not productive. Ann stated that community members should be given five minutes and if they have any more that they would like to say, community members can submit comments in writing that the Board can then respond to in writing.

Board Meeting adjourned at 7:39 p.m. to Executive Session

Respectfully Submitted,

Dan Brown, Board Secretary