

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 MINUTES
Wednesday November 1, 2023**

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

Prior to regular Board Session, CEO Recruitment Process Work Session @ 4:00 pm

HCHD Board Members Present: Brad Erbe, Sharon Davis, Debbie Bentz, Shana Withee, Kathy Cook

HCHD Board Members Present via Zoom: Kara Bowen

HCHD Board Members Absent:

HCHD Staff Present: Catherine White, Sammie Masterson, Elaine Wulff, Dr. Linda Selby, Erik Olson, Kim Theall, Jeff Porter, Vincent Bates, Kathy Huffman

HCHD Staff Present via Zoom: Shirley Gillespie

Visitors Present: Amy Paul

Brad Erbe called the meeting to order at 5:33 pm.

ACTION ITEM: Approval of Board Meeting Minutes of October 4, 2023.

Sharon Davis moved to approve the Board Meeting Minutes of October 4, 2023, as presented.

Debbie Bentz seconded and motion passed six to zero.

Public Comment:

None

Presentation:

Kim Theall, Jeff Porter and Vincent Bates from the IT Department gave a presentation on Cybersecurity.

Board Development Articles:

- ✚ "Recovering from a Cybersecurity Attack & Protecting the Future in Small, Rural Health Organizations", Tami Lichtenberg w/The Rural Monitor. (pages 9-15)
- ✚ "Cybersecurity Awareness is a Board Responsibility", Nikhil Baviskar, AHA Trustee Services. (pages 16-23)

Review/Discussion:

Medical Staff Report:

- ✓ Dr. Vanyo could not attend the meeting, but submitted a written letter regarding the credentialing listed and this will be filed with the Board minutes.

ACTION ITEM: Medical Staff Initial Appointments and Re-Appointments:

Shana Withee moved to approve the initial appointments, with recommendations from the Medical Staff for, William Barstow, MD-OBGYN, Stephen Haltom, MD-CORA Radiology, Joel Moore, MD-Orthopaedic Surgery, Stephen Carroll, MD-CORA Radiology and Alyssa McNamara, MD-CORA Radiology and the re-appointments Christopher Coleman, MD-CORA Radiology, James Verhyden, MD-Orthopaedic Surgery and Catherine Stauffer, LMFT-Behavioral Health. Kathy Cook seconded and motion passed six to zero.

Administrative Report:

- ✓ Catherine handed out information on the AHA rural health conference that will be held in Orlando Florida, February 11th through the 14th, 2024. There is an Early Bird discount if registered by Dec. 8th.
- ✓ Foundation Gala is being held Saturday November 18th. Tickets are now on sale.
- ✓ Hospital Banquet invitations were handed out. The banquet is being held at the Elks lodge on Friday December 8th, starting at 5:30 pm.
- ✓ Elaine Wulff went over what the rankings are for patient harms.
- ✓ The board asked what the process was once a safety incident/accident happened or near miss and how the employees are trained. Sammie talked about how we proceed on these issues and what the training consists of and the documentation to support the training.

Governance Committee Report:

- ✓ With the resignation of Dan Brown who served on this committee, Kara Bowen will take his place. The next committee meeting will be November 27th at 10:00 am.

ACTION ITEM: ENT scope purchase in the amount of \$46,650:

In the board packet was an information sheet for the “ENT Program Estimates”. Catherine was very conservative in the revenue numbers. This will probably start in the springtime with approval from the Board.

Shana Withee moved to go ahead with the capital expenditure purchase of the ENT Scope in the amount of \$46,650 and the pursuing of the ENT program locally. Sharon Davis seconded and motion passed six to zero.

HVAC update:

- ✓ Bret Bossuot prepared a letter on HVAC Upgrade Alternative. This will be filed with the minutes.
 - Phase 1, cooling tower and plumbing.
 - Phase 1-2, Replace/fix the plumbing throughout the loop.
 - Phase 3, Start replacing banks of heat pumps. Each heat pump is about \$12,000 to \$16,000 and we have 64 pumps. The cooling tower could possibly be in the range of \$2 to \$3 million.

Finance Committee Report:

- ✓ Analyzing the cost report, modeling looks to be positive, but we are being cautious.
- ✓ Tax revenue continues to come in which is helping the cash flow.
- ✓ EOCCO money should be coming in soon.
- ✓ The next meeting will be held on November 22 at noon.

Safety & Quality Committee Report:

- ✓ Tammy Noble presented Social Determinants of Health and Health Equity. She would like to have a Board member involved in discussion and planning. There will be meetings in November and December and then as needed. The first initial reporting will be due in April 2024.
 - ❖ Sharon Davis would be willing to help this committee.

The board adjourned for a break at 7:08 pm

The board reconvened at 7:18 pm

MOVED UP ON AGENDA: Old Business:

Board Basket for Foundation Raffle:

- ✓ Sharon Davis has been trying to contact Silvie's Valley Ranch, so far she has not heard back. If Sharon doesn't hear back from them by next week, Brad will call Scott Campbell directly. Each Board member will donate \$60 toward the basket.

MOVED UP ON AGENDA: New Business:

Board Vacancy, position #2:

- ✓ Samantha Yarbrough to put an ad in the paper, on the radio and on social media advertising the vacant Board position for two weeks. Have interested persons submit a letter of interest to the Board.

Donation of patient booties:

- ✓ Other facilities are recycling the patient booties/socks, by donating to the needy in their communities. The Board would like to do this as well.

Added to the agenda, Staff Safety:

- ✓ The Board is always concerned with the safety of our staff. Since the lower level of the hospital is now back open to the public, they have more concerns, not that they are not concerned for those on the upper level, as there is security there and more activity.

CEO Recruitment Process (full-time position)

Job Description:

- ✓ Brad Erbe will work with HR on the changes to the CEO job Description that have been discussed tonight, that this Board would like changed.
- ✓ Add bullet points for soft and hard skills.
- ✓ Add a few things to the education and experience piece.
- ✓ Clean up the redundant portions.
- ✓ After the job description is re-worked, Governance will review, then will take it to the Board for final approval.

Process:

- ✓ Have HR screen the applications; categorizing by the Board's criteria which applicants qualify to move up in the process.
- ✓ Search Committee.
 - The initial Search Committee should not consist of more than three Board members.
 - The Search Committee would go through the applications that HR has screened by the Board's criteria and presented.
 - The Search Committee will then rank the applications down to no more than five to set up Zoom interviews with the full Board.
 - Full Board will decide a date to do zoom interviews with those candidates, narrowing down to two or three candidates that will be brought for an on-site visit for final interview.
- ✓ Involve the public when we get further along with the process, such as the site visits, with a "Meet the Candidates" event.
- ✓ Have a candidate dinner that involves the candidate and Board.
- ✓ Possibly set up a time that Administration and the Leadership meet the candidates.

Compensation:

- ✓ After discussion, the compensation range should be \$280,000 to \$310,000.

Relocation Package:

- ✓ Relocation package will depend on where the candidate is locating from.
- ✓ Maximum amount for relocation, not to exceed \$20,000.
- ✓ Posting will state, relocation package included, but the amount shall not be mentioned on posting / advertisement.

Posting and Posting Budget:

- ✓ After the job description has been reworked with the help of Human Resources, it will then go to the Governance Committee to see if further changes are needed. Then will go to the December Board meeting for final approval.

- ✓ Start posting / advertising, January 1st or 2nd, 2024 and run for 30 days.
- ✓ Proposed posting / advertising budget should be \$15,000.
- ✓ Posting / advertisement ad will be approved by the Board, prior to posting.

Search Committee:

- ✓ The Board has the fiduciary responsibility if the CEO does something inappropriate. So we should not involve the public until we have site-visit candidates.
- ✓ Proposal that the Governance Committee along with Bobby Long and Jen Hoke as the Search Committee.

Future Discussion:

- ✓ Budget for the on-site visits.
- ✓ Itinerary for the on-site visits.

ACTION ITEM: Search Committee:

Shana Withee moved to approve Brad Erbe, Sharon Davis, and Kara Bowen to serve on the CEO Search Committee. After discussion, Shana Withee amended her motion to include adding Bobby Long and Jen Hoke to the CEO Search Committee. Kathy Cook seconded and motion passed six to zero.

ACTION ITEM: Posting Budget:

Shana Withee moved to approve a \$15,000 budget for the CEO permanent recruitment posting / advertising. Kathy Cook seconded and motion passed six to zero.

ACTION ITEM: Compensation:

Shana Withee moved to approve the compensation range for posting / advertising of the CEO permanent position to be \$280,000 to \$310,000. Kathy Cook seconded and motion passed six to zero.

ACTION ITEM: Relocation Package:

Sharon Davis moved to approve a maximum allowable amount, for relocation costs of \$20,000, depending on the candidate's location. Shana Withee seconded and motion passed six to zero.

The Board adjourned at 8:55 pm.

Respectfully Submitted,

Kara Bowen, Board Secretary

Next Board Meeting: Wednesday December 6, 2023 @ 5:30 pm