

**MINUTES OF THE JANUARY 21, 2014 REGULAR MEETING OF THE
PETALUMA HEALTH CARE DISTRICT BOARD OF DIRECTORS**

CALL TO ORDER:

President Thornton called the meeting to order at 12:10 pm in the building conference room at 1425 N. McDowell Blvd.

CALL FOR CONFLICT:

With the absence of Director Adams, there are no conflict of interest items on the Agenda.

PRESENT:

Elece Hempel, Member-At-Large
Robert Ostroff, MD, Treasurer
Kathie Powell, MS, Vice-President
Josephine S. Thornton, MA, President

ABSENT:

Fran Adams, RN, BSN, Secretary

ALSO PRESENT:

Kitty Brown, RN, PVH
Suzanne Cochrane, Board Clerk, PHCD
Margie Edson, RN, PVH
Ramona Faith, CEO, PHCD
Kathy Ficco, Community Member
Pam Koch, RN, PVH
Richard Nadale, Director of Finance, PHCD
Jane Read, VP of Operations, PVH

CONSENT CALENDAR:

A motion was made by Director Ostroff, seconded by Director Powell to approve the proposed Agenda to include item PERS/Telehealth update, and the December 17, 2014 minutes. This motion was approved with a vote of 4 ayes and 1 absent.

PUBLIC COMMENTS:

Pam Koch, RN, PVH reported on a concern around the accuracy of the acuity system used to determine the staffing needs for Petaluma Valley Hospital. Ms. Koch explained that staff are responsible for determining acuity rating for their patients and then enter this information into the

GRASP system to determine the staffing need for each shift. Information into the Acuity System is not being accurately displayed. This issue has been brought forth to the PVH Administration but has not been resolved. In addition, Ms. Koch noted that there are five open positions in the OB Unit that have not been filled making it difficult to adequately staff the OB Department.

Kitty Brown, RN, PVH, also noted a request was made to PVH Administration to schedule an Acuity Compliance Committee meeting to discuss staffing concerns and review submitted ADO's. To date no meeting has been scheduled. Ms. Brown distributed a GRASP U & V Summary to the Board of Directors outlining the staffing issues.

Margie Edson, RN, PVH, expressed concern over the elimination of a CNA position on the night shift that has added additional responsibility to night nursing staff duties.

Nurses present expressed the importance of adequately staffing each unit allowing the patient to receive the care they deserve during their stay at PVH.

BOARD COMMENTS:

There were no board comments.

ELECTION OF OFFICERS:

Ramona Faith conducted the election of officers.

A recommendation was made by Director Thornton to continue with the current Slate of Officers for 2014.

A motion was made by Director Thornton, seconded by Director Ostroff to continue with the current Slate of Officers for 2014. This motion was passed by a vote of 4 ayes and 1 absent.

CEO REPORT:

There were no questions raised regarding the CEO Report.

Ms. Faith reported the Board Self-Assessment results have been received and will be presented at the February Board meeting.

The Executive Summary of the Sonoma County Community Health Needs Assessment was included in the Board Packet. This Assessment was developed by Kaiser Permanente, St. Joseph Health, Sutter, and Sonoma County Health Services and has identified 13 health priorities. A presentation by Jo Sandersfeld, SJH and Babs Kavanaugh, Consultant, reviewed the data of the Needs Assessment at the January CHIPA meeting. The needs assessment also confirmed that CHIPA's priorities are in line with these findings.

Health Action Updates for December and January were also included in the Board packet. In addition, Ms. Faith reported she is participating on the Portrait of Sonoma County Community

Assessment on Health and will be bringing more information regarding this project to the February Board meeting. Results from this assessment will be available in April and will provide more specifics on the local needs of our community.

As recommended by the Board of Directors, Ms. Faith reviewed and summarized data collected through emails received by Kitty Brown and the nursing staff pertaining to staffing issues and forwarded to Directors. Ms. Faith met with nursing leadership who confirmed staffing is determined by an acuity system and that there is a Committee that reviews ADOs. The Committee has not been successful in arranging to meet. Ms. Faith has encouraged staff and administration to schedule a time for the Committee to meet to review ADO's submitted by staff.

As a follow up to the PERS/Telehealth presentation to St. Joseph Health, Ms. Faith has been in contact with Jaynie Boren, Regional VP Strategic Priorities, St. Joseph Health, who has indicated there are some corporate compliance issues with the proposal that needs to be addressed before moving forward. Meetings have been set for later in the month to discuss this topic.

Ramona Faith distributed a condensed version of the District's Core Story for use by Directors.

President's Report:

President Thornton reported on attending a recent Board Orientation session for all new St. Joseph Health Directors. New Trustees felt very welcomed with a very in-depth and impressive orientation providing a lot of information and answers to several difficult questions raised by new Directors.

FISCAL SUSTAINABILITY.

November 30, 2013 Financials:

Asset Management Committee reviewed the November 30, 2013 financials and the Investment Policy.

A motion was made by Director Ostroff, seconded by Director Powell to approve the November 30, 2013 financials. This motion was passed by a vote of 4 ayes and 1 absent.

Investment Policy:

A motion was made by Director Ostroff, seconded by Director Powell to approve the Investment Policy as written. This motion was passed by a vote of 4 ayes and 1 absent.

Lynch Creek Property:

Ms. Faith updated the board on the Lynch Creek property project. Jim Stephens, Browman Development Company, and Rick Nadale, Director of Finance, attended the Petaluma City Council meeting on January 6th to ask the Council if they could bring forth data collected regarding the Walgreens Project at a future City Council meeting. The Council did not approve this request requiring the project to be reviewed by the Planning Commission prior to presenting to the Council.

Mr. Stephens has been in touch with the Planning Commission and will be bringing forth data collected that would support a Walgreens in our area at a February or March Planning Commission meeting. Once this process has occurred, information will be presented to the City Council.

Review of Benefits for Retired Directors:

Ramona Faith distributed information regarding Directors' benefits which included various changes approved by Board of Directors in 1995, 2000, and 2005.

Directors requested CEO to obtain Directors' benefit information from other Districts for comparison purposes and present findings and a recommendation at a future Board meeting. Comparison data should be completed on Districts that were used for CEO salary.

Ramona Faith and staff will prepare a proposed Directors Benefit policy for review and approval by Board of Directors.

PETALUMA VALLEY HOSPITAL

Jane Read, VP of Operations at Petaluma Valley Hospital, reported Meditech Standardization preparation has occurred with a date of February 1st scheduled to go live. Inpatient bed side medication verification will also be implemented allowing the ability to scan patient wrist bands and medication. In addition, preparation for JCAHO is underway as a survey by JCAHO is expected in 2014. A mock JCAHO survey is scheduled for March 18-19, 2014.

Petaluma Valley Hospital financials for November indicated better than budgeted. This is due to increased census in November and staff reductions. The increase in census has continued through the months of December and January. The 2013-14 Budget did allow for additional staff to be hired for the Go Live project.

Effective January 15, 2014, eICU has contracted with Dr. James Gude from Palm Drive Hospital for robotic telemedicine program through Offsite Care.

Ms. Read shared with the Board an article titled "Stories from the Floor" (and beyond) written by a local nurse who had a sacred moment while taking care of a patient.

Administration has received a large number of ADO's completed by the nursing staff reflecting staffing issues due to a varied census. With the recent reductions of staff and an increased census, difficulty occurs in calling in staff or finding additional care partners to fill open slots. A committee meeting with the responsibility to review ADO's is to be scheduled. Ms. Read will also research the issues raised on nursing information not adequately being included in the acuity system.

PVH Stroke certification continues and St. Joseph Health has recently hired a neurologist who will be supporting the stroke program at PVH and Santa Rosa Memorial. In addition, a search is being conducted on hiring of another part time neurologist that would provide additional support for this program.

Employee Engagement information will be presented at the SRM Alliance Board meeting in January and available to the PHCD Board for the February meeting.

INFORMATIONAL ITEMS:

Directors reviewed upcoming events, letters of acknowledgement and the future board meeting schedule.

ADDITIONAL PUBLIC COMMENTS:

Kitty Brown, RN, PVH, requested that a Hospital Stewardship Committee meeting be scheduled in February.

ADJOURN TO CLOSED SESSION:

President Thornton adjourned the meeting to closed session to discuss a real property transaction involving 400 N. McDowell Blvd., Petaluma with the District's negotiators, its Chief Executive Officer and the Camden Group:

- **Trade Secrets (Health & Safety Code Section 32106(b)). Discussion will concern development of new services and programs.**
- **Government Code §54956.8 Closed Session; real property transaction; meeting with negotiator – 400 North McDowell Blvd.; Camden Group**

ADJOURN TO OPEN SESSION:

President Thornton adjourned the meeting to open session and reported no action was taken in closed session.

PLUS/DELTA:

Good meeting

ADJOURN:

President Thornton adjourned the meeting at 3:20pm

Respectfully submitted,

Fran Adams, Board Secretary

RECORDED BY:

Suzanne Cochrane, Board Clerk