

REDWOODS RURAL HEALTH CENTER
BOARD OF DIRECTORS MEETING
Wednesday December 14, 2022 at 1:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87454276763?pwd=V3hQcUdGMkdpMHBFS0I2Y25DbFFsQT09>
1-669-900-9128 US (San Jose) Meeting ID: 874 5427 6z x.Z.763 Passcode: 878241

MISSION: Redwoods Rural Health Center will provide responsive, preventive, high quality primary health care services, through a variety of healing disciplines, to all people without regard to social or economic status.

Agenda

1. Call to Order & Assign Time-Keeper -Meeting called to order at 1:21pm, Erica is Time-Keeper
2. Approve Agenda –

Items added to the agenda:

- Extreme Winter Weather Shelter Contract Approval
- Asbestos Removal/Mitigation and Demo at 25 & 59 Shady Grove
- Expanding COVID 19 Vaccination Funding

***ACTION:** Sheila moved to approve the agenda with the three additions above. Scott seconded and all were in favor.

3. Correspondence/Public Comment – Sheila shared feedback from a dental patient regarding concern that RRHC’s Prompt Pay Discount has been discontinued. Discussion followed and Erica suggested that we revisit the topic.
4. Update from Board Members &/or Staff Members – Michele shared that 9 So Hum homeless community members were placed in Permanent Supportive Housing in North County last Saturday. She gave huge kudos to all of the case managers at the Community Supports Annex, highlighting Kelly’s exceptional work to make this happen.
5. **Executive Director Update** (pages 1-4) Additions to/questions regarding the ED Report:
 - Christina inquired about the ‘looming fiscal cliff’ mentioned and confirmed that this is referencing the reauthorization of federal funding. While unlikely, if funding is not reauthorized this could reduce Federal funding by 70%.
 - Regarding the 340B Accounts Payable chart, it was asked if RRHC will eventually receive the 340B funds. Tina responded that we do expect to receive the funds.
 - Tina shared that Carolee has transitioned from Front Desk Supervisor to Front Office Manager, which is an exempt position.
 - Tina shared information regarding the Phreesia Appointment Accelerator, an automated system that would reach out to patients with last minute openings due to cancellations, giving patients quicker access to these appointments.
 - There will be workstation ergonomic assessments performed for all staff members.
 - Tina is applying for a MediCare B number for Medi/Medi services such as Labs, Acupuncture and Chiropractic.
 - Terri gave kudos to Tina for the development of a RRHC Diversity Book Club.
6. **Consent Agenda**
Includes Minutes of the November 2022 Board Meeting Minutes (pages 5-7), December 2022 Department Updates; Operations (page 8), Community Supports (pages 9-10), Dental (page 11), QI (pages 12-14), Behavioral Health (pages 15-16), Compliance (page 17), November 2022 Productivity Report (pages 18-21).
***ACTION:** Scott made motion to approve the Consent Agenda. Janet seconded and all were in favor.
7. **Recruiting Update** – Sheila shared that she is aware of a great dental hygienist who will likely be applying. Tina shared that we have filled many open positions and are currently recruiting for the clinic nurse manager position (currently being covered by Tatyana two days per week; Julie three ½ days per week and Marianne 1 day per week.
8. **Action Items for Review and Approval**
 - A. Approve Revised Employee Handbook – inclusion of Alternative Dispute Agreement (email attachment – if you would like a printed copy, please let me know)

Revisions to the Employee Handbook include:

- Edits from HR Your Way to bring the handbook into compliance with 2023 employment laws
- Alternate Dispute Agreement, a new addition addressing conversations with employees regarding their needs, over litigation
- More lenient dress code, clean jeans (without holes) allowed
- Increase annual sick leave to 30 hours per year (on a calendar year, no carry over)
- Team members are not to transport clients in personal vehicles
- Clarity re. use of sick/PTO time when out on leave, staff can now choose to have unpaid leave
- Adjustment of paid vacation days, so that all staff receive all 8 paid holidays, regardless of whether they fall on a scheduled workday

***ACTION:** Sheila moved to approve the updated Employee Handbook. Janet seconded and the motion passed unanimously.

B. Approve CDBG Sidewalk and Parking Lot Project Contractor

Terri shared information regarding the sealed bid process that just happened and the bid results. The lowest bid was from Sequoia Construction Specialties, coming in at \$444,354. There is a requirement for the contractor to have a UEI (Unique Entity Identifier) number, which must be verified prior to the contract being signed. Sequoia Construction has until January 9th to verify their UEI. If this does not happen, we would move to the next lowest bid, RAO Construction. Once the contract is signed we will move on to scheduling.

***ACTION:** Erica made a motion to approve the Sequoia Construction Specialties contract pending UEI verification. Scott seconded the motion and it passed unanimously.

C. Approve HAF Scholarship Fund Amount and Award Number (*page 22*)

There was discussion regarding the number and funding amount of scholarships to offer in the upcoming year. Last year we offered 2 scholarships at \$5,000 each.

***ACTION:** Janet made a motion to allocate funding for two \$5,000 scholarships. Sheila seconded and the motion passed unanimously.

D. Approve Privileging Requests – Rebecca Gillette, LCSW & Julie Moore, FNP (*pages 23-26*)

***ACTION:** Scott moved to approve privileging requests for Rebecca Gillette, LCSW. Sheila seconded and the motion passed unanimously.

***ACTION:** Sheila made a motion to approve privileging requests for Julie Moore, FNP. Scott seconded and the motion passed unanimously.

E. Updated Pharmacy Operations P&P (*pages 27-30*)

***ACTION:** Janet moved to approve the updated Pharmacy Operations P & P. Scott seconded and the motion passed unanimously.

F. Updated Clinical Pharmacy Quality Assurance P&P (*page 31-32*)

***ACTION:** Erica made a motion to approve the updated Clinical Pharmacy Quality Assurance P & P. Sheila seconded and the motion passed unanimously.

G. Umpqua New Account for Solar (*page 33*)

This account will be used for tracking when we apply for the loan. Terri and Tina recently had a meeting with McKeever, and they would like to fast track the timeline for the loan in order to coordinate solar installation and roof replacements at 101 Medical and 101 Dental. There was discussion regarding amortization for commercial loans and Shannon asked whether there would be any pre-payment penalties for early loan pay off. Tina said there would be if the loan was paid off in less than 5 years. Shannon also asked what type of roofs will be installed. Terri said they would be composite as the existing roofs are. Shannon requested clarification regarding whether the loan would require a current RRHC building be used as collateral, to which Tina responded yes.

***ACTION:** Shannon moved to approve setting up a new Umpqua account for the Solar project. Scott seconded and the motion passed unanimously.

H. Updated COVID-19 Prevention, Mitigation & Response Policy (*pages 34-36*)

Christina inquired about the changes to the COVID-19 Policy. Tina informed the Board that this new Policy combines the multiple COVID-19 Policies into one.

***ACTION:** Shannon moved to approve the updated COVID-19 Policy. Janet seconded and the motion passed unanimously.

I. Extreme Winter Weather Shelter Contract Approval

Tina shared that the County is willing to allocate 18 months of Extreme Winter Weather Shelter funding to RRHC for the rental of motel rooms for homeless community members during nights

that the weather meets Extreme Winter Weather conditions.

***ACTION:** Janet moved to approve the Extreme Winter Weather Shelter contract with Humboldt County. Sheila seconded and the motion passed unanimously.

- J. Asbestos Removal/Mitigation and Demo at 25 & 59 Shady Grove
Terri shared information regarding the associated bids for both the Asbestos Removal/Mitigation and the Demo of 25 & 59 Shady Grove properties. Budget = \$51,080.00 + \$63,320 = \$114,400. We do NOT have a grant for this work, but it is essential to many other projects moving forward as well as the need to cut down on rodent activity around our medical building. The 3 structures at 25 Shady Grove and the 1 house at 59 Shady Grove Lane all tested positive for asbestos. They also failed every inspection report and had documented rat infestations. There's a very stringent process to legally remove the asbestos called the abatement process and very few contractors work on asbestos abatement in Humboldt County. We finished the 3-quote comparison, the lowest quote is for \$51,080. Talking about the budget to clean up the properties, the demolition of all 4 structures needs to be completed as well, we have two local quotes, working on a third. Quotes thus far: \$64,320 and \$93,415. If the third quote isn't lower, we'll choose the \$63,320. After some Board discussion, Scott made a motion to approve the Asbestos Mitigation and Demo contracts. Shannon seconded and there was further Board discussion. Shannon asked what will happen if costs exceed \$114,000 and inquired whether this item should be tabled until we receive the 3rd quote. Terri asked if the Board would prefer to separate the Asbestos Mitigation and Demo contracts. The Board determined that would be their preference, and Scott rescinded his original motion. Final motion follows.

***ACTION:** Scott made a motion to approve the \$51,080 Asbestos Mitigation contract with Infinity Abatement. Janet seconded and the motion passed unanimously.

- K. Expanding COVID 19 Vaccination Funding
Tina shared that HRSA has allocated us \$99,000 to improve/expand COVID-19 Vaccination activities. Christina suggested the Novavax vaccine may be a more acceptable option for those who are vaccine resistant.

***ACTION:** Sheila made a motion to accept the new Expanding COVID-19 Vaccination funding. Erica seconded and the motion carried unanimously.

9. Discussion Items

- A. Board Training Topic(s) of the Month – Chapter 2: Strategic Board Composition, Recruitment, Orientation and Engagement (*previously emailed*) – The BOD continues to work on this topic. It was also mentioned at this time that current Board member Alyse continues to have technology issues and has been unable to attend the virtual meetings. It was suggested that we offer a space at RRHC for Alyse to attend via Zoom and/or connect her to our IT company who may be able to assist her getting set up to attend from home.
- B. Board Expansion and Recruitment
- Sheila invited her friend Ingrid to attend this meeting and will reach out to invite her to next month's Board meeting.
 - Christina asked Michele to follow up with Tulio regarding outreach to our Spanish speaking population to engage them as Board members.
- C. Strategic Planning Progress Report & Future Plans (*pages 37-43*)
Tina shared current progress in the Board Packet. The Board discussed the three Strategic Planning proposals received. Tina shared that some are offering to do Board and/or Leadership interviews prior to Strategic Planning; all offered follow up meetings after the event; 1 has offered to provide quarterly follow up meetings. All three have FQHC experience. Erica asked where they are located and what travel costs might be. Christina asked Tina's thoughts, and Tina responded that Greg Factor looks like a good option, though he did not offer the pre-planning interviews. Tina inquired whether the Board prefers to continue with the 3–5-year goals or whether we should recalibrate the timeline. Christina likes keeping the 3–5-year goals with 1-year goals being fine-tuned. There was also discussion regarding revisiting the Mission Statement at Strat Planning. After discussion it was decided that we will connect the Mission statement to the Strat Plan at the event and can review the Mission Statement separately at a different time.
- D. Quarterly Financial Dashboard – Oct 2022 (*pages 44-47*)
Tina reviewed the quarterly financial dashboard included in the Board packet. The Board expressed appreciation for this document and like how it connects to the finance committee.
- E. Board Inclusion for Health Center Activities – Ex: Tour of Renovations & Celebration Committee
- The Board was in favor of a RRHC facility tour once construction is complete and gave huge kudos to Terri for her excellent management of the renovations.
 - Michele shared that there will be an Open House planned for the Community Supports

- Annex which the Board will also be invited to.
- Janet thanked RRHC for the Holiday Box Board members received.
- The Board asked about the meeting schedule for Celebration Committee meetings. Michele shared that they are typically scheduled in advance of holidays/events.

10. Future Agenda Items & Next Board Meeting

- A. Strategic Planning Update – Quarterly (Dec, March, June, Sept)
- B. VA Dental Follow-up Report
- C. Approve Revised Illness & Injury Prevention Plan & Workforce Violence Prevention Plan
- D. Approval of HHIP Grant Submissions
- E. 25 Shady Grove Contractor Selection

Next Board Meeting – January 25, 2023 at 3:00pm. *Confirmation will be sent via e-mail.*

- 11. Executive Session – There was no Executive Session scheduled
- 12. Adjourn Meeting – Meeting was adjourned at 3:08pm