

REDWOODS RURAL HEALTH CENTER
BOARD OF DIRECTORS MEETING
Wednesday – February 22, 2023 at 3:15 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87454276763?pwd=V3hQcUdGMkdpmMHBFS0I2Y25DbFFsQT09>

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.*

Board Members Present: *Christina Huff, Erica Boyd, Janet Fitzgerald, Sheila O’Toole, Marsha Mendels, Shanon Taliaferro, and Elise Sauer.*

Staff Members & Members of the Public Present: *Tina Tvedt, Michele Herdandez, Terri Klemetson and Cheri Swan taking meeting minutes.*

Meeting commenced at 3:17 pm

Agenda

- **Call to Order & Assign Time-Keeper** – Janet assigned as timekeeper
- **Approve Agenda** - no additions or corrections of agenda.
ACTION: Marcia moves to approve the the Agenda with changes and additions, Erica seconds. The motion passed unanimously.
- **Ice Breaker – Who is a mentor or hero in your life?** Sheila said that her hero is Peter Stern because he took the time to teach me my passion; Erica said that it is her mom and if I could emulate her I’d have it made; Tina said that Thich Nhat Hanh who is the father of mindfulness is someone she looks up to; Kathleen said Gloria Steinham because her spark or fire is sometimes needed to see battles to the end which need to be fought; Janet Ruth Bader Ginsburg and Nora Ephron; Shanon said that Bruce Champie is who he looks up to because he does so much for the community; Cheri said that it was her grandmother because she would stand up for what she believed in no matter what; Marsha said her dad because he was the first person in his family to go to college and was determined that his children were going to go. He also encouraged her to be whatever she wanted; Christina said that it was her dad because he was dedicated to peace, justice, and equity. She admired his leadership and guidance.
- **Correspondence/Public Comment** – Christian said that over that last month she had 3 people contact her that are patients who complained about the long wait times on hold. She noted that the phone issue is an ongoing problem and that RRHC is trying to address the issue. Marsha thanked Tina for quickly responding to Marsha regarding referral process for patients.
- **Update from Board Members &/or Staff Members -**
Christina stated that the CEO evaluation will be in the month of March and to be on the lookout for the questionnaire which will go out to the staff that directly report to Tina.

Tina said that Cheri will be sending out the RSVP for the Strategic Planning event which will take place on April 14th and include if you will be attending in-person or remotely, menu restrictions and if you will be attending the session dinner at Benbow Inn.

Christina asked for meeting feedback – Janet thought it went well and thanks Christina for moving things along. Marcia appreciates how the Board asks good questions and that Christina moves the meeting along. Sheila proposed that when the weather is nicer maybe can we hold the meetings in-person outside?

- **Executive Director Update (pages 1-3)**
Tina updated the Board about CalAIM and how they are working to get the remainder of the grant funds. NextGen upgrade trainings this month (patient portal, dental EDR, etc) which include workflow changes, connecting with SHO and South County Homes for All regarding case management, safe camp or tiny house village. AT&T lines are down and we are working with Frontier for a 1GB line, generator replacement, 25 Shady Grove demo. Tina thanked everyone that attended Congressman Huffman visit. Tina clarified that the payments from the retention fund are different than the December bonus and that the paperwork for the Earned Income tax credit has been finalized. Christina asked if we will resume the Suboxone treatment and Tina said that yes with home visits to make it easier for patients.

- **Consent Agenda**
Includes Minutes of the January 2023 Board Meeting Minutes & Finance Committee & Board Meeting (pages 4-7), February 2023 Department Updates; Compliance (page 8), Behavioral Health (pages 9-10), Dental (pages 11-12), Community Supports (pages 13-14), Medical Clinic (pages 15-17), QI (pages 18-20), Operations (page 21) and January 2023 Productivity Report (pages 22-24).
- **Recruiting Update** – Tina informed the Board that almost all of the open positions have been filled with the exception of the Clinic Nurse Manager. An offer has been made to another Behavioral Health provider and we are looking to bring them on soon.
- **Action Items for Review and Approval**
 - A. **Revised Illness & Injury Prevention Plan & Workforce Violence Prevention Plan (pages 25-39)**
ACTION: Sheila moves to approve the Revised Illness & Injury Prevention Plan & Workforce Violence Prevention Plan, Janet seconds. The motion passed unanimously.
 - B. **New Patient Incentive P&P (pages 40-43)**
ACTION: Marcia moves to approve the New Patient Incentive P&P, Shanon seconds. The motion passed unanimously.
 - C. **Approve revised Driver Safety Program (pages 44-45)** *The Transportation departments has a second van for other purposes besides patient transportation and now that there are more than one type of driver we needed to update the Driver policies.*
ACTION: Sheila moves to approve the Revised Driver Safety Program, Janet seconds. The motion passed unanimously.
 - D. **Approve Intoxicated Driver P&P (pages 46-47)** *Kathleen explained that the next two policies are to do with medical provider and patient interactions.*
ACTION: Marcia moves to approve the Intoxicated Driver P&P, Shanon seconds. The motion passed unanimously.
 - E. **Approve Reporting Unsafe Driver P&P (pages 48-50)** *medical provider and a patient interaction and reporting guidelines. Erica noted two typos, one on page 49 “safely” and one on page 50 “drivers”. Sheila wanted to confirm that the doctor will speak with the patient and Terri stated that it is also documented in the patient’s record.*
ACTION: Marcia moves to approve the Reporting Unsafe Driver P&P, Janet seconds. The motion passed unanimously.
 - F. **Approve revised Pre-Employment Drug Testing P&P (pages 51-52)** *Shelia asked about how the testing is done since the 20 day testing window may reveal staff who use legal marijuana when not at work. Michele explained that currently testing for marijuana can only test for that 20 day period. Tina stated that starting in January 2024 it will be illegal to test for marijuana prior to employment. Michele stated that Partnership requires enrollment in the official lab and the one chosen is in Eureka and we use that same lab for random drug screenings as well.*
ACTION: Sheila moves to approve the Revised Pre-Employment Drug Testing P&P, Marcia seconds. The motion passed unanimously.
 - G. **Approve revised Transportation Dept Driver Safety P&P (pages 53-56)**
ACTION: Elise moves to approve the Revised Transportation Dept Driver Safety P&P, Marcia seconds. The motion passed unanimously.
 - H. **Revised Scope of Project Policy (pages 57-68)** *Tina stated that this policy had been created in 2004 and needed to be updated so that RRHC can provide home visits. Kathleen stated that the policy is only 2 pages with the rest as supporting materials.*
ACTION: Sheila moves to approve the Revised Scope of Project Policy, Elise seconds. The motion passed unanimously.
 - I. **Key Card/Badge Policy P&P (pages 69-71)** *Terri stated that key card readers are being installed at employee entrances and in the lobby. Cheri stated that a key card can be updated with access or deactivated at any time if the need arises, such as when lost.*
ACTION: Erica moves to approve the Key Card/Badge Policy P&P, Marsha seconds. The motion passed unanimously.
 - J. **Routine Standing Orders for MA’s & RN’s P&P (pages 72-74)** *Kathleen was unsure what the exact changes that had been made. Aleks and her have worked with the medical team to update the policy.*

ACTION: Marcia moves to approve the Standing Orders for MA's & RN's P&P, Sheila seconds. The motion passed unanimously.

- K. **Ratify e-mail approval of loan for solar with Umpqua Bank (no AT&T) (email only)**

ACTION: Sheila moves to approve the approval of loan for solar with Umpqua Bank, Janet seconds. The motion passed unanimously.

- L. **Approve bank signer policy, with Terri as card holder with MGMA & increase approval amounts (pages 75-76)**

ACTION: Marcia moves to approve the Updated Bank Signer Policy, Elise seconds. The motion passed unanimously.

- M. **Approve amended agreement for the Inclement Weather Grant (pages 77-80)**

ACTION: Sheila moves to approve the Amended Agreement for the Inclement Weather Grant, Marsha seconds. The motion passed unanimously.

- N. **Accept grant from McLean Foundation for food pantry (page 81)**

ACTION: Sheila moves to approve to accept the grant from the McLean Foundation for the Food Pantry, Erica seconds. The motion passed unanimously.

- O. **Approve grant application for the Emergency Food & Shelter Program (no AT&T) (email only) Terri stated that this is a program from Redwood Community Action Agency (RCAA).**

ACTION: Erica moves to approve the grant application for the Emergency Food & Shelter Program, Elise seconds. The motion passed unanimously.

- P. **Approve transfer of \$400,000 from TCB to RRHC Umpqua Checking for Dental Van & Operating Expenses (email only) Tina explained that \$200K is for the purchase of the Dental Van, \$200K for the site development at 25 Shady Grove which are not covered by the Huffman grant.**

ACTION: Marcia moves to approve the transfer of \$400,000 from TCB to RRHC Checking for Dental Van & Operating Expenses, Sheila seconds. The motion passed unanimously.

- **Discussion Items**

- A. **Board Training Topic(s) of the Month** – Chapter 10: Additional Effective Governance practices (*previously emailed*)

- B. **Board Expansion and Recruitment** – Any ideas or connections. Sheila stated that she had forgotten to follow up with Ingrid and Michele will follow up with Tulio and Andrea and provide them with the flyer that was created last year.

- C. **Qtr 4 340B Report (pages 82-85)** – Garberville pharmacy is a valuable partner. The program has grown from quarter to quarter under the PharmaForce transition and generating more revenue.

- D. **COVID Vaccination & Testing Stats (page 86)** Tina updated the Board on a grant for outreach. We utilized John Harper Media which included creating videos for marketing which includes COVID outreach in addition to all services RRHC offers. Tina stated that RRHC is distributing free COVID test kits which are available in any of the lobbies available on a first come, first serve basis.

- E. **RRHC Organizational Chart (pages 87-88)** 82 total staff members and thank you for the chart.

- **Future Agenda Items & Next Board Meeting**

- A. Strategic Planning Update – Quarterly (Dec, March, June, Sept)
- B. VA Dental Follow-up Report
- C. Revised Mandatory Training Policy

- Next Board Meeting –March 22, 2023 at 3:15pm.
- Meeting Feedback
- Executive Session
- Adjourn Meeting at 4:23 pm