

REDWOODS RURAL HEALTH CENTER
BOARD OF DIRECTORS MEETING
Wednesday, September 28, 2022 at 3:00 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.*

Board Members Present: *Christina Huff, Scott Bliss, Erica Boyd, Pamela Moore, and Elise Sauer.*

Staff Members Present: *Tina Tvedt, Michele Hernandez, Terri Klemetson and Cheri Swan taking meeting minutes.*

The meeting commenced at 3:20 pm

Agenda

- **Call to Order & Assign Time-Keeper**
- **Approve Agenda** – Additions to the Agenda include 2022-2023 CalFresh Application, AAPD Grant and move the 25 Shady Grove Contractor Selection (Bid for Engineering) to Action Items.
ACTION: Pamela moves to approve the Agenda, Scott seconds and the motion passed unanimously.
- **Correspondence/Public Comment** – None
- **Update from Board Members &/or Staff Members** – Christina did research on Diversity & Equity Statement and wants to enlist some help on what we want to measure. North Coast Care Connects working on an assessment on Community Health workers. If we get a survey maybe the staff will participate
- **Executive Director Update** (pages 1-3) – So much going on and the team is working hard. SHO donating their assets to RRHC. We are acquiring two new office spaces located at 3501 Redwood Drive in Redway, Units #1 and #7. The staff is working with SHO to encourage homeless services since dissolution will leave a big gap with not enough volunteers for the shower event and lunch programs. Michele said that RRHC is unable to take on the clothing closet and trying to recruit volunteers to accept the clothing. We are looking at other options to make the shower events happen. Terri stated that the storage of clothing isn't feasible for RRHC and hopes that the community take on some of those services. Michele is onboarding the CALAIM staff next week. Sean Hartman will join mid October and 3 staff member will have offices in the Admin Annex. Billing and Accounting are working with MacMann to improve the processes with the front desk and billing. Tina and Michael are wrapping up the paperwork needed for the audit this week. RRHC is moving forward with the PharmaForce Cash Card change and thanks the front desk to help with this. Dr. Chico was onboarded and will be offering IUD insertion. Dr. Chico is willing to train the mid-levels to perform that service as well. Dr. Al-Rawi received his dental license and has starting seeing new patients. ADP and HRYW open enrollment for staff next week and premiums stayed the same. Excited to be working with a new lactation consultant Rose Phelan. Cheri is working on the Board mixer with the new providers, the Board and staff from the hospital tentatively planned for the last week in October at the Sprowel Creek Campus or the Healy Center from 6-8pm.
- **Consent Agenda**
Includes Minutes of the August 2022 Board Meeting Minutes & Finance Committee Meeting (pages 4-10). August 2022 Department Updates; Compliance (page 11), Behavioral Health (pages 12-13), Program Manager (page 14), Dental Department (page 15), Medical Admin (pages 16-17), QI Department (page 18-27), Operations (page 28).
ACTION: Scott moves to approve the Consent Agenda, Pamela seconds and the motion passed unanimously.
- **Recruiting Update** – Open Positions. Christina asked if we need another hygienist. Tina said that we need another hygienist and have been recruiting for over 1 ½ years. She is unsure if we want to engage a recruitment firm. Almost all of the positions have been filled or will soon be filled. Paul Honsvick, RN will be the CCM along with the new CALAIM ECM (Enhanced Care Management) staff, 2 Dental Assistants (3 went

on leave and 1 is impending family leave). Dental Receptionist position is being filled soon. When the ESG Grant is received we will advertise for the Housing Case Manager and possibly a second Street Outreach Manager, if funding is approved

- **Action Items for Review and Approval**

- A. Approve Dr. Cook Re-Privileging (pages 28-33)
ACTION: Pamela moves to approve Dr. Cook's Re-Privileging, Erica seconds and the motion passed unanimously.
- B. Approve updated Good Faith Estimate Policy (pages 34-35)
ACTION: Scott moves to approve the Good Faith Estimate Policy, Pamela seconds and the motion passed unanimously.
- C. **Approve updated Patient Housing Fund Policy** (pages 36-41) – Christina – this seems to be a hard month with all of the applications and expressed concerns about it. The Board wants to change the verbiage grant requirement from “we hope” to “expect” or “required” and that all local resources have been investigated and exhausted. Other items that the Board wants these requirements added to the Patient Housing Fund Policy including addressing the applicant’s monthly income and a need for a long-term plan for housing sustainability.
ACTION: Elise moves to approve the Patient Housing Fund Policy with the amendments, Scott seconds and the motion passed unanimously.
- D. **Solar Proposal Review & Selection** (pages 42-43) – Tina gave a quick rundown of the proposals and Terri recommended we go with Swell since same amount and they are already working on the generator project. 30% of the cost will be refunded as a rebate. The project includes covered parking with solar panels at 101 Dental, the Admin building and Satellite Dental. This should offset a large portion of our utility costs.
ACTION: Scott moves to approve the Solar Proposal Review & Selection, Elise seconds and the motion passed unanimously.
- E. **Solar Financing Review & Selection** (page 44-45) –Tina stated that there are no loan originating fees with Vocality and they are not requiring an appraisal or loan processing fee which will save up to two thousand dollars. Umpqua’s loan would be larger than Vocality and those fees are tied into the higher monthly payment. The 10-year loan with Umpqua looks better than the 10-year loan with Vocality. Tina will see if Vocality can match the terms from the Umpqua loan. Erica is on the Vocality Board and will abstain from the vote. The full Board will need to vote on this measure and it will take place via email.
ACTION: The Board will conduct the vote by email.
- F. **Approve Homeless & Case Management Service Site** – 3501 Redwood Dr. #1 & #7 (pages 46-59) – The Board discussed the rental agreement and the location of the units. ADA concerns were raised but Michele stated that staff offices will be upstairs, and the ground floor unit will be where services would be located by appointment. No drop-in services are offered.
ACTION: Scott moves to approve the Homeless & Case Management Service Site, Erica seconds and the motion passed unanimously.
- G. **Approve purchase of Second Mobile Dental Van** (pages 60-66) – Board approved the second dental van purchase at a prior meeting. An updated quote was received which is \$60K more than the original grant. The original grant covers \$200K, so an additional \$200K is needed. The Board approved using 340B funds to pay for the program expansion. Tina clarified that when the Dental Van is at a school location it will see children from that school during school hours and it will serve adults after school hours, typically in the late afternoon.
ACTION: Elise moves to approve the Purchase of Second Mobile Dental Van, Scott seconds and the motion passed unanimously.
- H. **HRSA Non-Competing Continuation Application Budget Narrative** (page 67) – The HRSA Non-Competing Continuation Application was extended from 3-year to 4-year project period.
ACTION: Pamela moves to approve the HRSA Non-Competing Continuation Application Budget Narrative, Scott seconds and the motion passed unanimously.
- I. **25 Shady Grove Contractor Selection (Bid for the Engineering)** (pages 81-85) – The Board discussed the Proposal for Engineering Services to develop townhomes on that site for staff housing. Erica brought up PG&E’s potential inability to provide power to new projects in Southern Humboldt. Elise brought up concerns about spending \$116K in monies from RRHC reserve for this project if it is not funded & questions about power for the project. Terri

explained that yes, this project is unfunded as of now, but we do need to have the processes in place so that when the funds are available, we can be ready to move on the project. She is also working with the Grant Writer to find funding sources to cover some of these expenses for the individual projects so they can be completed as a whole. This will allow better use of time, project and complete this project as a whole. She also addressed the PG&E component and that they have been very engaging with RRHC's application and us allowing us to proceed with their application without all of the pieces in place. The \$1Mil grant we are getting is on a tight timeline and we are trying very hard to be ready to have everything ready to proceed once that money is received. Erica stated that this doesn't address removing the existing housing on these properties or the asbestos removal. Terri agreed that this is a big, complicated puzzle and she is trying to make the best use of time, funding and projects to achieve RRHC's long term staff housing goals.

ACTION: Pamela moves to approve the 25 Shady Grove Contractor Selection (Bid for the Engineering), Scott seconds, Elise abstains from the vote. The motion passed.

- J. **AAPD Grant** (confirm applying for \$20k for specialty pediatric dental care). – The AAPD Grant Application is designed to send children to specialty dental care.
ACTION: Erica moves to approve the AAPD Grant, Pamela seconds and the motion passed unanimously.
- K. **2022-2023 CalFresh Application** – This application will allow the continuation for the CalFresh program, Nutritionist Gina Paine and \$6K for an onsite food pantry. The Board asked if this grant could help fund the homeless lunch program that will be lost with closure of SHO. Tina explained that it isn't feasible for RRHC to do a prepared lunch program, but we are looking at community organizations like the Rotary to provide these services.
ACTION: Elise moves to approve the 2022-2023 CalFresh Application, Pamela seconds and the motion passed unanimously.

- **Discussion Items**

- A. **Board Training Topic(s) of the Month** – Chapter 8: Policies (articles of incorporation, bylaws, policies) (*previously emailed*)
- B. **Board Expansion and Recruitment** – Christina expressed that the Board needs to do some more outreach and that to represent the community they would like Spanish speakers and men. The Board asked that a Englis/Spanish flyer inviting the community and potential Board members to attend a meeting to see what it is all about.
- C. **QI Committee Meeting Recap** (pages 68-70) – Christina commented that this was very detailed report and was appreciative to Aleks for all of the information. The Board had question about "Percentages of Closing the Diagnostic Loop" and does that mean following up the CT, Mamo or Xray referrals? Tina confirmed the Boards question and to feel free to reach out to Aleks with any questions. Scott said he learned a lot attending the QI meeting. RRHC was 4th on the list as far as level of performance with over 10 practices with Partnership in the region.
- D. **COVID Operational Impact - Testing & Vaccinations** (pages 71-76) –Tina said that we have an application for COVID Test and Treat grant that will allow us to increase the testing and streamline our treatment process. Currently RRHC is testing about 40 people every 2 week and out of those, 10 are coming back positive. After checking with Karen we will encourage patients to get their booster shot and flu shot at the same time. Currently we are only prescribing Plaxovid once a month and Garberville Pharmacy is now carrying the medication. COVID boosters are still offered for no cost.
Tina noted that there should have been an update to our Covid policy on the Agenda – The new CDHP policy update for the testing requirements or unvaccinated staff has been eliminated. There has also been new masking guidelines for medical administrative staff which will eliminate the need for masking. Christina stated that she feels that masking should still be required for all indoor activities. The updated COVID Testing, Vaccine & Masking Requirement Policy will be added to next month's meeting.
- E. **CPCA FAQ Community Health Workers as Billable Providers** (pages 77-80) – The Board discussed the CPCA Community Health Workers wanting to find out when this goes into effect, and will Case Managers qualify? Tina explained that this could be an additional revenue stream or a trigger for the facility to obtain the PPS rate. Christina noted that CR is developing a program and encouraged the Case Managers to become certified.
- F. **RRHC Strategic Plan Update** (training improvement plan) – Quarterly update with Aleks pulling this together and doing an awesome job with the medical department training plan.
- G. **Homeless Services Site Review & Next Steps** – Solar Suites. RRHC has been identifying locations or approach a local hotel to develop a homeless housing program. 2 properties have been identified

as potential building sites. Tina has been talking with Matt at the Hospital if they would be interested in becoming the Homekey grant lead which would allow RRHC to purchase and develop a site along with 3-4 years of operating funds.

- H. **Results of the Boards Self Evaluation** – Christina needs help working on this and will send the other Board members an email.

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

- A. Strategic Planning Update – Quarterly (Sept, Dec, March, June)
- B. VA Dental Follow-up Report
- C. Approval of HHAP and HHPI Grant Submissions
- D. Revised DEI policy

Next Board Meeting will be held Wednesday, October 26, 2022 at 3:15 pm after the Finance Committee meeting at 3:00pm.

- Executive Session
- Adjourn Meeting at 4:59 pm