

**REDWOODS RURAL HEALTH CENTER**  
**BOARD OF DIRECTORS MEETING MINUTES**  
Thursday, December 19, 2019 at 3:30pm

**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:** Scott Bliss until 4:57pm, Christina Huff, Erica Boyd, Marcia Mendels, Janet Fitzgerald, Elise Sauer, Ralph Emerson (until 4:45pm). **Staff Members Present:** Tina Tvedt, Aleksandra Jaksic taking meeting minutes.

Agenda

1. Call to Order & Assign Time-Keeper

The meeting was called to order by Erica at 3:40pm.

2. Approve Agenda

Tina added two action items: 1). Approve the change to the Group Health Benefits, for coverage to start the first day of the month following 1 month of employment. 2). Approve \$9500 drainage pipe repair. **ACTION: Christina motioned to approve the addition of the agenda items, Marcia seconded and the motion passed unanimously.**

3. Correspondence/Public Comment

4. Update from Board Members &/or Staff Members

Elise brought up a discussion of dental employee disgruntlement over scheduling and staffing. It was brought to her attention that seeing 17 dental patients per day is more realistic for the coverage and schedule then the recommended 20. Discussion ensued on the lack of Dental Director position and Tina mentioned possibility of Dr. Morris joining us in July. Tina further discussed the weekly dental team meetings as a venue for employees to share their concerns, but also noted that it is not well attended by the dentists. With the dental expansion two new positions will be created, Front Office and Back Office Supervisors, which will hopefully address some of the gaps that exist currently. Ralph discussed the need for employees to follow the Grievance policy, and suggested all staff meeting to collectively address grievances and concerns, and get employees updated on the dental expansion.

5. Executive Director Update

Tina briefly discussed the continuing dental expansion. New ultrasound equipment was received on Medical side. Mandi reports positive feedback using the Scribe service. Janet advised that it is not appropriate to discuss the terminations in departmental reports and suggests adjusting the verbiage prior to subsequent submittals. Discussion ensued on the need for HR staff and following the Grievance P&P.

6. Consent Agenda *Includes Minutes of the November 2019 Board meeting; Medical Board Division Report; Behavioral Board Report; Facilities Manager Report; November 2019 Financial Statements.*

**ACTION: Janet moved to approve the Consent Agenda, Christina seconded and the motion passed unanimously.**

7. Recruiting Update
  - A. HR Specialist

8. Action Items for Review and Approval

- A. **ACTION: Christina moved to approve Pre-Employment Drug Screening P&P, Marcia seconded, and the motion passed unanimously.**
- B. **ACTION: Christina moved to approve Service Limitations for Employees P&P, Janet seconded and the motion passed unanimously.**
- C. **ACTION: Janet moved to approve CY 2020 Dental Transformation Initiative Grant, Scott seconded, and the motion passed unanimously.**
- D. **ACTION: Christina moved to approve CY 2020 CalFresh Grant, Erica seconded and the motion passed unanimously.**

- E. ACTION: Ralph moved to approve the sale of Mobile Dental Van for \$35,000, Scott seconded, and the motion passed unanimously.
- F. ACTION: Christina moved to approve PHC Telehealth Grant Agreement CY 2020, Scott seconded, and the motion passed unanimously.
- G. ACTION: Christina moved to approve Revised Incident Reporting P&P, Janet seconded, and the motion passed unanimously.
- H. ACTION: Janet moved to approve Revised Patient Satisfaction & Grievance P&P, Ralph seconded, and the motion passed unanimously.
- I. ACTION: Ralph moved to approve the change to the Group Health Benefits Eligibility to start the first day of the month following one month of employment, Scott seconded and the motion passed unanimously.
- J. ACTION: Scott moved to approve \$9500 drainage pipe repair, Marcia seconded and the motion passed unanimously.
- K. ACTION: Janet moved to approve the design for the Wellness Center, Marcia seconded and the motion passed unanimously.

9. Discussion Items

- A. Discussion ensued on the Board Training Topic of the Month: Creating an Annual Board Work Plan: How to Distribute Board Responsibilities Evenly Throughout the Year. Upcoming meeting with the hospital on senior needs is scheduled for January 16<sup>th</sup>. Tina will send the meeting agenda to BOD members for review.
- B. Wellness Center Brainstorming Notes were reviewed and discussed. Tina shared that funds to cover the parking lot and HVAC remodel are being converted to also include the Wellness Center which will generate revenue. Including chiropractic care would be a new service to provide to community members, and the services are covered by Medicare. To demolish current building would cost only \$15K, and modular would be put up. This would be most cost effective. A large room would be devoted for community wellness classes (tai chi, cooking classes, etc.). Design is currently being worked on. Drainage issues currently experiencing in medical building would be addressed at the same time. Ralph asked if the BOD would have the input on the project going forward. Tina reiterated that the BOD approval will be necessary. Elise asked for clarification on how the monthly payment will be provided for (e.g. where will the money come from). Ralph and Erica are in support of the design phase, but would like to wait and see the revenue stabilize before any decision is made on the project. Tina spoke of importance of diversifying revenue streams. Elise reiterated the need for the BOD to review the design before proceeding with any further projects.
- C. Dental Expansion & Facility Remodel Budget Updates were reviewed. Omitted from the original budget was a generator and paint. The phone system will cost less, but IT will most likely be more than budgeted. On January 8<sup>th</sup> we will have a more concrete budget to share. Community donations of \$200K will be used, and there may be a possibility of drawing \$500K from the reserves. Marcia suggested asking Vocality to adjust what the donated funds can be used for.
- D. Mobile Medical Office & Outreach Next Steps were discussed. Elise suggested the greater use of the van would be to use the Van in different locations and not just Shelter Cove. Honeydew, Harris, Alderpoint, and other locations were mentioned. Elise shared Whitethorn Construction is interested in having the Mobile Med Van parked on their premises. Site visit may be warranted. Marcia pointed out the hardship of finding staff to drive the van.
- E. 2019 Strategic Plan Updates were reviewed.
- F. Medi-Cal Change in Scope-of-Service Request was submitted in November.

10. Future Agenda Items & Next Board Meeting

- Updated Records P&Ps
- Updated High Risk Patients P&P
- GoFundMe
- Electronic Records P&P
- Patient Identification P&P
- Incident Reporting P&P

Discussion ensued on the GoFundMe project proposed by Katy. Tina shared that Katy will be present on this topic during the next BOD meeting. Erica questioned whether this type of activity is appropriate for RRHC and whether it should be driven personally rather than institutionally. The possibility of helping community members in need with barriers to rent (e.g. helping with deposit and first/last payments) to combat homelessness was discussed. Working with RRHC Case Management in this effort was suggested. Elise reiterated the need to create a concrete plan for this agenda item. This effort was identified as outreach by the

group, and it was suggested Vocality donation may be of use here. Tina asked for a program that we can mirror in creating a plan, and Christina suggested a County program out of Eureka.

Next Board Meeting will be held Wednesday, January 22, 2020 at 3:30 pm after the Finance Committee meeting at 3:00pm.

11. Executive Session
12. Meeting was adjourned at 5:14pm.