**REDWOODS RURAL HEALTH CENTER**

BOARD OF DIRECTORS MEETING MINUTES  
Wednesday, July 28, 2021 at 3:30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/87454276763?pwd=V3hQcUdGMkdpMHBFS0I2Y25DbFFsQT09>

1-669-900-9128 US (San Jose)

Meeting ID: 874 5427 6763

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:*** *Erica Boyd, Scott Bliss, Christina Huff, Pamela Moore, Janet Fitzgerald, Marcia Mendels, Sheila O’Toole, Elise Sauer, and Ralph Emerson joined at 4pm.* ***Staff Members Present:*** *Tina Tvedt, Michele Hernandez, Terri Klemetson, Tatyana Grib, Melinda Arreguin, Kelly Ward.* ***Public****: Tracy Waid. Aleksandra Jaksic taking meeting minutes.*

Agenda

* Call to Order & Assign Time-Keeper

The meeting was called to order by Erica at 3:19pm.

* Approve Agenda

Tina added the Approval to Submit ACEs Grant Application to the action items, and Board Election Next Steps to the discussion items. ***ACTION: Sheila moved to approve the Agenda with the added items, Marcia seconded and the motion passed unanimously.***

* Correspondence/Public Comment
* Update from Board Members &/or Staff Members
* Executive Director Update

Tina informed the team that the pay raises were distributed beginning of July. New governor-enacted law will be mandating weekly COVID-19 testing for all unvaccinated staff members soon. Christina inquired and Tina informed the team that 52% of RRHC staff members are vaccinated. Scott inquired regarding other staff vaccines (e.g. hep B) and Tina briefed the team on RRHC policy. Terri and Tina are working on fire preparedness. Magowan easement title was officially recorded. Action plan was developed with Nancy’s help to address some of the HR recognition and retention issues. Tina is trying to get the Project Manager hired through HAF, but it does not seem that they have the bandwidth to handle the housing project, especially long term.

* Consent Agenda *Includes Minutes of the May 2021 Board & Finance Committee meetings; June 2021 Dental, Medical, Medical Admin Services, Facilities, Behavioral Health, & HR Dept. Reports; June 2021 Financial Statements including Productivity.*

Special meeting was scheduled with Phreesia representatives for the purposes of re-evaluating the check-in process. Complaints were received regarding the relevancy of questions during intake, and overall, check-in seems to be the biggest hurdle. Dr. Scheel and Julie’s schedule will be cut starting August and September, respectively. Alternative payment methodologies were discussed, and Christina asked to add this as a further discussion item during the subsequent meeting*.* ***ACTION: Janet moved to approve the Consent Agenda, Christina seconded, and the motion passed unanimously.***

* Recruiting Update
* Action Items for Review and Approval
  1. ***ACTION: Sheila moved to approve submission of the Humboldt Health Foundation grant application, Janet seconded, and the motion passed unanimously***. Grant is mainly based on the social determinants of health, and includes such items as gift cards for apps that would help BH patients manage their behaviors; funding for eligibility worker, case manager to coordinate the grant; stipends for volunteers for shower events, etc. Christina excluded herself from voting as a HHF board member.
  2. ***ACTION: Sheila moved to approve submission of the Homeless Housing, Assistance and Prevention grant application, Christina seconded, and the motion passed unanimously.*** The $411K grant would cover such items as the rooms for homeless clients and full-time case manager. Tina thanked Michele for taking this project on and moving it forward. Michele is also working on connecting different local agencies’ outreach workers and case managers for the purposes of communication and collaboration.
  3. ACTION: Janet moved to approve contract with ADP for payroll services, Christina seconded, and the motion passed unanimously.
  4. Review & Approve Policies:
     1. ***ACTION: Scott moved to approve the new Carpooling, Commuting and Child Care Subsidies policy, Marcia seconded and the motion passed unanimously.***
     2. ***ACTION: Christina moved to approve the new Data Collection & Reporting policy, Scott seconded and the motion passed unanimously.***
     3. ***ACTION: Christina moved to approve revised Purchasing P&P, Pam seconded and the motion passed unanimously.***
     4. ***ACTION: Christina moved to approve revised Petty Cash P&P, Marcia seconded and the motion passed unanimously.***
     5. ***ACTION: Christina moved to table the Revised Face Covering P&P until the county provides clearer instructions regarding the new mandates, Scott seconded and this item was tabled for the time being, and did not pass.***
     6. ***ACTION: Janet moved to approve the revised Employee Physical and TB Screening P&P, Marcia seconded and the motion passed unanimously.***Tina clarified that the addition is the COVID-19 immunization record. A heated discussion ensued on the possibility of mandatory COVID-19 vaccination. Tatyana warned about mandating vaccines in the absence of the official FDA approval of the vaccine, but Janet and Christina interjected and stated that the precedent has been set in a recent federal case allowing the mandate. Michele inserted that although she is supportive of vaccination efforts and is herself vaccinated, she does not support any vaccination mandates. Sheila is grateful that RRHC staff has remained vigilant through the pandemic and diligent with sanitation efforts. She further acknowledged that our internal positive cases have remained extremely low due to the staff’s collective efforts. Terri asked Tina to support the Call Center and Front Desk staff with scripts and talking points geared towards patients, as we tackle the raise in the cases and ask symptomatic patients to wait outside. She further described the incident of patient calling and asking for recommendation on which COVID-19 vaccine to take, and the staff member told the patient that they do know, as the staff member was not vaccinated. Tina clarified that you do not have to make a choice of the vaccine until you see the nurse/provider at the time of the appointment. Erica also cautioned that staff should not be sharing their vaccination status with the patients. Sheila wondered if we should go back to having a staff member at the front, greeting patients and screening, but Terri shared that we are very understaffed, and this is not a realistic solution. Tina suggested conducting Covid pre-screening via Phreesia for medical patients like we do for Dental patients.
     7. ***ACTION: Janet moved to approve the revised Patient Registration & Triage P&P, Scott seconded, and the motion passed unanimously.***
     8. ***ACTION: Janet moved to approve the revised Triage P&P, Sheila seconded and the motion passed unanimously.***
     9. ***ACTION: Scott moved to approve the revised Patient Dismissal P&P, Marcia seconded and the motion passed unanimously.***
     10. ***ACTION: Scott moved to approve the Reinstatement of Dismissed Patients P&P, Ralph seconded and the motion passed unanimously.***
     11. ***ACTION: Christina moved to approve the submission of the ACEs Grant Application, Sheila seconded and the motion passed unanimously.***
* Discussion Items

1. Board Training Topic(s) of the Month – Chapter 5: Quality Oversight (QI)
2. Review Service Contract List
3. Recap of Quality Improvement Meeting and Action Steps. Christina asked that the QI dashboard to be shared with the BOD team in the future.
4. HAF – Scholarship Fund for RRHC draft policy*.* Christina, Janet and Scott agreed that this policy is a great idea. Terri inquired regarding the funding and questioned our ability to fund in the case of decreasing medical productivity. Tina clarified that the amount could be set each year, pending our financial situation, and public at large is available to donate to the fund. The goal for the scholarship funding would be Spring. The team agreed that the name should reflect RRHC.
5. COVID Operational Impact, Testing & Vaccinations
6. Purchase of 25 Shady Grove Ln. – Information & Next Steps. This discussion was moved to the executive session.
7. Board Election Next Steps. Aleks will count all the ballots and report the number to the board. The board will then decide on when to meet to officially count the ballots, if enough of the ballots were received to meet the quorum.

* Future Agenda Items & Next Board Meeting
  1. Approve updated Risk Management policy
  2. Select Internet Service Provider – waiting on FCC grant approval
  3. Alternative Payment Methodologies – as per Christina’s request

Next Board Meeting will be held Wednesday, August 25 at 3:30 pm after the Finance Committee meeting at 3:00pm.

* Executive Session
* Adjourn Meeting

The meeting went into executive session at 4:45 pm.

The board reconvened at 5:30 to discuss the counter-offer for 25 Shady Grove Ln.  ***ACTION: The counter-offer will request the Jennings evict the tenants before RRHC takes ownership.  RRHC can offer each tenant $10,000 of relocation assistance and we request to reduce the purchase price by $30,000 to offset that amount.  RRHC will send all inspection reports to the seller. Ralph made the motion, Scott seconded and all approved.***

Meeting adjourned at 5:40 pm.