

**BOARD OF DIRECTORS MEETING  
HOSPITAL REDWOODS ROOM  
THURSDAY, MAY 31, 2018  
MINUTES**

The Board of Directors of the Mendocino Coast Health Care District met in CLOSED session at 4:30 pm in the Redwoods Room, Steve Lund, Chair presiding

PRESENT: Mr. Lund, Dr. Glusker, Ms. Bruning, Dr. Miller  
Mr. John Ruprecht, Legal Counsel  
Mr. Bob Edwards, CEO  
Mr. Mike Ellis, CFO  
Gayl Moon, Executive Assistant

**1. CALL TO ORDER:**

OPEN Session of the Board of Directors of the Mendocino Coast Health Care District convened at 6:00 p.m. in the Redwoods Room, Steve Lund, Chair presiding

**2. ROLL CALL:**

PRESENT: Dr. Kevin Miller, Ms. Kitty Bruning, Mr. Steve Lund, Dr. Peter Glusker  
Board Members

BOARD MEMBERS ABSENT: None

ALSO PRESENT:

Mr. John Ruprecht, Legal Counsel  
Mr. Bob Edwards, Chief Executive Officer  
Mr. Mike Ellis, Chief Financial Officer  
Ms. Gayl Moon, Executive Assistant

**3. CLOSED SESSION MATTERS:**

The Board of Directors reviewed the following items in closed session:

1. **INFORMATION/ACTION:** Hardin v. Mendocino Coast District Hospital, U.S. District Court for the Northern District of California, et al., Case No. 3:17-CV-05554, conference with legal counsel. Government Code §54956.9
  - The Board received an update from legal counsel
2. **INFORMATION/ACTION:** Pursuant to §32155 of the Health and Safety Code April Quality Management and Improvement Council Reports
  - The Board approved the April Quality Management and Improvement Council Report
3. **INFORMATION/ACTION:** Pursuant to California Government Code §54954.5 and §32155 of the Health and Safety Code Medical Staff Credentials and Privileges Review
  - There was no report.
4. **INFORMATION/ACTION:** Association of California Healthcare Districts' Survey of January, 2017 required by The Joint Commission (TJC). Exempt from public disclosure pursuant to Government Code §6254(s); Evidence Code §1157; and Health & Safety Code §32,155.
  - The Board tabled this item until the July Agenda.
5. **Information/Action:** Public Employment: To review and approve Professional Services Agreement Amendment for Dr. Jason Kirkman Government Code §54954.5 & 54957
  - The Board approved the Professional Services Agreement Amendment with Dr. Kirkman

**PUBLIC COMMENTS**

- There were no public comments.

**4. REVIEW OF THE AGENDA**

- There was a change to item #2b should say “Reappointments to Medical Staff”, not “Appointments to Medical Staff.”

**5. BOARD COMMENTS**

- There were no Board comments.

**6. ACTION: APPROVAL OF CONSENT CALENDAR: MR. STEVE LUND, PRESIDENT**

1. Minutes: Regular Session, April 26, 2018
  2. Alysoun Huntley Ford Fund Draw – There were no requests
  3. Policies and Procedures
    - MCDH Public Records Request, Form
    - Bereavement Leave
    - Timecards –Non-Bargaining Unit Employees
    - Money Purchase Pension Plan
- The Public Records Request Form is not mandatory when requesting public records.

**MOTION:** To approve the Consent Calendar

- Glusker moved
- Miller second
- Roll call
  - Ayes: Lund, Glusker, Bruning, Miller
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

**7. ACTION/INFORMATION: ACCEPTANCE OF RESIGNATION OF DR. LUCAS CAMPOS FROM BOARD OF DIRECTORS AND REPLACEMENT OF BOARD MEMBER PROCESS: MR. STEVE LUND, CHAIR**

**MOTION:** To accept the resignation of Dr. Campos from the Board of Directors

- Bruning moved
- Glusker second
- Roll call
  - Ayes: Miller, Glusker, Lund, Bruning
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

The Board decided to interview and appoint someone to replace Dr. Luke Campos until the November election, rather than have a special election.

**MOTION:** To choose the interview/appointment process rather than have a special election

- Glusker
- Bruning
- Roll call
  - Ayes: Bruning, Miller, Glusker, Lund
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

Interested applicants need to submit their letters of interest and resumes to the Board by the June 30 deadline. The Board will have a Special Board meeting on Monday, July 16 at 5:00 pm in the Redwoods Room at which time they will interview and appoint a community member to replace Dr. Luke Campos until the November election.

Each candidate will have 2 minutes to make an opening statement. There will be a set of 5 questions and each applicant will have 2 minutes to respond to each question; each applicant can make a 2 minute closing statement.

The Board decided that each Board Member will be given a ballot; each Board Member will select their top 3 candidates. Mr. Edwards and 2 community members will total the ballots. The candidate with the most points will be appointed.

**MOTION:** To appoint a community member to replace the Board vacancy until the November election, and to vote by ballot

- Glusker moved
- Bruning second
- Roll call
  - Ayes: Bruning, Lund, Miller, Glusker
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

**8. ACTION/INFORMATION: ALL ACCESS TRANSFER AGREEMENT FOR AIRLIFT AND/OR AMBULANCE: MS. LYNN FINLEY**

- Three (3) contracts were reviewed to compare their services in order to determine which could provide the best value to the Hospital. The Hospital currently uses All Access, and after much comparison, has decided to stay with All Access.

**9. ACTION/INFORMATION: CANNON/CARESTREAM RADIOLOGY: MR. BOB EDWARDS, CEO**

- This contract is for digital radio graphing. This image uses 2 to 3 times less radiation, so the safety factor is very great.
- Mr. Edwards recommended acquiring this equipment for \$69,000; accident protection for the first year for \$3,700; service will be \$26,000; “drop coverage” will be \$18,000 for a total of \$114,466 for five (5) years.

**MOTION:** To accept the Cannon/Carestream Radiology Contract

- Bruning moved
- Glusker second
- Roll call
  - Ayes: Glusker, Miller, Bruning, Lund
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

**11. INFORMATION: CEO REPORT: MR. BOB EDWARDS, CEO**

- Colene Hickman has started working at MCDH as the permanent Revenue Cycle Director.
- Brenda Kohler has started working at MCDH as the permanent Revenue Cycle Integrity Manager.
- Mark Reynolds has been hired as the full-time Registration Service Manager.
- Mr. Edwards thanked Clara Slaughter for taking the position of Interim Practice Manager for NCFHC.
- Mr. Edwards showed a new MCDH video regarding the OB Department. The video will be put on the MCDH web-site as well as facebook.
- The Meditech contract will be brought before the Board in July.
- Partnership of California recognized MCDH for exceptional performance in the Hospital Quality Improvement Program.

**12. ACTION/INFORMATION: FACILITY PROJECTS REPORT: MS. NANCY SCHMID**

The final HELP II documents will be signed mid-June. A Special Board meeting will take place on Monday, June 11 at 4:00 pm for the Board to approve the final HELP II Loan documentation and resolution.

- **Nurse Call System**
  - ❖ The final costs will be submitted to OSHPD and Nurse Call is complete.
- **Telemetry**
  - ❖ This project will be complete very soon.
- **HVAC**
  - ❖ The wires need to be rerouted and the Hospital is working with the City of Fort Bragg to make this happen.
- **ATS**
  - ❖ Issues with the generator and the cement pad are currently being worked on. Ms. Schmid will get the costs to correct these problems to the Board.
- **Water Heater Repair**
  - ❖ This project is complete.
- **Water Heater Emergency Project**
  - ❖ Waiting for OSHPD re-approval; it has to be complete within thirty (30) days.

**13. INFORMATION/ACTION: MEDICAL STAFF: DR. JOHN KERMEN**

A. Appointments to Medical Staff-Provisional Status

1. Christopher Robshaw, MD –Department of Medicine-Pediatrics
2. Evan Wythe, MD – Department of Medicine-Emergency Medicine

**MOTION:** After careful consideration recommend approval of Appointments to Medical Staff-Provisional Status for Christopher Robshaw, MD: Evan Wythe, MD

- Glusker moved
- Bruning second
- Roll Call
  - Ayes: Miller, Bruning, Lund, Glusker
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

B. Re-Appointments to Medical Staff

1. John Kermen, DO –Department of Surgery-Anesthesiology
2. Hong Luo, MD –Department of Medicine-Pathology
3. Steve Mertens, MD –Department of Medicine-Pathology
4. Michael Murphy, MD –Department of Medicine-Nephrology
5. Russell Perry, MD –Department of Medicine-Radiology

**MOTION:** After careful consideration recommend approval of Re-Appointments to Medical Staff for John Kermen, DO: Hong Luo, MD: Steve Mertens, MD: Michael Murphy, MD: Russell Perry, MD

- Bruning moved
- Glusker second
- Roll Call
  - Ayes: Lund, Glusker, Bruning, Miller
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

C. Re-Appointments to Allied Health Professional Category of the Medical Staff

1. Phillip Conwell, CRNA –Department of Surgery-Anesthesiology
2. Tracy Riddle, CRNA –Department of Surgery-Anesthesiology

**MOTION:** After careful consideration recommend approval of Re-Appointments to Allied Health Professional Category of the Medical Staff for Phillip Conwell, CRNA: Tracy Riddle, CRNA

- Bruning moved
- Glusker second
- Roll Call
  - Ayes: Miller, Glusker, Lund, Bruning
  - Noes: None
  - Abstain: None
  - Absent: None
- Motion carried

D. Temporary Privileges

1. Kimberly Kilgore, MD –Department of Medicine-Pediatrics (May 31-June 6, 2018)

**MOTION:** After careful consideration recommend approval of Temporary Privileges for Kimberly Kilgore, MD

- Bruning moved
- Glusker second
- Roll Call
  - Ayes: Bruning, Miller, Glusker, Lund
  - Noes: None
  - Abstain: None
  - Absent: None
- Motion carried

E. Release from Provisional Status & Proctoring/Advance to Active Status

1. John Hau, MD - Department of Surgery-Interventional Pain Medicine
2. Mandaar Gokhale, MD –Department of Medicine-Emergency Medicine
3. Juliet LaMers, MD –Department of Medicine-Emergency Medicine
4. Richard Leach, MD –Department of Medicine-Emergency Medicine
5. Irais Leon, MD –Department of Medicine-Emergency Medicine
6. Robert Pollard, MD –Department of Medicine-Emergency Medicine

**MOTION:** After careful consideration recommend approval of Release from Provisional Status & Proctoring/Advance to Active Status for John Hau, MD: Mandaar Gokhale, MD: Juliet LaMers, MD: Richard Leach, MD: Irais Leon, MD: Robert Pollard, MD

- Bruning moved
- Glusker second
- Roll Call
  - Ayes: Bruning, Lund, Miller, Glusker
  - Noes: None
  - Abstain: None
  - Absent: None
- Motion carried

F. Release from Proctoring-Allied Health Professional Category

1. Lilo Fink, DNP –Department of Medicine-Family Practice-NCFHC

**MOTION:** After careful consideration recommend approval of Release from Proctoring for Lilo Fink, DNP

- Bruning moved
- Glusker second
- Roll Call
  - Ayes: Glusker, Miller, Bruning, Lund
  - Noes: None
  - Abstain: None

- Absent: None
- Motion carried

G. Re-Appointment to VRad Tele-Radiology Physicians

1. Jason DiPoce, MD
2. Katen Devae, MD

**MOTION:** After careful consideration recommend approval of Re-Appointment to VRad Tele-Radiology Physicians for Jason DiPoce, MD: Katen Devae, MD

- Bruning moved
- Glusker second
- Roll Call
  - Ayes: Miller, Bruning, Lund, Glusker
  - Noes: None
  - Abstain: None
  - Absent: None
- Motion carried

Mr. Lee thanked Mendocino Coast Clinic for recruiting Pediatrician Dr. Robshaw. He will cover call ten (10) days per month which will save the Hospital a considerable amount of money.

14. **ACTION/INFORMATION: CHIEF NURSING OFFICER REPORT: MS. LYNN FINLEY**

- Refer to the attached report as part of these minutes.

15. **ACTION/INFORMATION: PLANNING COMMITTEE REPORT: MR. STEVE LUND**

- The Planning Committee did not meet. There was no report.

16. **ACTION/INFORMATION: STATISTICAL/FINANCE REPORT, APRIL 2018: MR. MIKE ELLIS, CFO**  
**April Summary**

- Cash decreased because payments from insurance companies were temporarily delayed in the month of April. Board Designated Funds were below targeted balances because of participating in California IGT grants (once the grant process is completed, Board Designated Funds will return to the targeted balance).
- April's net patient revenues of \$4.4 million were \$199,000 or 4.8% above budget, and \$193,000 below April 2017. The month's total operating expenses of \$4.9 million were \$288,000 or 6.2% above budget. April had a net operating loss of \$410,000 that was \$133,000 more than the \$277,000 budgeted loss.
- Including April's non-operating revenues and expenses the actual total net loss was \$363,000.
- Fiscal YTD (ten months) is a total net loss of \$3.3 million compared to the budgeted total net income of \$116,000. The largest budget variances are the line items: net patient revenues \$1.2 under budget, physician professional fees \$.9 million over budget, and other professional fees \$.6 million over budget.

**MOTION:** To approve the Finance and Statistical Report for April 2018

- Bruning moved
- Miller second
- Roll call
  - Ayes: Bruning, Miller, Glusker, Lund
  - Noes: None
  - Absent: None
  - Abstain: None
- Motion carried

18. **INFORMATION: ASSOCIATION AND COMMUNITY SERVICE REPORTS**

- There were no Association and Community Service Reports.

**19. PUBLIC COMMENTS:**

- There were no public comments.

**20. ADJOURN:**

Meeting adjourned at 7:00 pm

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Peter Glusker, MD, Secretary  
Board of Directors

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Gayl Moon, Secretary to the  
Board of Directors