



PALM DRIVE HEALTH CARE
DISTRICT



SONOMA WEST MEDICAL CENTER

GOVERNING BODY MEETING AGENDA

May 22, 2017

**Open Session @ 6:00pm – SWMC Conference Room
Closed Session Directly Following Open Session**

OPEN SESSION

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| 1. | CALL TO ORDER | Dennis Colthurst, President |
| 2. | ROLL CALL | Dennis Colthurst, President |
| 3. | APPROVAL OF AGENDA* | Dennis Colthurst, President |
| 4. | PUBLIC COMMENTS ON TOPICS NOT ON AGENDA | Dennis Colthurst, President |
| 5. | CORRESPONDENCE <ul style="list-style-type: none">• None | |
| 6. | CONSENT CALENDAR * <ul style="list-style-type: none">• March 30, 2017 Special | Dennis Colthurst, President |
| 7. | OLD BUSINESS <ul style="list-style-type: none">• None | |
| 8. | POLICIES/PLANS/FORMS* <ul style="list-style-type: none">• None | |
| 9. | REPORTS <ul style="list-style-type: none">A. CEO ReportB. CFO Report | John Peleuses, CEO
John Peleuses, CEO |
| 10. | NEW BUSINESS <ul style="list-style-type: none">• Update on Hospital Week• Update on Nurse's Week• Update on Meetings with County Behavioral Health• Discussion of the Status of Negotiations with Durall Capital Holdings | Dennis Colthurst, President
John Peleuses, CEO
John Peleuses, CEO
John Peleuses, CEO
(Action)John Peleuses, CEO |
| 11. | NEXT PDHCD/SWMC GOVERNING BODY MEETING* <ul style="list-style-type: none">• Next Regular Meeting June 26, 2017 | Dennis Colthurst, President |
| 12. | DIRECTORS COMMENTS | Dennis Colthurst, President |

13. PUBLIC COMMENTS

CLOSED SESSION

14. CLOSED SESSION

Chief of Staff Report/Quality Improvement/Medical Staff Privileges *Pursuant to Health & Safety Code Sections 1461, 32106, 32155 or Government Code Sections 37606, 37624.3*

- A. Chief of Staff Report*
- B. Quality Report

Richard Powers, MD
Barbara Vogelsang

OPEN SESSION

15. REPORT ON CLOSED SESSION

Dennis Colthurst, President

16. ADJOURNMENT

Dennis Colthurst, President

***Denotes Action Item**

SONOMA WEST MEDICAL CENTER

Members of the public have the right to speak on any item on the published agenda. If you wish to speak about a matter not on the published agenda, please make your comments during the portion of the meeting designated for Public Comments. Please limit your remarks to three minutes. Please note that, with some exceptions, Sonoma West Medical Center Board does not engage in discussion or take action on non-agenda matters. However, the board may respond briefly to public comments; refer matters to staff; ask questions for clarification; or schedule matters for future agenda. Materials related to open session items on the agenda that are submitted to the Board or committee after distribution of the agenda packet are available for public inspection during normal business hours at 501 Petaluma Avenue, Sebastopol, CA.

Consent Items:

The Board agenda may include items on a consent calendar. Consent calendar items are routine matters or matters which have been reviewed by the board previously. These items may be approved by one motion without discussion unless a board member requests that the item be taken off the consent calendar. Items removed from the consent calendar will be taken up upon completion of action on the remainder of the items on the consent calendar.

American Disability Act (ADA)

The Sonoma West Medical Center complies with ADA (American Disabilities Act) requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact SWMC Hospital Administration at (707) 829-4302.



PALM DRIVE HEALTH CARE
DISTRICT



SONOMA WEST MEDICAL CENTER

GOVERNING BODY MEETING MINUTES
501 Petaluma Avenue, Sebastopol, CA 95472
March 30, 2017

OPEN SESSION

1. CALL TO ORDER

Having obtained a quorum, the meeting was called to order at 6:00 p.m. by Dennis Colthurst, President.

2. ROLL CALL

<u>Present:</u>	Dennis Colthurst, President Richard Powers, MD, Vice President Jim Horn Stewart Goldberg John Moise	Eira Kilch-Heartt Gail Thomas, Treasurer Dan Smith Chris Thompson Shelleen Denno, MD
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<u>Absent:</u>	Craig Campbell	David Kitts, MD
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<u>Staff:</u>	John Peleuses, CEO (Interim) Franz Encisa, CNO, QI/R	Jane Rogan, Marketing Alanna Brogan
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3. APPROVAL OF AGENDA

A motion was made by Richard Powers, MD, and seconded by Stewart Goldberg to approve the Agenda. The motion carried unanimously.

4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No comments

5. CORRESPONDENCE

None

6. CONSENT CALENDAR

Members reviewed minutes from the February 27, 2017, Regular Meeting.

A motion was made by Jim Horn and seconded by Richard Powers, MD to approve the January minutes as submitted. The motion carried.

7. OLD BUSINESS

None

8. POLICIES/PLANS/FORMS

Dr. Powers presented the policies/plans/indicators/summaries noted below and explained that all have been through the appropriate Medical Staff committee and approved by the Medical Executive Committee:

- Formulary Policy & Procedure
- 2017 Hospital Formulary
- Medication Error Reduction Plan 2017
- Investigational Drugs
- Equipment Cleaning & Disinfection Policy
- Annual Risk Assessment & Plan 2017

- Antimicrobial Stewardship Program
- Infection Surveillance & Prevention 2016 Summary
- Clinical Indicators

Eira Kilch-Heartt commented that the Formulary is missing publishing dates and authors on some of the references. She also asked for clarification on the availability of antidotes (at page 56) and Dr. Powers clarified that these are available in the Emergency Department. Further, she stated her preference for having the formulary prepared in JAMA or APA format. Jim Horn reference paragraph 6 at page 61 stating that the last line is not compatible and SWMC is a Beta test site. Dan Smith responded that HarmoniMD is compatible with the pharmacy software which connects to and controls the Pyxis System. Another question was raised concerning page 87 and Dr. Powers reported that a plan is in place to educate physicians on handwashing techniques with guidelines posted in the physician lounge. Following further brief discussion A MOTION WAS MADE BY RICHARD POWERS, MD, AND SECONDED BY STEWARD GOLDBERG TO APPROVE THE POLICIES LISTED ABOVE. The motion carried unanimously.

9. REPORTS

A. CEO Report:

CEO, John Peleuses, gave an update on administrative matters. He reported he has spent the last 2 weeks as Interim CEO getting oriented to processes and issues. He expressed his appreciation for help and support from staff, physicians and GB Board. He stated he hopes to be able to provide a more detailed report at the next meeting.

Board Comments:

None

Public Comments:

None

B. Financial Report:

Stewart Goldberg presented the Financial Report. A complete copy of this report was included in the packet at pages 9-13 and is incorporated herein by reference. Please refer to the specific report for January statistics, Income Statement, Balance Sheet and Accounts Payable.

- Dan Smith stated that the \$877,000 is not a loan that it was a donation to the hospital. Stewart said the will correct that as it will ultimately effect the bottom line.
- Jim Horn states that at the finance committee that there is about \$600,000 that will be transferred from the SWMC books to the District books. Alanna stated that once the audit is completed the auditor will send directions on how to incorporate that into the books. Stewart also commented that this is for the February financials and that will not affect the February numbers.
- Jim Horn raised a question regarding the adjusted patient day. Jim Horn States that the adjustment does not have anything to do with acuity. Stewart stated that there are a different adjustments for in-patients and out-patents. *Adjusted patient day is based on how case is and how sick the patient is. Adjustment is per in patient. Adding in out pt and making in patient multiple factors.
- Jim Horn also questioned the Dec/Jan adjusted patient days. It appears to be different this month than last month. The report states 505. Stewart stated that the report is a manual entry excel spreadsheet and it looks like it is a typo.
- Jim Horn questioned pipeline contract fee is \$115K did they wave part of their fee for February? Stewart states he does not have the answer to that he also noticed that. Dan Smith stated there was a reduction not sure if it was posted in that month. One of the things they billed for was the negation of a new line of credit. Dan argued with them that it should only be the increase of the line of credit not the entire balance.
- Jim Horn asked if we have an estimate on the ADC for March. Stewart stated he does not currently have that information.
- Jim Horn asked what the correct cash about is. Stewart stated before payroll it was about \$470K and after payroll it will be something like \$27K
- A question was asked what measures are being done to get the number down. Referencing the payables. Stewart stated we are currently balancing between the cash coming in and what we

absolutely need to pay to keep the operation running at this point it's a bit of a juggling act. Dan Smith stated that we need to be frank and say that the Hospital will not be able to continue operations unless the hospital gets an infusion of capital and an operator. Unfortunately KPC has decided to not move forward with SWMC due to some unfortunate events at the last district board meeting they have opted to not move forward. There are some discussions with 2 other parties but no solid out come at this time.

- Eira stated before billing was outsourced by Pipeline. Dan smith corrected that billing was always outsourced to TruBridge and is still a really big problem. Stewart stated before we can convert to a new system it would take someone to manage the entire system and have enough capital to move to another company. The Census has been running 20 this week we have had some ups and downs this month but if the right party comes in they should be able to get the hospital back on its feet with the plans to fix a few things such as surgery and of course the billing. IF we have the capital we could make good gains, however we currently we are lacking the capital.
- John states in response to Mr. Horn's question of the projection of March he has done a rough calculation through the 26th we can say approximately \$238 for the month of March.

Public Comment:

None

C. CNO Report: Franz Encisa, CNO, reported on the following:

- Staffing: pg. 117 nursing staff report some changes from February now 7 added new row for temp nursing staffing agency have stop due to nonpayment. We have convinced some to come as employees and will reflect on fen data
- March we lost travelers and that was total of 8. Reflects not just RN but also lost 1 night time CLS.
- Dan Smith Thanks to Shane for managing to lack of RN's per time and personal effort. Shane also convinced to jump their ship to come to ours. Also Hearing a lot of very positive comments from patients and physicians about the quality of our nursing to say great service. Also want to thank Dr. Denno for everything that she has done for us. The patient care is still going great despite our financial difficulties
- As for recent events 2/14 we had our DNV 60 day follow up regarding the Medical Staff Deficiencies. John stated we need to thank Stacey our recorder and Cindi Hanna for all of their hard work they re-credentialed the better part of our Medical staff. Thank you to Dr. Davidson and Dr. Powers we would have been able to get this cleared.
- In current news CDPH (Californian Department of Public Health) is currently here and will be for a while as they are surveying the hospital mainly the Pharmacy.
 - Dan Smith said it is his understanding that it is pretty common to have CDPH in the hospital so this is nothing out of the ordinary. I also want to thank Franz for all of his hard work this week.

Public comment

D. Marketing Report:

Jane marking report very short this month with looking at new management group. And working with press to just keep our community relationships positive updated leadership page on website.

- Dan smith wanted to check that you have been very involved with the prime grant process now working with John and Alana; we are submitting data tomorrow. Also the IGT money due within next 2 weeks. Not sure of amount yet. Calculating that lender will proved matching funds.
- Dr. Richard Powers Stated there is a Disaster Preparedness program with the community and the Graton Fire Department from 10-2 Saturday at the Graton Fire house.
- Dan Smith Stated we are still moving forward with the Blue Cross Contract and the United Health Care contract.

Public comment

None

10. NEW BUSINESS

There was no new business to conduct.

11. NEXT SWMC GOVERNING BODY MEETING

Dennis Colthurst, President, noted that the next regularly scheduled meeting is scheduled to occur on Monday, April 24, 2017, at 6:00p.

12. DIRECTORS COMMENTS

All are working very hard to get the hospital thanks to employee's thank you for everything. Aux ladies are amazing and hold the fort down and have been that way when the hospital was closed also. Also had a lunch at Mary's with 23 ladies and they are still here.

13. PUBLIC COMMENTS

No additional public comments were offered at this time.

Dennis Colthurst, President, called for closed session and the open session was adjourned with dismissal of the public and staff at 7:26 p.m.

CLOSED SESSION

14. RECONVENE TO OPEN SESSION 7:40 p.m.

- The following recommendations from the Medical Executive Committee meeting of March 17, 2017 were approved during Closed Session:
 - ✓ **Approval of new Medical Staff appointments with clinical privileges**

15. ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:42 p.m. by Dennis Colthurst, President.

Respectfully submitted by:
Stacey Harker, Acting Scribe