

**EASTERN PLUMAS HEALTH CARE DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, January 22, 2015

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:10 am by Gail McGrath.

2. Roll Call.

Present: Dr. Paul Swanson, Janie McBride, Gail McGrath and Jay Skutt

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Eric Bugna MD, and Alanna Wilson,
Administrative Assistant.

Absent: Lucie Kreth

Visitors: Approximately 3 visitors were present at the start of the meeting

3. Consent Calendar.

Mr. Skutt motioned to approve the consent calendar with changes. A second was made by Ms. McBride. None opposed, the motion was approved.

4. Board Chair Comments.

None

5. Board Comments.

None

6. Public Comment.

None

7. Auxiliary Report

Ms. Tanner reported that the Nifty Thrifty grossed \$14,939.00 for the month of November and had 747 volunteer hours. For the month of December they grossed \$13,521.00 and 827 volunteer hours. Also they had 22 volunteer hours in the hospital lobby.

The amended Auxiliary bylaws were submitted to the Board. Ms. McGrath motioned to approve the amended bylaws. A second was made by Mr. Skutt. None opposed, the motion was approved.

8. Chief of Staff Report

Dr. Bugna noted the hard work being given by the Clinic Staff. He reported that Dr. Mustafa is performing well.

9. Committee Reports

- **Finance Committee**

Ms. McBride commended Ms. Nelson for her hard work. She gave a brief report regarding A/R days and financials. Ms. Nelson will give further detail during her report.

10. Director Of Nursing Report:

Ms. Jameson gave a brief report regarding the MERP policy. MERP (Medication Error Reduction Plan) is an action plan for Medication safety. Ms. Jameson stated that we are surveyed by the state and must have a plan in place. This plan covers medications in the hospital and clinics.

11. Clinic Report: Mr. Gregory reported the following:

- Dental clinic is doing well and the staffs are seeing many patients.
- Clinic volume and all clinics are busy.
- Mr. Gregory recognized Erica Waldeck and her work with the Telemed Program.
- Dr. Sayed Mustafa and Elsie Taylor, FNP started in December. Their schedules are full and are two weeks out for new patients.
- Mr. Gregory stated that Dr. Mustafa will be seeing Dermatology patients every Wednesday in the Portola Clinic.

12. IT Report:

- Mr. Boyd discussed Stage 2 of Meaningful use requirements, stating that it has gone well.
- We are working on the Patient Portal section. This will allow patients to securely access their information online.
- Mr. Boyd gave an update on the status of the Centrique conversion. EMR implementation committees and super users have been introduced. Super users can train ahead of time on the Learning Depot module through Healthland. A preliminary calendar is in place for implementation. The IT department is working to make the transition as smooth as possible.
- Mr. Boyd gave a report on data security stating that EPHC is very diligent in protecting patient data.

13. Recommendation for Approval of Policies:

- Pupil Dilation Protocol
- MERP
- IIPP

After a brief discussion Ms. McGrath motioned to approve the policies. A second was made by Dr. Skutt. None opposed, the motion was approved.

14. CFO Report:

- Ms. Nelson reported on the months of November and December. A/R days were up in the month of November. Patient revenue was up due to Swing, Skilled Nursing and Clinic Visits. Expenses for the month of November were up due mainly to salaries, benefits and professional fees because of the higher volume. December was also a strong month. A/R days went down to 65 days. We collected over \$2 million in cash receipts, which is very good for the month of December.
- Ms. Nelson reported that we received \$430,000.00 from Medicare.
- Ms. Nelson discussed Managed MediCal and how we are reimbursed.

- ICD 10 is set to begin October 1st. Ms Nelson stated that the coders are being trained, training materials are being provided and we are a third of the way through the checklist.
- Ms. Nelson reported that we have signed a contract with the V.A. which will allow us to see veterans in our community.
- Ms. Nelson gave a brief report regarding the DSRIP program.

15. CEO Report: Mr. Hayes reported the following:

- Mr. Hayes gave an update on the Operations Plan, stating that we have accomplished most of the items.
The Portola SNF is full and the Loyalton SNF is up to 24 patients. There is no news on the retroactive clawback. Human Resources goals are being met. We need to develop a plan for the boiler replacement. ADA compliance is in process, nurse call is awaiting OSHPD approval and Ms. Jameson is working on increasing patients for epidurals and cardiac procedures.
- Mr. Hayes introduced Lori Crown to discuss the Organizational Goals which are key to the success of the Performance Management Program. Ms. Crown reported that all Employee Evaluations are complete. We are in the last phase of setting up individual goals for departments and employees. Employees will now have a performance plan tied to our goals that will determine their annual raises.
- Mr. Hayes reported that he had read an article recently stating that Medical coverage has gone up in California from 7.9 million to 12.2 million people, representing one third of the population of California.
- Mr. Hayes stated he is starting to look at expanding the ER due to an increase in patients.

16. Closed Session.

Ms. McGrath announced the Board would move into closed session at 12:53 a.m.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

17. Open Session Report of Actions Taken in Closed Session.

The Board returned at approximately 1:30 pm and announced

- I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance
No reportable action.
- II. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.
 - a. Approval of One Year Provisional Privileges
 - **Dr. Christine Lajeunesse-Urology (6 months)**
 - **Mark Cope, CRNA**
 - b. Approval of Two Year Courtesy Privileges
 - **Dr. Donald Ball-Orthopedics**

c. Approval of the Updated Schedule 1-Virtual Radiology

III. Adjournment. Ms. Mc Grath subsequently adjourned the meeting at 1:35 p.m.


Approval

2.26.15
Date