

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

**Thursday, December 5, 2019 at 9:30 a.m.
EPHC – Education Center
500 1st Avenue, Portola, CA**

1. Call to Order

Meeting was called to order at 10:07 a.m.

2. Roll Call

Board: Gail McGrath, Board Chair; Paul Swanson, M.D., Vice Chair; Harvey West, Secretary; Teresa Whitfield, Board Member

Staff in attendance: Jayne O’Flanagan, Acting CEO; Katherine Pairish, CFO; Rhonda Grandi, Director of Clinics; Lori Tange, Human Resources Director; Ashlie Preston, Executive Assistant

Absent: Nichole Johnson

3. Consent Calendar

Discussion was held.

ACTION: Motion was made by Director Whitfield, seconded by Director West to approve the consent calendar.

AYES: Directors McGrath, Swanson, West, and Whitfield

Abstention: None

NAYS: None

Absent: Johnson

4. Board Chair

Severance and Release Agreement – Discussion was held.

ACTION: Motion was made by Director Whitfield, seconded by Director Swanson to approve the Severance Agreement.

AYES: Directors McGrath, Swanson, West, and Whitfield

Abstention: None

NAYS: None

Absent: Johnson

5. Board Comments

The Directors asked for comment from Tahoe Forest Hospital CEO, Harry Weis and Plumas District Hospital CEO, Jodie Tittle regarding the upcoming CEO recruitment.

6. Public Comment

No public comment was received.

7. Auxiliary Report

Gail McGrath gave an Auxiliary report.

8. Chief of Staff Report

No report was received.

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9. Committee Reports

- Finance Committee

Director West and Swanson reported. Discussion was held.

10. Chief Nursing Officer Report

Donna Dorsey reported on quality and staffing. Discussion was held.

11. Clinic Director Report

Ms. Grandi reported the clinic has seen 414 new patients since January 1, 2019 with an average of about 1.7 new patients per day. Ms. Grandi reported on funding and incentive programs, as well as upcoming trainings, workgroups and provider updates.

12. HR Director Report

Ms. Tange reported on Human Resources statistics and the status of trainings and new employee orientation.

13. CFO Report

Summary - For the month of October 2019 EPHC posted gross revenue of \$3,326,820. This was over budget by \$52,737. We posted a net loss for the month in the amount of \$304,414 and budgeted for a net loss of \$333,948.

Revenues - Total Inpatient revenue was under budget by \$41,158. Skilled Nursing revenue was over budget by \$1,807. Outpatient revenue was over budget by \$62,079 and Clinic revenue was over budget by \$31,816.

Expenses - Total operating expenses for the month were over budget by \$52,175.

Salaries and Benefits were under budget by \$57,999 with purchased services and professional fees being over budget by \$37,003.

Repairs & Maintenance were over budget by \$44,173. Supplies were over budget by \$61,246.

Depreciation Expense was under budget by \$34,108. This is mainly due to timing of purchases.

Other expenses were under budget by \$23,389. These include training, travel, and dues and subscriptions.

Revenue Cycle - Gross Accounts Receivable ended the month at \$5.8M. Gross Accounts Receivable days at October 31, 2019 were 46. We budgeted 53 and best practice is 55.

Balance Sheet - Total Assets at October were \$20,551,031. At the end of October 31, 2018 they were \$17,306,638 -An increase of \$3,244,393 or 18.75%.

Additional Information - We incurred additional one-time cash outlay in the month of October in the amount of \$495,802. This included \$337,500 for PRIME IGT and \$34,253 payment to DHCS (Department of Health Care Services) for 12/13 DPNF. Days cash on hand at October 31, 2019 was 83. October 31, 2018 days cash on hand was 53. We are continuing to be as conservative as possible with cash in order to maintain the required balance to fund upcoming IGT's (Intergovernmental Transfers). As mentioned above we funded our PRIME IGT in the amount of \$337,500 on October 16 and we received \$675,000 back on November 15th. The next IGT will take place in January 2020 in the amount of \$697,548. We will receive approximately \$2,177,882 back sometime in March.

2018/2019 Audit Approval

Discussion was held.

ACTION: Motion was made by Director Swanson, seconded by Director West to approve the 2018/2019 Audit.

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AYES: Directors McGrath, Swanson, West, and Whitfield
Abstention: None
NAYS: None
Absent: Johnson

14. Management Reports

Mr. Peiler reported on the status of ongoing and upcoming projects.

15. CEO Report

Ms. O'Flanagan reported on staffing changes and searches as well as the status of Rehabilitation services.

16. Board Comments

Director McGrath was appreciative of the staff's commitment over the last few months. Discussion was held.

Open Session recessed at 11:12 a.m.

17. Closed Session

A. Public Employee Appointment - Discussion regarding recruitment (Government Code Section 54957)

Title: CEO

Discussion was held on a privileged item.

B. Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)

Number of matters: One (1)

Discussion was held on a privileged item.

C. Public Employee Appointment - Discussion and possible action regarding privileges and appointments to medical staff (Government Code Section 54957):

Discussion was held on a privileged item.

18. Open Session Report of Actions Taken in Closed Session

The Board returned at approximately 12:34 p.m. and reported meeting on three items.

There was no reportable action on items A and B.

Item C: One Year Courtesy Privileges, Vanutha Ravi, MD was approved with a 4-0 vote. There was no other reportable action on this item.

19. Adjournment

Meeting adjourned at 12:35 p.m.

Approval

Date