

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
Thursday, December 6, 2018
9:30 A.M.**

EPHC Education Center, Portola Campus, Portola, CA
Minutes

1. Call to Order.

The meeting was called to order at 9:41 am by Mr. Skutt.

2. Roll Call.

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath, Harvey West and Lucie Kreth.

Absent: none

Staff: Katherine Parish, CFO, Jayne O'Flanagan, HR Director, Acting CEO

Visitors: Approximately 4 visitors were present at the start of the meeting.

3. Consent Calendar.

Ms. McGrath motioned to approve the consent calendar noting discussion regarding Sierra Valley Sphere of Influence will occur during the Public Comment agenda item and the Audit item will follow the Public Comment item. A second was made by Ms. Kreth. None opposed, the motion was approved.

4. Swearing in of Board Members

Director Kreth gave the oath and swore in Director McGrath, Director West and Director Whitfield.

5. Public Comment.

Bill Copeland and Tim Beals were present to discuss a portion of the Sierra Valley Health Care District that will be annexed by EPHC following next week's LAFCO meeting. A section of the land near the 395 corridor, including Long Valley, has no protocols in place for ambulance response. Currently EPHC, Truckee Meadows and REMSA all respond, first on scene take control. At some point in the future it will be necessary to clarify the approach for fire and ambulance services in the eastern corridor; most likely it will be participation in a mutual aid agreement with Truckee Meadow and REMSA. There is no decision for the Board at this time; this information is being provided to ensure that this special study area is addressed in future planning by the District.

6. Audit Presentation

Jerrell Tucker of JWT & Associates, LLP, presented the results of the 2017-2018 audited financials. Mr. Tucker stated that 1) EPHC has received an unmodified opinion; 2) there were not material weaknesses or significant deficiencies identified relating to the Hospital's internal controls and there were no reportable findings; 3) there were no audit adjustments and no late client entries, and; 4) there were no difficulties encountered with Management in performing our audit and there were no disputes or disagreements with management during the course of the audit.

Often when an organization experiences multiple changes in administrative positions a red flag is raised for auditors. In this case there were no problems in the audit. All numbers show that the District is doing a good job and is well positioned.

Dr. Swanson motioned to accept the 2017/18 Financial Audit. Ms. McGrath seconded approval of the audit report. None opposed, the Audit was approved.

7. Board Chair Comments

Mr. Skutt stated the Holiday party was held Saturday, December 1st. Mr. Skutt congratulated Shawna Leal who was chosen as 2018 Employee of the Year.

8. Auxiliary Report

None.

9. Chief of Staff Report

None.

10. Committee Reports

Finance Committee

Dr. Swanson reported the committee met with the auditor to review his report.

11. Chief Nursing Officer Report:

Ms. O'Flanagan reported that acute care is experiencing some staffing challenges with three full time employees on leave at this time. The Nursing Assistant program started on 12/3/18 and will continue through 1/11/19. Five of the eight students are currently employed at EPHC in various departments. The DON position in Loyaltown is still open but a candidate for the position will be on site on Monday for an interview. Current census at both facilities is 50. Due to the shortage of CNAs we are unable to admit those on a waiting list. We hope with the successful completion of the CNA program we will be able to admit more residents. The State and Federal survey was held on the SNF units from 11/18-11/20/18. Portola received no deficiencies from the State portion of the survey. A final report has not been received, we expect few deficiencies.

12. Clinic Director Report

Ms. Grandi reported that Dr. Aggarwal will begin seeing patients in January. Dr. Aggarwal is a Family Medicine provider who will be the first employed physician. Dr. Sunnie Skiles, Pediatrician, will begin seeing patients in January. An annual program evaluation is required for clinic operations. Ms. Grandi will be inviting a board member to participate in the January provider meeting to conduct the evaluation. A report will be provided to the Board in March.

With staff moving from clinic to clinic it has become apparent that there are some gaps in knowledge for the different clinic procedures. These gaps are being addressed to allow staff to easily move between clinics.

Shawna Leal shared her experience of calling patients who have experienced a less than satisfactory visit. The patients she has spoken with have been thankful, two who had said they would not be returning here for care have returned. Gail commented on the great experience she had as a recent patient.

Behavioral health is going well, numbers are increasing.
A re-survey is expected at any time.

13. Recommendation for Approval of Policies:

After review by the Board of Directors, Dr. Swanson motioned to approve the following policies:

- Advance Directive
- Filing of Paper Medical Records
- Drug Free Workplace
- Linen Management
- Maintenance Procedure for Cleaning and Sanitizing
- Ice Machine
- Paid Time Off-Annual Cash Out
- Quality Review/Complaints and Grievances
- Referral Services List
- Scope of Services
- Terminal Cleaning
- Triage Guidelines
- Nurse Assistant Training Program-NATP

A second was made by Ms. McGrath. All were in favor and the policies were approved.

14. CFO Report:

Ms. Parish reported that November is looking good, will close on December 12th. We have 25 days cash on hand, if we include LAIF funds we have 52 days. EPHC has received a SHIP Grant (Small Rural Hospital Improvement Grant Program) in the amount of \$48,000 over four years and the CNA Kickstarter grant has awarded \$10,000 to assist five CNA students. For the four month period ending October 2018 Net Income is (\$297,617). Audited financials reflected a net position increase of \$1,395,030 over the prior fiscal year.

15. CEO Report:

Ms. O'Flanagan handed out a report to the Board. Mr. Skutt had previously asked for an update on some projects a few months ago. Ms. O'Flanagan provided a summary of the progress. Based on review the Board asked for more information. The Lab will be asked to verify with outside doctors' offices that they are now receiving laboratory results in a timely manner. The board would like to see a summary of the salary review conducted on an annual basis. Dr. Swanson asked for an evaluation of providing employees with free meals. Mr. Skutt asked for a method to track recommendations/concerns expressed at board meetings. Ms. O'Flanagan will work with Ms. Wilson to develop a tracking method.

16. Board Comments

Mr. Skutt reported EPHC has submitted an application to participate in a fire suppression program for 30 plus acres owned by the District.

Ms. Kreth was thanked for her years of service as a committed member of the Board of Directors.

17. Closed Session.

Mr. Skutt announced the Board would move into closed session at 11:35 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 11:40 am and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.

Quality Assurance report was reviewed by the Board of Directors.

II. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.

After discussion, Ms. McGrath motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges.

a. Recommendation for One Year Provisional Privileges

- Shruti Agarwall, MD Family Medicine
- Sunnie Skiles, MD Pediatrics

b. Recommendation for Two Year Courtesy Privileges

- Allison O'Brien, PA Allied Health
- Mindy Cooper-Smith, MD Pathology
- Richard Printz, MD Obstetrics/Gynecology
- Ben Hunt, MD Surgery
- Wendy Flapan, DO Physical Medicine
- Milind Dhond, MD Cardiology

A second was provided by Dr. Swanson. None opposed, the motion approved.

I. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:00 pm.



Approval

1.24.19
Date