

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

**Thursday, April 26, 2018**

**10:00 A.M.**

**EPHC Education Center, Portola, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 10:00 am by Mr. Skutt.

**2. Roll Call.**

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

Absent: Gail McGrath, Shawn Rohan, CNO

Staff: Eric Bugna, M.D., Tom Hayes, CEO, Jeri Nelson, CFO, Katherine Pairish, Assistant CFO and Alanna Wilson, Administrative Assistant

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

**3. Consent Calendar.**

Mr. West motioned to approve the consent calendar. A second was made by Dr. Swanson. None opposed, the motion was approved.

**4. Board Chair Comments.**

Mr. Skutt asked Mr. Hayes how employees handle calls made to the facility that are an emergency, such as drug overdoses and falls. Mr. Hayes responded that staff instructs the patients to call 911 or to come to the ER immediately.

Mr. Hayes followed up on the question posed from last month's meeting. Mr. Hayes stated that staff has a duty to report threats from patients to the authorities and the potential victim such as schools.

**5. Board Comments.**

None.

**6. Public Comment.**

Mr. Peiler introduced the engineering/maintenance department.

**7. Auxiliary Report**

Ms. White reported gross sales for the month of September were \$12,277.00, net was \$8,097.00. The Nifty Thrifty will be having a half off one day sale on May 10<sup>th</sup>.

**8. Chief of Staff Report**

Dr. Bugna reported the clinic addition will be opening soon and looks great.

**9. Committee Reports**

● **Finance Committee**

Dr. Swanson reported the organization had a net loss of \$417,826.00. The net year to date income is \$1,775,375.00 due mainly to IGT monies.

Mr. West reported on an opioid grant opportunity with the USDA. The grant must be turned in by June 1<sup>st</sup>. Mr. Skutt noted that Dr. Swanson has been very involved in educating staff and the public about the opiate issue.

**10. Management Report**

Mr. Peiler reported on projects that engineering and maintenance are working on. Mr. Peiler reported that the addition is close to completion. Temporary occupancy is expected April 27<sup>th</sup>. The modular will then be moved near the Ed Center and used for additional office space. Mr. Peiler reported that the bid for the existing clinic remodel came in at \$850,000.00 to \$900,000.00. Engineering will be working on the remodel and intends to keep the cost close to \$200,000.00. Mr. Peiler reported additional projects engineering will be working on include sealing the asphalt, Portola SNF flooring, repair of overhang in Loyaltan and the chiller in Portola.

**11. Chief Nursing Officer Report:**

None.

**12. Clinic Director Report**

None.

**13. Recommendation for Approval of Policies:**

None.

**14. CFO Report:**

- Ms. Nelson reported March had a net loss of \$417,826.00. Clinic volumes are down as well as epidural and surgery volumes.
- Expenses are up in employee benefits, trainings and utilities.
- Ms. Nelson reported that Ms. Pairish is working on budgets for next year. Budgets will be presented at the next Finance Meeting.
- Ms. Nelson reported that \$3.4 million has been funded in IGT's.
- Ms. Nelson reported that current year PRIME metrics have been submitted and we have been approved for \$225,000.00

**15. CEO Report:**

- Mr. Hayes reported the Community Dinner last night went great and was well attended by the community.
- Mr. Hayes reported on the SVHD annexation. The annexation is moving forward. Resolutions will need to be passed and the process should take approximately 6-9 months.
- Mr. Hayes reported Dr. Kepple from Plumas District Hospital will be retiring as CEO at the end of this year. Dr. Kepple plans to continue his dermatology practice and do some consulting.
- Mr. Hayes reported that we are going to contract with WIPFLI and they will be doing penetration testing to see if they can hack into our system. They will also check the securities we currently have in place.
- Mr. Hayes introduced Jayne O'Flanagan, the interim HR Director.

- Mr. Hayes reported the next Board of Directors meeting will be in Loyaltan.

**16. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 10:47 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

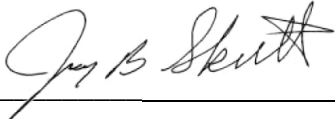
**17. Open Session Report of Actions Taken in Closed Session.**

The Board returned at approximately 11:41 pm and announced:

- I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.  
During closed session the Board discussed a quality issue with a provider and potential HIPAA breach.
- I. II. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.
- II. After discussion, Dr. Swanson motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges pending approval of MEC.
  - a. **One Year Provisional Privileges**
    - **Roxanne Gould, DDS     Dentistry**
    - **Irene Week, NP             Allied Health**

A second was provided by Mr. West. None opposed, the motion approved.

III. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 11:42 am.

  
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Approval

5.24.18  
Date