

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

Thursday, May 24, 2018

10:00 A.M.

EPHC Loyalton Campus, Loyalton, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:02 am by Mr. Skutt.

2. Roll Call.

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

Absent: Lucie Kreth,

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

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

3. Consent Calendar.

Ms. McGrath 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 stated that it was good to be having a meeting in Loyalton.

5. Board Comments.

None.

6. Public Comment.

None.

7. Auxiliary Report

Ms. Wilson reported for Ms. White. 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 10th.

8. Auxiliary Bylaws

Ms. McGrath motioned to approve the Auxiliary Bylaws. The motion was seconded by Dr. Swanson. None opposed. The Auxiliary Bylaws were approved as presented.

9. Chief of Staff Report

Dr. Bugna reported the clinic addition will be opening soon and looks great. Dr. Bugna reported on an article stating there is a shortage of physicians in upcoming years as well as nurse practitioners.

10. Committee Reports

• **Finance Committee**

Dr. Swanson reported that the budget will be presented in June. The Finance Committee discussed the need to look at how program volumes can be increased and the need to look at decreasing programs that are costing money.

11. Management Report

Ms. O’Flanagan reported that she has completed a salary review. The results of the survey show that that nursing salaries are low. The Human Resources department is looking at employee turnover. Clinical Lab Scientists are the biggest challenge for the hospital right now.

Ms. O’Flanagan reported that she is enjoying her interim position. During her time speaking with employees, an overwhelming amount have expressed that they really enjoy their jobs at EPHC.

12. Chief Nursing Officer Report:

Ms. Rohan reported that the State is at Plumas District Hospital this week and we should expect them in the next few weeks for the Acute Survey. Ms. Rohan reported that Policy Stat has been implemented and staff will begin working on policy updates and approvals. Ms. Rohan introduced Ms. Caudle, DON Loyalton Skilled Nursing.

Ms. Caudle reported that the facility is doing well. The biggest challenge is finding CNA’s. The organization is creating a CNA program to train employees for this position.

Ms. Rohan reported that the Portola and Loyalton Skilled Nursing Facilities have been rated five stars by Medicare.

13. Clinic Director Report

Ms. Grandi reported that the clinics have been short staffed. Employees are being moved to other positions to cover. The HIM department is helping with referrals. Ms. Grandi reported that some staff has moved into the clinic addition. Irene Wojek, FNP will begin seeing patients on May 23rd.

Ms. Grandi reported that Dr. Garibotti’s last day will be June 30th. At this time Portola Dental staff will move to Pine Street for the remodel of the Portola Dental Clinic.

Ms. Grandi is working on a grant to replace telemed equipment.

14. Recommendation for Approval of Policies:

After review by the Board of Directors, Mr. West motioned to approve the Loss of Cooling Policy. A second was made by Ms. McGrath. All were in favor and the policy was approved.

15. Resolution 258

Mr. West made a motion to approve Resolution 258. A second was made by Ms. McGrath. The motion was passed by a roll call vote with no opposition.

16. CFO Report:

- Ms. Nelson reported that year to date budget is under by \$1.8 million. \$1.2 million of the total is due to outpatient services.
- Ms. Nelson reported the census is up in Skilled Nursing. All present discussed how the organization can better advertise for the Skilled Nursing Facilities.
- Ms. Nelson reported that cash on hand is improving.
- Ms. Nelson reported that the organization received \$227,000.00 in property taxes from Plumas and Sierra counties.

- Ms. Nelson reported that the organization funded \$1.7 million to IGT's in April. Payment has not been received yet.
- Ms. Nelson reported that a USDA Rural Development Opioid grant has been written for \$145,000.00.
- Ms. Nelson reported that budgets will be presented in June for Board review and approval.

17. CEO Report:

- Mr. Hayes reported that the chiller unit in Portola failed. The cost to repair the existing chiller would be \$200,000.00. The cost of a new chiller will be \$67,000.00 plus design and installation fees. A rental chiller is in place until the new unit arrives.
- Mr. Hayes reported the Sierra Valley Healthcare District annexation will be discussed at the June LAFCO meeting.
- Mr. Hayes reported the modular has been moved and will be set in place in early June. HIM will be moving to the new modular.
- Mr. Hayes reported that a mobile billboard has been ordered and will be placed in various locations within the community for advertising hospital information. Televisions have also been ordered for the clinic and ER lobbies.

18. 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.

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

The Board returned at approximately 12:03 pm and announced:

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

During closed session the Board discussed an issue with a provider and an incident that occurred in the Skilled Nursing Facility.

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

After discussion, Mr. West 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

- | | |
|----------------------------|-------------------|
| ● Sarah Elizabeth Hill, PA | Allied Health |
| ● Nicholas Carlevato, MD | Radiology |
| ● Gamini Hethumuni, MD | Telemedicine |
| ● Schedule 1 | Virtual Radiology |

b. Recommendation for Two Year Courtesy Privileges

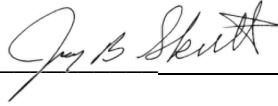
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|-------------------|-------------------|
| ● Eric Bugna, MD | Orthopedic |
| ● Lovsho Phen, MD | Internal Medicine |

- Robin Jaquez, FNP
- Mary Morrison, FNP

Allied Health
Allied Health

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

I. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:05 pm.


Approval _____

6.28.18
Date