

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

Thursday, July 27, 2017

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 Dr. Swanson.
- 2. Roll Call.**
Present: Dr. Paul Swanson, Harvey West, Gail McGrath and Lucie Kreth.
Absent: Jay Skutt
Staff: Tom Hayes, CEO, Eric Bugna, MD, Jeri Nelson, CFO
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 Mr. West. None opposed, the motion was approved.
- 4. Board Chair Comments.**
None
- 5. Board Comments.**
None
- 6. Public Comment.**
None
- 7. Auxiliary Report**
Ms. McGrath reported gross sales for the month of June were \$11,103.44, net was \$6,551.29. The difference was due to paying sales taxes. There were 734.25 volunteer hours at the Nifty Thrifty and 10.5 in the hospital.
- 8. Chief of Staff Report**
Dr. Bugna reported on the patient survey questionnaire results and the uncertainty of the ACA. Mr. Hayes reported that the quarterly Med Staff Meetings will be combined with the provider meetings.
- 9. Committee Reports**
 - **Finance Committee**
Dr. Swanson reported on the June financials and the clinic expansion.
 - **QA Committee**
Ms. McGrath reported that she and Ms. Kreth met with Ms. Rohan. Ms. Rohan presented the June 2017 quarter report.

10. Management Report:

Ms. Yoakum reported on the July employee survey results. So far 90 employees have responded. Ms. Yoakum reported that employees were responding very positively and ranked 4.4 out of 5 when asked: How happy are you with your job? Ms. Yoakum reported on HR's QA quarterly indicator regarding background checks. Ms. Yoakum stated that HR will have all background checks complete before the employee starts. Ms. Yoakum reported on upcoming management training programs; one for "Personality Types" and another on "Differences Between Leadership & Managing People". Ms. Yoakum reported that HR is working on the following projects: practice skills for managing and progressive discipline, customer service training, a smoke free campus policy and a new staffing website.

11. Chief Nursing Officer Report:

- Ms. Rohan reported that paramedics will now be dispatched by the Plumas County Sheriff's office.
- Ms. Rohan discussed putting photos on charts to reduce errors. This would cost approximately \$150.00. Photos would be taken during registration.
- Ms. Rohan reported that the organization received \$14,000.00 for emergency preparedness and is expected to receive \$9,500.00 from FEMA.
- Ms. Rohan reported that two per diem and two full time nurses have been hired. Three CNAs are being interviewed today.

12. Clinic Director Report

- Ms. Grandi reported that the organization has hired Lorie Mangen, LCSW and a Rigpa Shunya, Psychiatric Nurse Practitioner for the Behavioral Health Program. We have contracted with Gail Prichard, MD for psychiatric oversight.
- Ms. Grandi summarized the patient satisfaction surveys for the clinics.
- Ms. Grandi reported that patients are still being seen in tele-psych. The LCSW started seeing patients last week. The goal is to move tele-psych patients over to the LCSW with the goal of shortening wait time.

13. Recommendation for Approval of Policies:

None

14. Resolution 255:

Dr. Swanson moved to adopt Resolution 255. A second was made by Mr. West. The motion was passed with a roll call vote, there was no opposition.

15. CFO Report:

- Ms. Nelson reported that net income for June was \$125,000.00 and year to date was \$1,837,000.00.
- Ms. Nelson reported that she is working with the USDA, First American Healthcare Financing and Bank of the West for the clinic remodel.
- Ms. Nelson reported she is working with Bank of the West and First American Healthcare Financing for the phone system and ambulance lease financing. Ms. Nelson stated she is also working with Bank of the West to increase the line of credit to \$2 million.

16. CEO Report:

- Mr. Hayes reported that architectural plans need to be redone to meet city code for snow load.
- Mr. Hayes noted that EPHC staff is doing great with the ongoing facility construction and plant repairs.
- Mr. Hayes reviewed the current project list.
- Mr. Hayes reported that Jane O'Flanigan, formerly the HR Director at Tahoe Forest, will be consulting to support HR in September.
- Mr. Hayes reported that Dr. Flapan will be cutting back to 3-4 days once a month. Dr. Flapan will increase pain management and do tele-medicine the rest of the month.
- Mr. Hayes reported that Chris Spencer is covering for Christina Potter until she returns from her leave. Leanne Watkins has been moved to Portola Medical Clinic. Dr. Williams is at the Pine Street Clinic.

17. Closed Session.

Dr. Swanson announced the Board would move into closed session at 11:55 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 12:21 am and announced:

- I. Close Session, pursuant to Government Code 54957: Public Employee Performance Expectations and Evaluation, CEO, a public employee.
Dr. Swanson reported that it was an extremely positive evaluation. Upon motion by Ms. McGrath, second by Dr. Swanson, the board unanimously approved a four year contract extension.
- II. With respect to Health and Safety Code 32155, to review reports on Quality Assurance
No reportable action.
- III. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.
Ms. McGrath motioned to approve the following privileges. A second was made by Dr. Swanson. None opposed, the following privileges were approved.

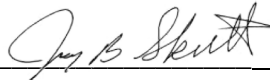
a. One Year Provisional Privileges

- Lorie Mangen, LCSW Behavioral Health
- Rigpa Shunya, PMHN Behavioral Health
- Fajie Ma, MD Pain Management

b. Recommendation for Two Year Courtesy Privileges

- Michelle Kim, MD Family Medicine

IV. Adjournment. Dr. Swanson subsequently adjourned the meeting at 12:23 pm.



Approval

8.24.17
Date