

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

Thursday, July 28, 2016

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 Jay Skutt.

2. Roll Call.

Present: Dr. Paul Swanson, Janie McBride, Jay Skutt, and Gail McGrath.

Absent: Lucie Kreth

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Eric Bugna, MD, Alanna Collier-Wilson,
Executive Assistant

Visitors: Approximately 5 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.

None

5. Board Comments.

None

6. Public Comment.

None

7. Auxiliary Report

Ms. Ballestri reported that the Nifty Thrifty grossed \$14,073.42 in June and had 857.5 volunteer hours and 13 lobby hours.

8. Strategy Discussion

Mr. Hayes reported that the strategy question had been discussed at Management and all present feel that the organization should focus on strengthening the employee pool, management and leadership training, training programs for nursing positions, and working closer with the community. Next month Mr. Hayes will also get input from the providers at the quarterly Medical Staff Meeting.

9. Chief of Staff Report

Dr. Bugna reported that everyone within the organization is working hard and doing what needs to be done. Dr. Bugna feels that the public perception of the organization is favorable.

10. Committee Reports

• Finance Committee

Dr. Swanson reported a net income of \$763,750.00 for the fiscal year end 2016 which is close to the projected budget of \$805,843.00. Dr. Swanson stated falling short of the projected budget is due mainly to a drop of income in the clinics. Ms. Nelson will give more details in her report.

• Q/A Committee

Ms. McGrath reported that Q/A has reached extraordinary strides in capturing what is monitored. All present had a discussion on what is measured and how these measurements are used in tracking our progress as well as reporting to various entities.

11. Management Report: Linda Satchwell, PR

Ms. Satchwell reported on the upcoming fundraiser Hoedown for the Hospital being held on August 18th. Ms. Satchwell also reported on the PRIME project and her recruitments efforts for the M.D. and mid-level positions. Ms. Satchwell also reported on the MA and CNA training programs that the organization has implemented. These programs help train current employees and new hires to fill these much needed positions.

12. Chief Nursing Officer Report:

- Ms. Rohan reported on the Annual Review of Patient Quality Safety and Performance Improvement Plan. There was a discussion of any goals that were not met and how to improve and meet those goals.
- Ms. Rohan discussed and reviewed the Quality Measures.
- Ms. Rohan reported that the Mammography inspection was recently completed and went well.
- Ms. Rohan reported that the Loyalton disaster cage was complete as well as the nursing station in the Skilled Nursing Facility.

13. Clinic Director Report

- Ms. Grandi reported that the Pine Street Clinic will receive the State Licensure inspection on July 29th. The survey will still need to be done for the Rural Health Clinic certification.
- Ms. Grandi reported on the PRIME project stating that the advisory committee has started meeting. Ms. Grandi reported that the project will be completed in phases with the first phase being the parking lot.
- Ms. Grandi reported that the first payment for the PRIME project had been received and that she is working on the reports for next year's payment.

14. Recommendation for Approval of Policies:

Ms. McBride reported that she reviewed both polices and there were no changes. At this time Ms. McBride recommends approval of the Contracts: The Processing and Execution Thereof Policy and the Travel Policy.

A motion was made by Ms. McBride to approve the polices. A second was made by Ms. McGrath. All were in favor and the polices are approved.

15. CFO Report:

- Ms. Nelson gave a review of year end stating that expenses were under control. Telemed is very expensive however; the PRIME program will help with those expenses.
- Ms. Nelson reported that the Annual Financial Audit will be done in September and presented to the Board at the September Board Meeting.
- Ms. Nelson reported that this year she will be writing off the DPSNF clawback off the books.

16. CEO Report:

- Mr. Hayes reported on the PRIME Project will be a \$4,000.00 sq. foot project that will be implemented in phases and put out to bid. The first phase will be the parking lot.
- Mr. Hayes reported that an End of Life Policy is being created and will be brought to the Board for approval next month. The organization will not be involved in "End of Life" assistance.
- Mr. Hayes reported that the next Med Staff Quarterly Meeting will be held on Wednesday, August 24th.
- Mr. Hayes reported on LAFCO creating a sphere of influence over the Healthcare Districts in Plumas County. The next LAFCO meeting will be held on August 8th. Mr. Hayes noted that collaboration among the districts has been better.

17. Closed Session.

Mr. Skutt announced the Board would move into closed session at 11:37 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 12:15 pm and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance
No reportable action.

II. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.
No appointments.

III. Adjournment. Mr. Skutt subsequently adjourned the meeting at 12:18 pm.


Approval _____

8.25.16
Date _____