

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

Thursday, September 26, 2013

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:02 am by Gail McGrath

2. Roll Call.

Present: Gail McGrath, Larry Fites, Janie McBride, Jay Skutt, and Lucie Kreth

Absent: None

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Dr. Eric Bugna, Chief of Staff, and Tiffany Williams, Administrative Assistant.

Visitors: Approximately 3 visitors were present at the start of the meeting

3. Consent Calendar.

Ms. McGrath stated that she would like the Cardiology Privilege Card Update removed from the agenda. She explained that she and Ms. McBride reviewed the Cardiology Privilege Card Update and it needs more updating. Ms. McGrath also stated that there was a typo on page 4, minutes from the 8.22.13 meeting, Item #7 should state that Nifty Thrifty grossed \$20,854 for July. Ms. McGrath made a motion to approve the consent calendar with the above mentioned changes to the agenda and to the 8.22.13 minutes. A second was made by Mr. Fites. None opposed, the motion was approved.

4. Board Chair Comments.

Ms. McGrath stated that she would like to commend the reporter, Carolyn Carter for her articles as well as Linda Satchwell for all of her efforts on the SNF cuts.

5. Board Comments.

None.

6. Public Comment.

None.

7. Auxiliary Report

Ms. Davis stated that Katie Tanner is currently out of town and had asked that Ms. Davis provide the Auxiliary report. Ms. Davis stated that the Nifty Thrifty grossed \$19,500 in August which was down 6% from August 2012. There is a total of \$167,565.94 in all accounts which includes \$6,900 in the memorial fund for employee scholarships and the money set aside for the SNF bathtub. In August the Auxiliary logged 949 volunteer hours. The Auxiliary volunteered at the Health Fair in September and passed out \$3 off coupons for Nifty Thrifty. The Auxiliary has not been volunteering in the lobby recently and Ms. Davis stated that Katie Tanner is going to discuss this with Linda Jameson, DON.

8. Committee Reports

• Finance Committee

Mr. Skutt stated that the Finance Committee met and reviewed the August Financials. He stated that Ms. Nelson reported the Inter Governmental Transfers are back and discussed changes in the clinic.

9. Chief of Staff

Dr. Bugna reported that Dr. Grier is back and that patients are happy. He stated that Dr. Grier indicated that he will be available for approximately one year and will then retire.

10. Recommendation for Approval of Privilege Cards and Policies

Ms. McGrath stated that she and Ms. McBride reviewed the following policies;

- Nurse Practitioner/Physician Assistant Combined Revision
- Podiatry Privilege Card Update
- Orthopedic Privilege Card Update
- HIM #304 Advanced Directives Policy
- Medication Distribution Policy

She reported that the removal of the Cardiology Privilege card was due to the fact it needed to be tailored to EPHC rather than a template. Ms. McGrath made a motion to accept the policies listed above. A second was provided by Mr. Skutt. None opposed, the motion was approved.

11. Audit Report Presentation

Ms. Nelson introduced Gerral Tucker, TCA Partners, LLP. Mr. Tucker commented that the audit went very well. Mr. Tucker presented a draft audit to the Board for consideration of approval.

The following is a brief overview of the Financial Audit results.

- Received an unqualified audit opinion.
- There were no material weaknesses, significant deficiencies or reportable conditions identified relating to the organization's internal controls.
- There were no audit adjustments.
- There were no difficulties encountered with management in performing the audit and we had no disputes or disagreements with management during the course of the audit.
- The significant Accounting/Auditing Issues reviewed included:
 - MediCal SNF Adjustment
 - EMR payments
 - FASB issued ASU 2011-07, Bad Debt Reporting

There was discussion regarding the significant SNF adjustment, approximately \$662,000 for 2013 as well as an adjustment for prior years.

Mr. Hayes recognized Ms. Nelson for her excellent work.

Mr. Skutt made a motion to approve the 2012-2013 Audit Report. A second was made by Ms. Kreth. The motion was approved with no opposition.

12. CFO Report

Ms. Nelson reported that all patient services were under budget in August. Purchased Services are over due to Telemedicine, Lab Corp and plant operations. Other expenses include our license renewal fee.

Ms. Nelson stated that we had one large denial for a swing stay. This process is being reviewed. There was discussion regarding the CMS requirements for a 2 midnight stay.

Mr. Nelson stated that we are being continually asked about the insurance exchange. Sierra and Plumas Counties have both opted to use Anthem and Centine for managed Medi-Cal but Lassen County opted to have a county administrated Medi-Cal which is creating issues for patient who live in Lassen County and see providers in Plumas County.

Ms. Nelson reviewed the process of the Inter Governmental Transfer program where we will have a net gain of approximately \$75,829.

13. CEO Report

- **DP/SNF Reimbursement Cuts update:** Discussed earlier in the audit report.
- **California Department of Public Health Recertification Surveys:** Mr. Hayes reported that we are waiting for the POC report for the most recent SNF revisit and we have sent the Acute POC and are awaiting a revisit.
- **2012/2013 Operations Plan Update:** Mr. Hayes reported that we had completed many of the items in the 2012/2013 operations plan. Mr. Hayes reviewed several items in the plan.
- **2013/2014 Operations Plan:** Mr. Hayes provided a draft of the 2013/2014 Operations Plan and asked for input. Items included Clinic Patient Satisfaction as well as Management Training.
- **Project List:** Mr. Hayes provided an update to the project list. He stated that he will be adding new items and will remove the completed items. Mr. Fites stated that he would like to add the structural and infrastructure deficiencies that are stated in the Master Plan to the list.
- **Surplus Equipment:** Mr. Hayes stated that he had attached the Disposition of Surplus Property for the Board's review. He explained that we will be going through old equipment that has been stored for some time. We will be following the Disposition of Surplus Property Policy and if there is reasonable doubt as to whether or not a particular item may have any significant market value, it will be submitted to the Board for determination in accordance to the policy.
- **Other:**
 - Mr. Hayes reported that we have sent charts for outside peer review as required by the State and have received the first set of reviews which will be discussed at the next QA/MEC meeting.
 - Mr. Hayes provided a copy of the August QHI patient satisfaction data as well as the Core measures. Ms. Valladon will present a QA report at the next BOD meeting in October.

- Mr. Hayes stated that Rick Boyd, IT Manager will report on the IT conversion to Centrique.

14. Closed Session.

Ms. McGrath announced the Board would move into closed session at 12:00 pm., pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 12:15 pm and announced the following:

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

No reportable action.

II. Government Code Section 54957, to consider the following appointments to the medical staff:

Dr. Bugna stated that the MEC reviewed the privileges and background including claims history of Eric Bugna MD, and Milind Dhond, MD. The MEC is recommending all of the physicians for privileges to the Board.

The Board reviewed each Medical Staff file as submitted including but not limited to: privileges, background, malpractice claims information, and AMA/Education.

Mr. Fites motioned to approve the following privileges and appointments to the medical staff as submitted.

Recommendation for Two Year Active Privileges

- **Eric Bugna, MD** (Orthopedics)

Recommendation for Two Year Courtesy Privileges

- **Milind Dhond, MD** (Cardiology)

A second was provided by Ms. McBride. None opposed, the motion approved.

The Board returned to Open Session at approximately 1:20 pm

16. Adjournment. Ms. McGrath subsequently adjourned the meeting at 1:20 p.m.


Approval

10/24/2013
Date