

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
Thursday, September 26, 2019
9:30 A.M.
EPHC Education Center, Portola Campus, Portola, CA**

Minutes

- 1. Call to Order:**
The meeting was called to order at 9:34 am by Director Swanson.
- 2. Roll Call:**
Present: Dr. Paul Swanson, Harvey West, Teresa Whitfield and Nichole Johnson.
Absent: Gail McGrath
Staff: Todd Plimpton, CEO; Katherine Pairish, CFO; Rhonda Grandi, Director of Clinics; Jayne O’Flanagan, Interim HR Director; Sharon DiNicholas, CNO; Eric Bugna, Chief of Staff and Alanna Wilson, HR Coordinator
Visitors: Approximately 9 visitors were present at the start of the meeting.
- 3. Consent Calendar:**
Director Whitfield motioned to approve the consent. A second was made by Director West. None opposed, the motion was approved.
- 4. Board Chair Comments:**
None.
- 5. Board Comments:**
Director West asked if EPHC could reach out to schools regarding our Behavioral Health Program. Ms. Grandi stated the school district has counselors in place for students.
- 6. Public Comment:**
None.
- 7. Auxiliary Report:**
Mr. Plimpton stated that Ms. McBride has sold her home and will be moving. The Auxiliary is currently looking for a new president.
- 8. Chief of Staff Report:**
Dr. Bugna commented that the clinic is looking great. Physicians are very happy.
- 9. Committee Reports:**
 - Finance Committee
Director West reported that operating revenue is \$2.4 million year to date. Last year at this time it was \$1.8 million. The organization is ahead of budget. Total fund balance is up over last year. Ms. Pairish will report further.
- 10. Resolution**
Resolution 279-Surplus Property

Director Whitfield motioned to approve Resolution 279, Director West seconded the motion. A roll call vote was taken. The Resolution was unanimously approved.

11. Policies

All policies were put on hold for further review until the October meeting.

12. Chief Nursing Officer Report:

Ms. DiNicholas reported the Acute census is 5, Portola Skilled Nursing Census is 23 and Loyalton Skilled Nursing census is 30. Ms. DiNicholas stated new staff is being oriented in Skilled Nursing. LVN graduates are working as students while they await taking their tests. They are working with a licensed LVN or RN while they are provisional. Ms. DiNicholas reported the Nursing Skills Fair went well. Optima Insurance Carriers will be onsite in October to conduct a risk assessment. Ms. DiNicholas stated a slow roll of PT, OT and ST services will begin. The organization purchased a van to transport residents from facilities to appointments. This has been a nice addition.

13. Clinic Director Report:

Ms. Grandi reported the clinic has seen 296 new patients since January 1, 2019. September has seen 19% more patients since the same time last year. On October 15th Anthem will be on campus for a Women's Health Day. Dr. Flapan will not be seeing patients until further notice. All of her patients are being referred to primary care. Ms. Grandi reported Dr. Agarwall will be leaving in January for personal reasons. Ms. Grandi will be interviewing a primary care provider from Idaho. They will plan a site visit to see if he likes the area. Dr. Swanson asked how many primary care providers the organization will have without Dr. Flapan. Ms. Grandi stated we will have nine primary care providers. Dr. Stoll is x waived and will be able to see specific patients of Dr. Flapan's.

14. HR Director Report:

Ms. O'Flanagan announced Employee of the Quarter was given to Pearl Caloca in the Medical Clinics. Ms. O'Flanagan stated she will be spending half a day a week at the Loyalton Campus to assist employees and work with management.

15. CFO Report:

Summary

For the month of September 2019 EPHC posted gross revenue of \$3,424,202. This was over budget by \$254,241. We posted a net loss for the month in the amount of \$102,127 and budgeted for a net loss of \$342,638.

Revenues

Total Inpatient revenue was over budget by \$145,460. Skilled Nursing revenue was over budget by \$2,772. Outpatient revenue was over budget by \$93,503 and Clinic revenue was over budget by \$15,278.

Expenses

Total operating expenses for the month were under budget by \$3,032.

Salaries and Benefits were under budget by \$55,472 with purchased services being over budget by \$44,087.

Revenue Cycle

Gross Accounts Receivable ended the month at \$5.9M. Gross Accounts Receivable days at September 30, 2019 were 47. We budgeted 53 and best practice is 55. Our collection rate for August was 68%. We budgeted 53.82%.

Balance Sheet

Total Assets at September 30, 2019 were \$20,979,518. At the end of September 30, 2018 they were \$17,685,449 -An increase of \$3,294,069 or 18.63%. Total Fund Balance increased from \$8,630,821 to \$13,058,054 -An increase of \$4,427,233 or 51.30%.

Additional Information

We incurred additional one-time expenses in the month of September in the amount of \$117,775, mostly for campus-wide improvements, software and our annual license. This amount was expensed and of course impacted cash. Days cash on hand at September, 2019 was 91. September 30, 2018 days cash on hand was 61. We are continuing to be as conservative as possible with cash outlay in order to maintain the required balance to fund upcoming IGT's (Intergovernmental Transfers). We anticipate our PRIME IGT to take place in November. We have not received notification from the State of the final funding amount, but we should be hearing from them within the next few weeks. Last year we funded \$337,500 and received \$675,000 back. We anticipate PRIME will be higher this year.

16. Management Reports:

Mr. Plimpton introduced Jim Burson, Director of Rehabilitation and John DeArmond, Ambulance Services Manager. Mr. Burson stated he has hired a Physical Therapy Assistant who is helping him now. She will move to outpatient therapy when the new Physical Therapist arrives. Jennifer Weissensee, Occupational Therapist, has been hired. Mr. Burson has received many complements from staff stating it is nice to see all of the improvements. Mr. DeArmond introduced himself. He complimented his staff stating they are doing a great job. Mr. DeArmond stated the radios the organization currently uses are 10-15 years old and he will be looking to upgrade those. Our current radio system needs to be updated to meet the current standards set by Title 22 and NorCal EMS. He is getting bids for this project. Mr. DeArmond stated he has had a great 12 weeks here.

Mr. Plimpton reported that he has met with Ms. Pairish to make sure the organization is staying within the budget. Human Resources and the Skilled Nursing Staff are working to staff the long term care units. Mr. Plimpton stated his management style is to empower employees to care for patients we normally wouldn't have in the past. Mr. Plimpton feels that patients are in the right spots and Acute patients are getting the care they need. Mr. Plimpton stated the facility needs a daycare center. There will be a planning meeting to address future building needs.

Mr. Peiler, Director of Plant Operations, stated his department is very busy. They are working on slurry sealing the parking lot, replacing the roof on the Education Center, painting the clinic and acute and installing a new flag pole. There has been an ongoing problem with peri wipes clogging the pipes in long term care. Mr. Peiler has scheduled Plumas Sanitation to come out every two months to clean the pipes. Ms. Whitfield and Ms. DiNicholas discussed other options in place of per wipes.

Mr. Peiler stated it will take OSHPD 1-2 years to close out the chiller project.

17. CEO Report:

Mr. Plimpton stated the Grizzly Creek Board of Directors has asked him to become a Board Member. Mr. Plimpton would like to make sure the EPHC Board does not feel a conflict

would arise based on his employment at EPHC. The Board of Directors does not feel it would conflict with Mr. Plimpton's duties at EPHC if he serves on the Grizzly Ranch Board.

18. Board Comments:

None.

19. Closed Session:

Director Swanson announced the Board would move into closed session; pursuant to Government Code Section 54956.9, Health and Safety Code 32155, and Government Code Section 54957.

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

The Board returned at approximately 10:47 am and announced:

I. With respect to Government Code Section 54957 – Public Employee Appointment

After discussion, Director Whitfield motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges.

Recommendation for One Year Courtesy Privileges

- Robert Adams, DO Emergency Medicine
- Oana Mischiu, MD StatRad Teleradiology
- Janet Amundsen, MD StatRad Teleradiology
- Tanya Scurry, MD Telemedicine Psychiatry
- Marina Katz, MD Telemedicine Psychiatry
- Christopher Sangdahl, MD Telemedicine Psychiatry
- Cecile Matip, MD Telemedicine Psychiatry
- David Sheski, MD Telemedicine Psychiatry
- Wojciech Zolcik, MD Telemedicine Psychiatry

Recommendation for Two Year Courtesy Privileges

- Marc Nielsen, DO Emergency Medicine

A second was provided by Director Johnson. None opposed, the motion was approved.

21. Adjournment: Director Swanson subsequently adjourned the meeting at 10:50 am.

Approval

Date