

**EASTERN PLUMAS HEALTH CARE DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, July 24, 2014  
10:00 A.M.  
EPHC Education Center, Portola, CA**

**Agenda**

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 832-6564. Notification 72 hours prior to the meeting will enable the Eastern Plumas Health Care to make reasonable arrangements to ensure accessibility.

	<u>Presenter(s)</u>	<u>I/D/A</u>	<u>Page(s)</u>
<b>1. Call to Order</b>	Gail McGrath	A	
<b>2. Roll Call</b>	Gail McGrath	I	
<b>3. Consent Calendar</b>	Gail McGrath	A	
(A) Agenda			1-2
(B) Meeting Minutes of 6.25.14 Special Planning Committee			3
(C) Meeting Minutes of 6.26.14 Special Finance Committee			4
(D) Meeting Minutes of 6.26.14 Regular Board Meeting			5-9
<b>4. Board Chair Comments</b>	Gail McGrath	I/D	
<b>5. Board Comments</b>	Board Members	I	
<b>6. Public Comment</b>	Members of the Public	I	
<b>7. Auxiliary Report</b>	Katie Tanner	I/D	
<b>8. Valic Presentation</b>	Orlando Batturaro	I/D	
<b>9. Chief of Staff Report</b>	Eric Bugna, MD	I/D	
<b>10. Committee Reports</b>	Board Members	I/D	
• Finance Committee	McBride/Swanson		
<b>11. Director of Nursing Report</b>	Linda Jameson	I/D	
<b>12. Clinic Report</b>	Bryan Gregory	I/D	

- |  |              |       |
|--|--------------|-------|
| <b>13. Recommendation for Approval of Privilege Card</b>   | Gail McGrath | I/D/A |
| <ul style="list-style-type: none"> <li>• Pain Management Privilege Card</li> </ul>   |              |       |
| <b>14. Chief Financial Officer Report</b>  | Jeri Nelson  | I/D   |
| <ul style="list-style-type: none"> <li>• June Financials</li> <li>• Other</li> </ul>   |              |       |
| <b>15. Chief Executive Officer Report</b>  | Tom Hayes    | I/D   |
| <b>16. Closed Session</b>  | Gail McGrath | I/D/A |
| <ul style="list-style-type: none"> <li>I. Closed Session, pursuant to Health and Safety Code 32155, to review reports on Quality Assurance.</li> <li>II. Closed Session, pursuant to Government Code Section 54957 to consider the following privileges and appointments to the medical staff: <ul style="list-style-type: none"> <li>a. <b>Recommendation for One Year Provisional Privileges</b> <ul style="list-style-type: none"> <li>• <b>Timothy Huber, MD (Emergency Medicine and Hospitalist)</b></li> </ul> </li> <li>b. <b>Recommendation for Two Year Courtesy Privileges</b> <ul style="list-style-type: none"> <li>• <b>Victor Ettinger, MD (Telemedicine-Endocrinology)</b></li> <li>• <b>Grant Hayashi, MD (Pathology)</b></li> <li>• <b>Christine Spencer, FNP (Allied Health Care)</b></li> </ul> </li> </ul> </li> </ul> |              |       |
| <b>17. Open Session Report of Actions Taken in Closed Session</b>  | Gail McGrath | I     |
| <b>18. Adjournment</b>   | Gail McGrath | A     |

**EASTERN PLUMAS HEALTH CARE DISTRICT  
SPECIAL MEETING OF THE PLANNING COMMITTEE  
OF THE BOARD OF DIRECTORS  
Wednesday, June 25, 2014, 2:00 P.M.  
EPHC Administrative Conference Room**

**Minutes**

1. **Call to Order:** The meeting was called to order at 2:05 pm by Chairman McGrath.
2. **Roll Call:**  
Present: Gail McGrath, Jay Skutt, Tom Hayes, CEO, Tiffany Williams, Administrative Assistant, Jack Bridge and Kent Stacy.
3. **Approval of agenda:** The agenda was approved as submitted.
4. **Board Comments:** None.
5. **Public Comments:** None.
6. **CEO Reports :**
  - **Strategic Plan Update.** Mr. Hayes reported the last strategic plan was completed in 2010 and needs to be updated. He stated that he would like us to consider having a meeting in the fall with a facilitator. There was discussion regarding the process for strategic planning. After discussion the Committee felt it would be appropriate to wait until next year.
  - **Boiler replacement design and timing.** Mr. Hayes reported that he received the proposal from our Architect for the boiler replacement. This project will take approximately two years to complete because of OSHPD involvement. There was a discussion regarding the need to purchase a design document or construction document. There was also a discussion regarding funding. Mr. Hayes will be researching funding options. Once this is more certain we can start the process of design.
  - **Master Plan discussion, lot line adjustment.** Mr. Hayes reported that he reviewed the cost breakdown for the lot line adjustment process. Mr. Bridge will follow up with the City Planner to outline the lot line adjustment process.
  - **Biomass boiler project.** Mr. Hayes reported that Sierra Institute is still exploring a biomass project.
7. **Adjournment:** Chairman McGrath adjourned the meeting at 3:05 p.m.

---

Approved by

---

Date

**EASTERN PLUMAS HEALTH CARE DISTRICT  
SPECIAL MEETING OF THE STANDING FINANCE COMMITTEE  
OF THE BOARD OF DIRECTORS**

**Tuesday, June 26, 2014**

**8:30 A.M.**

**EPHC's Administrative Conference Room**

*Minutes*

- 1. Call to Order:** The meeting was called to order at 8:30 am by Janie McBride
- 2. Roll Call:**  
Present: Janie McBride, Paul Swanson, M.D.  
Staff: Tom Hayes, CEO, Jeri Nelson, CFO, and Tiffany Williams, Executive Assistant  
Guest: None
- 3. Approval of Agenda:** The agenda was approved as submitted.
- 4. Board Comments:** None
- 5. Public Comments:** None
- 6. CFO Report**
  - May 2014 Financials:** Ms. Nelson reported that revenue was in line with budget and the prior month. Contractual adjustments are under budget due to our interim rate adjustment from Medicare for the current year totaling \$430,000. Net revenue is at 54.8% for the year to date and budget is 50.2%. We are currently reviewing pay practices and meeting with department managers to validate staffing needs and the use of premium pay.
  - **2014/2015 Budget:** Ms. Nelson stated that we have reviewed the proposed budget in detail with department managers. She reported that employee's annual step increase is included in the proposed budget. There was discussion regarding an overall increase. Mr. Hayes stated that we are not in a financial position to do an overall increase at this time. We are currently transitioning into merit/performance based increases. Other items discussed: 5% acute rate increase, census of 26 patients in each SNF, higher volumes in all of our outpatient clinics, new C-Arm, and a new surgeon. There was a review of all revenue and overhead departments. The proposed Capital Budget was also reviewed.

**Adjournment:** Ms. McBride adjourned the meeting at 9:55am

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date

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

**Thursday, June 26, 2014**

**10:00 A.M.**

**EPHC Education Center, Portola, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 10:00am by Gail McGrath

**2. Roll Call.**

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

Absent: None

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, and Tiffany Williams, Administrative Assistant.

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

**3. Consent Calendar.**

Ms. McGrath stated on page 6 item #8 should read Mr. Gregory rather than Ms. Gregory.

Mr. Skutt motioned to accept the consent calendar as submitted with the above mentioned change. A second was made by Dr. Swanson. None opposed, the motion was approved.

**4. Board Chair Comments.**

None.

**5. Board Comments.**

Mr. Skutt reported that he and Mr. Hayes recently attended the ACHD Conference. He stated that he was disappointed with the information presented at the conference. Mr. Skutt reported that EPHC was one of six nominees for Hospital District of the year. The award was given to a hospital district in Palm Springs. He also reported on the most recent Plumas County Special Districts Association Meeting. The Plumas County Special Districts Association is becoming more active to provide training to special districts.

Dr. Paul Swanson reported that he recently attended the workshop from Alpha Fund regarding social media and dealing with the media. He stated that Linda Satchwell will provide a more detailed report later in the agenda.

**6. Public Comment.**

None.

**7. Auxiliary Report**

Ms. Tanner reported that Nifty Thrifty grossed \$17,240 in May and had 933 volunteer hours.

**8. Chief of Staff Report**

Mr. Hayes stated that Dr. Bugna was not able to attend today. Mr. Hayes reported that a new surgeon, Mark Williams, MD will begin working in the Portola Clinic in July.

## 9. **Committee Reports**

- **Finance Committee**

Dr. Paul Swanson reported that Ms. Nelson presented the proposed 2014/2015 budget and will present it to the Board during her report.

- **Planning Committee**

Ms. McGrath stated that the Planning Committee met to discuss strategic planning and the Master Plan and also stated that Mr. Kent Stacey was in attendance. Ms. McGrath reported the Mr. Hayes will come back to the Planning Committee with recommendations for the strategic planning. She stated that the last plan was completed in 2010.

The Planning Committee will begin the process for the lot line adjustment that will take approximately one year.

There was a brief discussion regarding Sierra Institute and the Bio Mass Boiler Project.

## 10. **Report on ACHD Media Session**

- Ms. Satchwell reported on the media session focused on crisis management as well as social media. There was a brief discussion regarding the Boards role in a crisis communication plan. Ms. Satchwell stated that it is suggested to identify three key people in the organization to speak to the press. The session did not provide details on the Boards role but stated we need to rely on management for communication. Mr. Hayes stated that the Board is notified of a crisis as information becomes available.

Ms. Satchwell also reported on the use of social media. EPHC currently uses Facebook to give us a friendly face and to get information regarding specials to our patients. We are not currently using Twitter, but are exploring the option of using Twitter as a form of communication for staff and the community during a crisis. There was also discussion regarding Linkden for recruiting as well as our internal Intranet.

- Ms. Satchwell reported that she had been asked to start the Community Health Education series again. These take a lot of time as we have not had a big turn out in the past. She stated that they are focusing on a Health Prevention Series. The third Saturday of each month we will have a focused health prevention special. We recently completed the first “Mammoganza” and had 21 patients participate. In July we will have a special for Abdominal Aortic Ultrasounds.

## 11. **Recommendation for Approval of Policies and Privilege Cards**

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

- SNF Dementia Care & Antipsychotics
- SNF Monitoring Weight Loss/Gain Residents
- SNF Bowel & Bladder Management Program

- SNF Resident Care Fall Policy
  - EKG Demographics Changes
  - Revised Triage Guidelines
  - HIM335 Accounting of Disclosures
  - HIM010 Minimum Necessary
  - HIM315 Death Reporting
  - AD060 Care of the Psychiatric Patient
  - EOCC Policy & Procedure Binder
- Annual Review:**
- Anesthesia Policy & Procedure Binder

After a brief discussion Ms. McGrath motioned to approve the listed policies. A second was made by Ms. McBride. None opposed, the motion was approved.

## 12. CFO Report:

- Ms. Nelson reported that we received \$430,000 from the interim Medical rate adjustment. Overtime continues to be high due to a limited pool of per diem staff as well as managers getting a better grasp on there schedule. Cash is currently holding and we are working to get our AR days down. Net income was up as well as expenses.

We also received \$180,000 in June from the MAA program. We track the amount of time spent on administering Medi-Cal and is reimbursed from the Health and Human Services.

- Ms. Nelson reported that the Foundation Golf Tournament grossed \$28,000.

## 13. 2014/2015 Budget and Capital Equipment

Ms. Nelson reported that the budget was reviewed with each manager in detail as well as with the Finance Committee. She stated that the proposed budget includes a 5% increase to the Acute Daily rate as our costs have gone up. A census of 26 patients was budgeted for each of the skilled nursing facilities; new opportunities in surgery including cardiology services, and an increase in clinic volumes were also budgeted.

Ms. Nelson reviewed the Capital Budget.

Dr. Swanson made a motion to approve the budget and capital equipment as submitted. As second was provided by Ms. McBride.

Ms. Skutt stated that the proposed budget does not recognize employee raises. Mr. Hayes stated that it is a realistic budget, the employee's annual step increases are included in the budget but we could not afford an additional general increase. Dr. Swanson stated that our first priority should be long term survival of the hospital. Ms. McGrath stated that we always want to do the best we can by our employees, for now we need to be more conservative.

After a long discussion the budget was unanimously approved.

**14. CEO Report:** Mr. Hayes reported the following:

- We are currently developing an ADA plan which includes altering the grades of ramps and handicap parking. We will be making the necessary changes over a period of time and will present the plan to the Board when complete.
- Mr. Skutt provided a report on the ACHD conference.
- The Board Policy Manual needs to be reviewed. Ms. Hayes stated that he is working with Tahoe Forest to review their Board policies.
- The SNF Annual Survey is being completed this week.
- We are in the process of trying to negotiate the clawback. In 6-9 months the State will start withholding 5% of our check write. We have been told that the State has the right to grant an exemption from the clawback, and we are pursuing this as well.
- We have hired Ms. Williams' replacement, Alanna Wilson and she will be starting in two weeks.
- We are currently collaborating with PDH in several areas. Ms. Nelson has offered her assistance with process in the finance department and Ms. Gregory is providing assistance with operations in their dental clinic. The new surgeon will be starting in July and was hired in collaboration with PDH.

**15. Closed Session.**

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

**16. Open Session Report of Actions Taken in Closed Session.**

The Board returned at approximately 1:00 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.
  - a. Dr. Swanson reported that the MEC reviewed the privileges, peer review reports and background including claims history of Mark Williams, MD, Mindy Cooper-Smith, MD, Ronald Blustein, MD, Anne Williams, MD. The MEC is recommending Mark Williams, MD, Mindy Cooper-Smith, MD, and Ronald Blustein, MD for one year provisional privileges and Anne Williams, MD for two year courtesy privileges.

Mr. Skutt motioned to approve the following privileges and appointments to the medical staff as submitted. A second was provided by Dr. Swanson. None opposed, the motion was approved.

**a. Recommendation for One Year Provisional Privileges**

- **Mark Williams, MD** (General Surgery)
- **Mindy Cooper-Smith, MD** (Pathology)
- **Ronald Blustein, MD** (Telemed-Psychiatry)



b. Dr. Swanson reported that the IDPC reviewed the privileges and background including claims history of Robin Jaquez, FNP. Dr. Swanson reported that the recommendations from the IDPC were accepted by MEC. The MEC is recommending Robin Jaquez, FNP for two year courtesy privileges to the Board for Approval.

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

Mr. Skutt motioned to approve the following privileges and appointments to the medical staff as submitted. A second was provided by Ms. McBride. None opposed, the motion was approved.

- b. Recommendation for Two Year Courtesy Privileges**
  - **Anne Williams, MD** (Family Medicine)
  - **Robin Jaquez, FNP** (Allied Health)

III. With respect to Health and Safety Code Section 32106, Trade Secrets, Discussion will include proposed new services or programs; estimated disclosure: September 2014.

The Board reported that we will continue our efforts to collaborate with PDH on services and programs as identified.

**IV. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 1:00 p.m.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date