

**EASTERN PLUMAS HEALTH CARE DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, July 25, 2013  
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>
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<b>2. Roll Call</b>	Gail McGrath	I	
<b>3. Consent Calendar</b>	Gail McGrath	A	
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• Standing Finance Committee	Skutt/ McBride		
• Special QA Committee	McGrath/Kreth		
<b>9. QA Report</b>	Kathy Valladon	I/D	
<b>10. Chief Financial Officer Report</b>	Jeri Nelson	I/D	
• June Financials			18-28
• Other			
<b>11. Extension of CEO Contract</b>	Larry Fites	I/D/A	

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Bank of the West Line of Credit in the amount of \$500,000.00			
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<b>14. Chief Executive Officer Report</b>	Tom Hayes	I/D	
	<ul style="list-style-type: none"> <li>• DP/SNF reimbursement cuts update</li> <li>• Organizational Chart</li> <li>• Quality Performance Improvement Plan Update</li> <li>• Employee Satisfaction Committee Results</li> <li>• California Department of Public Health Recertification Survey</li> <li>• Other</li> </ul>		31
<b>15. Closed Session</b>	Gail McGrath	I/D/A	
I.	Closed Session, pursuant to Health and Safety Code 32155, to review reports on Quality Assurance.		
II.	Closed Session, pursuant to Government Code Section 54957 to consider the following privileges and appointments to the medical staff:		
	<b>Recommendation for Two Year Courtesy Privileges</b>		
	<ul style="list-style-type: none"> <li>• <b>Shiquan Xiong, MD (Psychiatry-Telemedicine)</b></li> <li>• <b>Mario Garibotti, DDS (Dentistry)</b></li> <li>• <b>Troy C. Van Pelt, DDS (Dentistry)</b></li> </ul>		
	<b>Updated Schedule 1 – Clinicians Telemedicine Group</b>		
<b>16. Open Session Report of Actions Taken in Closed Session</b>	Gail McGrath	I	
<b>17. Adjournment</b>	Gail McGrath	A	

**EASTERN PLUMAS HEALTH CARE DISTRICT  
SPECIAL MEETING OF THE STANDING FINANCE COMMITTEE  
OF THE BOARD OF DIRECTORS  
Tuesday, April 23, 2013  
9:00 A.M.  
EPHC's Administrative Conference Room**

Minutes

1. **Call to Order:** The meeting was called to order at 9:00 am by Jay Skutt
2. **Roll Call:**  
Present: Jay Skutt and Janie McBride. Staff: Tom Hayes and Jeri Nelson,
3. **Approval of Agenda:** The agenda was approved as submitted.
4. **Board Comments:** None.
5. **Public Comments:** None.
6. **CFO Report**
  - **March 2013 Financials:** Ms. Nelson reviewed the March financials stating that volume was down significantly in inpatient and surgery. She stated that while volume was down, expenses didn't drop as much creating the loss. Ms. Nelson also presented a Statement of Revenue and expenses year to date.
  - **2014 Budget:** Ms. Nelson stated she has been working on the budget for next year. Budgets have been distributed to all Departments for input. Volumes will be projected at current year levels.
  - **Banking Update:** Ms. Nelson provided a brief report on banking proposals received. We are still awaiting a response for Bank of the West.
7. **DP/SNF Update:** Mr. Hayes gave a brief update on legislation to reverse the DP/SNF cuts. Also, we are still awaiting a decision by the State regarding our request for exemption.

**Adjournment:** Mr. Skutt adjourned the meeting at 10:105 am.

\_\_\_\_\_  
**Approved by**

\_\_\_\_\_  
**Date**

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

**Thursday, April 25, 2013**

**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 Gail McGrath

**2. Roll Call.**

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

Absent:

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

Visitors: Approximately 2 visitors were present at the start of the meeting

**3. Consent Calendar.**

Ms. McGrath stated that we need to remove three items from the agenda; agenda item #8 Outpatient Clinic Update, and under agenda Item #12, Fentanyl Patch (Physician Order) and Light Sensitive Medications and the NPPA Standard Procedures, all of which are not ready for approval.

Mr. Fites motioned to accept the consent calendar with the exception of the Agenda. Also, he asked to remove Item A from the consent calendar and to address it separately. A second was made by Ms. McBride. None opposed, the motion was approved.

Mr. Fites motioned to approve Item A: Agenda 4.25.13 Regular Board Meeting with the removal of the following items; agenda item #8 Outpatient Clinic Update, and under agenda Item #12, Fentanyl Patch (Physician Order) and Light Sensitive Medications and the NPPA Standard Procedures. A second was made by Ms. Kreth. None opposed, the motion was approved.

**4. Board Chair Comments.**

None

**5. Board Comments.**

None

**6. Public Comment.**

None

**7. Auxiliary Report**

Ms. Davis stated that the Auxiliary will be hosting a Blood Drive on June 27 and September 3. Ms. Davis reported they currently have \$102,000 in the bank. The Nifty Thrifty grossed \$13,332 for March which is up 9% from 2012.

**8. Outpatient Clinic Update**

Removed from Agenda

**9. Chief of Staff**

Dr. Bugna reported that EMR training is going well.

**10. Quality and Performance Improvement Plan**

Ms. McGrath stated that she and Ms. McBride reviewed the Quality and Performance Improvement Plan. There was a brief discussion. Mr. Fites stated that there are several typos in the document. Ms. McGrath motioned to approve the Quality and Performance Improvement Plan with the above mentioned typos fixed. A second was made by Ms. McBride. None opposed, the motion was approved.

**11. Resolution 240:**

**Confidential Closed Session Minutes**

Ms. McGrath and Mr. Hayes explained that the State Surveyor's need documentation of Quality review. Mr. Hayes stated that he consulted Steve Gross, Attorney and California Evidence Code 1157 protects the closed session minutes. The closed session minute book is confidential and only the directors would have access to the minutes. Mr. Hayes and Ms. Kreth both stated that they would be willing to take the minutes. There was a brief discussion of the pros and cons. Jay Skutt made a motion to approve Resolution 240. A second was made by Mr. Fites. Resolution 240 was approved by the following roll call vote:

Chairman McGrath	<u>AYE</u>	Vice-Chairman Fites	<u>AYE</u>
Director McBride	<u>AYE</u>	Director Skutt	<u>AYE</u>
Secretary Kreth	<u>AYE</u>		

**12. Policies and Procedures**

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

- Infection Control Plan
- Infection Control Committee
- Emtala Patient Transfer Policy#AD22
- Equianalgesic Table
- **HIM:**
  - Medical Record Abbreviations #HIM302
  - Release of Info Copying Costs #HIM313
  - Filing of Medical Records #HIM324
- **Dietary:**
  - Food Storage Policy
  - Calibration of Thermometer
  - Menus
  - Nutrition Screening and Assessment
  - General Food Preparation
  - Defrosting Meats
  - Food Storage
  - Emergency Services

- CT Procedures Binder
- Laboratory Policy Binders:
  - OneTouch Service
  - Microbiology
  - Blood Bank
  - Hematology
  
- HCIS Disaster Binder
- Radiology Policy Binder
- Materials Management. Binder
- Hazardous Materials & Waste
- Instrument cleaning, clinic (processing instruments for autoclave sterilization)
- Inpatient cleaning procedures
- Policy and Procedure, Management of

Ms. McGrath stated that all policies are reviewed in detail before coming to the Board for approval. Ms. McGrath motioned to approve the policies listed above. A second was provided by Mr. Fites. None opposed, the motion approved.

### 13. **Committee Reports**

- **Quality Committee**

Ms. McGrath stated that they discussed patient satisfaction questionnaire results. There are five different questionnaires being used to measure patient satisfaction. Mr. Schweyer will be communicating results to employees at staff meetings and through email. Ms. McGrath also reported that core measures will be put on a one page dashboard and on the website to keep the public informed. The core measures will be presented at the next regular board meeting.

- **Finance Committee**

Mr. Skutt stated that the Finance Committee met on April 23, 2013. He reported that if we continue as we are we may break even. Ms Nelson will provide a more detailed report.

### 14. **CFO Report**

Ms. Nelson reported that our Acute and Skilled average daily census continues to be low. We received the contribution from the Auxiliary for the CT scanner of \$151,674 which is included in March's non-operating income. We had a good collection month on accounts receivable that maintained strength on the balance sheet. The clinics are collectively seeing patient volumes 7% higher than last year.

### 15. **CEO Report**

- **DP/SNF Reimbursement Cuts:** Mr. Hayes reported that he along with Ms. Satchwell, and Jon Kennedy, Plumas County Supervisor traveled to Sacramento to testify at the Health Committee. SB646 was modified to include all DP-SNF's rather than just rural DP/SNF's.
- **CT scanner replacement schedule:** Mr. Hayes reported that everyone is happy with the new equipment. Images are much better and scans are quicker.

- **Employee Satisfaction Committee Update:** Mr. Hayes reported we had received approximately 130 surveys. We will be scheduling a meeting of the Ad Hoc committee to review the results and to get input as to how to improve.
- **Project List:** Mr. Hayes provided an update on the progress of the Project List.
- **California Department of Public Health Recertification Survey:** Mr. Hayes reported that we would be submitting the Plan of Correction to the State today.
- **Other**
  - Mr. Hayes stated that he should be receiving the Topography report for the Master Plan next week.

**16. Closed Session.**

Ms. McGrath announced the Board would move into closed session at 11:25 am., pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 12:40 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:**

**A. Recommendation for Two Year Courtesy Privileges**

- **Peter Bloomfield, MD (ER/Hospitalist)**
- **Marc Walter, M.D. (ER/Hospitalist)**
- 

Dr. Bugna, Chief of Staff presented the above recommendations for appointments to the medical as well as recommendation for privileges to the Board. The Board reviewed each Medical Staff file as submitted and approved the appointments to the medical staff and the recommendations for two year courtesy privileges.

**B. Update of Schedule 1- Virtual Radiology**

Dr. Bugna, Chief of Staff presented the above recommendations for appointments to the medical as well as recommendation for privileges to the Board. The Board reviewed the update of schedule 1- virtual radiology as submitted and approved the appointments to the medical staff and the recommendations privileges.

**18. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 12:40 p.m.

Approval \_\_\_\_\_

Date \_\_\_\_\_

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

**Wednesday, May 1, 2013**

**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 Gail McGrath

**2. Roll Call.**

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

Absent: Lucie Kreth

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

Visitors: None

**3. Consent Calendar.**

Mr. Fites motioned to accept the consent calendar as submitted. A second was made by Ms. McBride. None opposed, the motion was approved.

**4. Board Chair Comments.**

None

**5. Board Comments.**

Mr. Hayes stated that he and Ms. Skutt would be at the Annual ACHD meeting and would like to reschedule the May Board meeting. Mr. Hayes stated that Ms. Williams will send out a cancellation notice of the Regular Board Meeting and a notice of a Special Board Meeting for May 16, 2013.

**6. Public Comment.**

None

**7. Policies and Procedures**

Ms. McGrath stated that she and Ms. McBride reviewed the following policies on April 29, 2013:

- Staff Assignment
- Acuity Level
- Acuity Tool Form
- #5011 On Call Scheduling and Management
- Fentanyl Patch Order Form
- #PH044 Light Sensitive Medication Policy
- #2040 Contrast Reaction and Cardiac Procedure Policy
- Contract Processing and Executing Thereof
- Post Anesthesia Order Set (ANES02)
- DTS#036 In-Service and Continuing Education Policy and Procedure
- In-Service Education Record Form
- Radiology Quality Assurance Policy and Procedure



- Nurse Practitioner and Physical Assistant Supervision and Scope of Practice
  - Standard Procedures for Nurse Practitioners, Morrison
  - Standard Procedures for Nurse Practitioners Evans
  - Standard Procedures for Nurse Practitioners Potter
  - Standard Procedures for Nurse Practitioners, Spencer
  - Delegation of Service Agreement between supervising physician and physician assistant, Scott
  - Delegation of Service Agreement between supervising physician and physician assistant, Buckley
  - Competency Validation Checklist, NP/PA
  - Delineated clinical privilege request NP/PA
  - Clinical Skills Evaluation Form
  - Chart Audit Form
  
- Medications: Patient’s Personal
- Home Medication Reconciliation and Continuation Order Form
- HIM#332 Retention and Destruction of Health Information
- HIM#328 Release of Protected Health Information
- HIM Authorization for release of Patient Identifiable Health Information Forms (HIM#328)

Ms. McGrath stated that all policies are reviewed in detail before coming to the Board for approval. Mr. Skutt motioned to approve the policies listed above. A second was provided by Mr. Fites. None opposed, the motion approved.

**8. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 12:20 p.m.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date

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

**Wednesday, May 16, 2013**

**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 Gail McGrath
  
- 2. Roll Call.**  
Present: Gail McGrath, Larry Fites, Janie McBride, and Jay Skutt  
Absent: Lucie Kreth  
Staff: Tom Hayes, CEO, Jeri Nelson, CFO and Tiffany Williams, Administrative Assistant.  
Visitors: Approximately 3
  
- 3. Consent Calendar.**  
The consent calendar was approved as submitted.
  
- 4. Board Chair Comments.**  
None
  
- 5. Board Comments.**  
None
  
- 6. Public Comment.**  
None
  
- 7. Auxiliary Report**  
Ms. Tanner gave a brief Auxiliary Report. She reported that the April net profit for Nifty Thrifty was in excess of \$6,000. The May 50% Sale will also result in increased profits.
  
- 8. Policies and Procedures**  
Ms. McGrath reported that she and Ms. McBride completed the annual review of the Long Term Care and Dietary Policy and Procedure Binders. Ms. McGrath motioned to approve the Long Term Care and Dietary Policy and Procedure Binders. A second was provided by Ms. McBride. None opposed, the motion was passed.
  
- 9. Community Needs Assessment**  
Mimi Hall, Plumas County Public Health Director discussed the Community Needs Assessment. Ms. Hall stated that they have completed the 18 month process which included planning meetings, interviewing residence, town hall meetings, etc. The next stage is to meet with the individual hospitals and put our efforts together. Ms. Hall also explained a new website called [www.healthyplumas.org](http://www.healthyplumas.org) which all Plumas County hospitals will have access to.

**10. Chief Financial Office Report**

Ms. Nelson reported that all categories of patient services were under budget. Gross patient revenue has been consistently down the past three months. Ms. Nelson stated that we processed our interim settlements with Medicare and Medi-Cal. The only unknown at this point is our DP-SNF rates, which has not been factored in our financial performance other than the reality of declining census and no wait lists. Cash strengthened with the Medi-Cal 2012 Outpatient settlement payment of \$365,000; Lease Payables went up with the booking of the balance due to Philips for the new CT scanner.

**11. Chief Executive Officer Report**

- **Master Plan Status**

Mr. Hayes reported that a Draft of the Master Plan has been submitted by the Architect and is being reviewed by the Planning Committee.

- **DP/SNF reimbursement cuts update**

Mr. Hayes reported that there is no new information on the SNF cuts. He stated that we are still waiting to for information regarding our request for an exemption.

- **Strategic Plan update**

Mr. Hayes reported that the Strategic Plan will be reviewed at the Planning Committee Meeting.

- **Operations Plan update**

Mr. Hayes provided an update on the Operations Plan. There was discussion regarding the Clinics, Telemedicine, as well as Employee Satisfaction Surveys.

- **California Department of Public Health Recertification Survey**

- **Plan of correction process**

Mr. Hayes stated that we are expecting the State to return for a re-inspection before June 17<sup>th</sup>.

- **Other**

Mr. Hayes stated that he and Mr. Skutt would be attending the ACHD Conference next week.

**12. Adjournment.** Ms. McGrath stated that the Board would not be meeting for closed session and adjourned the meeting at 11:40 a.m.

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Approval

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Date

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

**Monday, June 17, 2013**

**2:00 P.M.**

**EPHC's Administrative Conference Room**

*Minutes*

1. **Call to Order:** The meeting was called to order at 2:10pm by Jay Skutt
2. **Roll Call:**  
Present: Jay Skutt and Janie McBride. Staff: Tom Hayes, Jeri Nelson, and Tiffany Williams.
3. **Approval of Agenda:** The agenda was approved as submitted.
4. **Board Comments:** None.
5. **Public Comments:** None.
6. **CFO Report**
  - **May 2013 Financials:** Ms. Nelson reviewed the May financials stating that volume was down significantly in the inpatient unit. Skilled Nursing numbers are up slightly to 22 and 24 in Portola and Loyalton respectively. She stated that expenses are holding.
  - **2014 Budget:** Ms. Nelson reviewed the 2013/2014 proposed budget stating that Work Comp is up 14% and salaries are down due to the skilled nursing reorganization. She also stated that the DP/SNF cuts are included in the proposed budget.
  - **Banking Update:** Ms. Nelson provided a brief report on banking proposals received. Bank of the West out of Truckee and Reno provided us with a quote that included a \$500,000 line of credit. She stated it is our intent to change to Bank of the West from Plumas Bank.
7. **DP/SNF Update:** Mr. Hayes gave a brief update on legislation to reverse the DP/SNF cuts. Also, we are still awaiting a decision by the State regarding our request for exemption.

**Adjournment:** Mr. Skutt adjourned the meeting at 3:05pm.

\_\_\_\_\_  
**Approved by**

\_\_\_\_\_  
**Date**

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

**Thursday, June 27, 2013**

**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 Gail McGrath

**2. Roll Call.**

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

Absent: None

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

Visitors: Approximately 2 visitors were present at the start of the meeting

**3. Consent Calendar.**

Mr. Fites motioned to accept the consent calendar as submitted. A second was made by Ms. McBride. None opposed, the motion was approved.

**4. Board Chair Comments.**

None

**5. Board Comments.**

Mr. Skutt stated that he and Mr. Hayes recently attended the annual ACHD conference and reported that it was not as beneficial as in past years. There was a large focus on social media, media relations and media strategies. Mr. Skutt discussed creating a media/communication plan to explain the hospital's current situation and how the hospital plans to move forward.

**6. Public Comment.**

Ms. Carter, Reporter for the Portola Reporter suggested that EPHC use twitter. She stated that a lot of people from out of the area use twitter and it would be beneficial to EPHC.

Dr. Bugna, Chief of Staff stated that Dr. Kim is streamlining clinic processes. He also stated that the Board would be reviewing credentials for a new provider Dr. Ann Williams.

**7. Auxiliary Report**

Ms. Tanner reported that Nifty Thrifty grossed \$18,748 for May which is up \$1,600 up from 2012.

**8. Extension of CEO Contract**

Mr. Fites stated the current CEO contract dated January 2010 is due to expire January 2014. He explained that if we intend to extend the contract we are required to give notice six months in advance.

There was a brief discussion regarding an amendment to the existing contract approved by resolution on March 28, 2013 which increased compensation to thirty-three (33) hours per week at the existing hourly rate.

It was reported that Ms. McGrath and Mr. Fites will discuss the contract with Mr. Hayes and it will be brought back to the Board for discussion and possible action at the Regular Board Meeting in July. Mr. Hayes will consult with Steve Gross, Attorney as to whether a revised contract is necessary of just an amendment.

**9. Policies and Procedures**

Ms. McBride stated that she reviewed the following policies:

- Fentanyl Patch Order
- Light Sensitive Medications
- Sift Trades/Substitutions
- Ambulance Cleaning/Decontamination
- Dietary “Manual”

Ms. McBride stated that all policies are reviewed in detail before coming to the Board for approval. Ms. McBride motioned to approve the policies listed above. A second was provided by Ms. McGrath. None opposed, the motion approved.

**10. Committee Reports**

• **Finance Committee**

Mr. Skutt stated that the Finance Committee met and reviewed the May Financials and the proposed budget. Ms Nelson will provide a more detailed report.

**11. CFO Report**

Ms. Nelson reported there was a slight loss in May due to decreased volumes. With the exception of Radiology and Emergency services, all revenue departments were at or under budget in May. Actual net revenue for May was 51.1% of patient revenue and 52.3% year to day; budget is 52.7%. Our SNF census at month end was 22 residents at Portola and 21 residents at Loyaltan. Cash receipts were very low in May causing our AR days to increase to 58.

Ms. Nelson stated that since Plumas Bank froze the line of credit she has explored options with other banking institutions. She reported that we asked Bank of America, US Bank and Bank of the West for quotes. Bank of the West offered a \$500,000 line of credit with no ties to property taxes.

Mr. Hayes stated that he would like to pursue the line of credit with Bank of the West and transition all accounts in August/September. Ms. Kreth stated that although she would like to support local businesses, the offer from Bank of the West must be considered. Mr. Hayes and Ms. Nelson will notify Plumas Bank of our intent to change.

**12. 2013/2014 Budget**

Ms. Nelson stated that 2013/2014 will be a difficult year, a year of transition to the SNF reductions. She reported that this is a lean budget but we have not eliminated any existing services. In the proposed budget, Ms. Nelson explained that overall the payroll is down due to reorganization of several departments and benefits are up due to an increase in our workers compensation costs. We have decreased the average daily acute census from 2.3 to 2.25. There was a brief discussion. Mr. Skutt motioned to approve the 2013/2014 budget as submitted. A second was made by Ms. McGrath. None opposed, the motion was approved.

**13. CEO Report**

- **DP/SNF Reimbursement Cuts:** Mr. Hayes reported that two of the three bills did not make it, however AB900 is still alive. There have been additional lawsuits filed. Mr. Hayes stated that our request for an exemption has not yet been ruled on.
- **Employee Satisfaction Committee Update:** Mr. Hayes reported we have reviewed the results with the committee as well as with Management. He stated that he will be going back to Department meetings to review the results and ask for suggestions on how to fix any problems identified.
- **California Department of Public Health Recertification Survey:** Mr. Hayes reported that we were waiting for most recent Plan of Correction from the State and stated that it is a very cumbersome process. He also stated that the State is here this week for the Annual SNF survey.
- **Director of Nursing:** Mr. Hayes reported that Teresa Whitfield resigned and that he has hired Linda Jameson, RN as Director of Nursing. Linda Jameson has stated that she is looking forward to a change. Ms. Jameson will be at the July Board Meeting.
- **Capital Budget:** Mr. Hayes provided copies of the Capital Budget. There was a brief discussion.
- **Other**
  - Mr. Hayes stated that we will review Quality Metrics in open session at the July Board meeting. Going forward the Board will receive a quarterly report of all quality metrics and activities.
  - Mr. Hayes stated that he is working on the 2014 Operations Plan.
  - Mr. Hayes reported that a Urologist from Reno had contacted him and is interested in providing clinic services.

**14. Closed Session.**

Ms. McGrath announced the Board would move into closed session at 11:25 am., 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 12:30 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:**

**Recommendation for One Year Provisional Privileges:**

Dr. Bugna stated that the MEC reviewed the privileges and background including claims history of Anne Williams, MD. The MEC feels

comfortable recommending the physician for One Year Provisional Privileges to the Board for Approval.

**Recommendation for Two Year Active Privileges:**

Dr. Bugna stated that the MEC reviewed the privileges and background including claims history of Michelle Kim, MD. The MEC feels comfortable recommending the physician for Two Year Active Privileges to the Board for Approval.

**Recommendation for Two Year Courtesy Privileges and re-Appointments:**

Dr. Bugna stated that the MEC reviewed the privileges and background including claims history of Jack Bertman, MD. The MEC feels comfortable recommending the physician for Two Year Courtesy Privileges to the Board for Approval.

**Recommendation for One Year Provisional Privileges Allied Health:**

Dr. Bugna stated that the IDPC reviewed the privileges and background including claims history of Robin Jaquez, FNP. Dr. Bugna reported that the recommendations from the IDPC were accepted by MEC. The MEC feels comfortable recommending the FNP for One Year Provisional Privileges to the Board for Approval.

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

Ms. McBride motioned to approve the following privileges and appointments to the medical staff as submitted.

**Provisional One Year Appointment**

- Anne L. Williams, MD (Family Medicine)

**Active Two Year Appointment**

- Michelle Kim, MD (Family Practice)

**Courtesy Two Year Re-Appointment**

- Jack Bertman, MD (Emergency/Hospitalist)

**Allied Health - Provisional One Year Privileges**

- Robin Jaquez, FNP

A second was provided by Mr. Skutt. None Opposed. The motion was approved.

16. **Adjournment.** Ms. McGrath subsequently adjourned the meeting at 12:30 p.m.

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Approval

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Date



EASTERN PLUMAS HEALTH CARE DISTRICT

Standing Quality Assurance Committee

Tuesday, July 11, 2013

9:00 A.M.

ACR, Portola, CA

Minutes

1. **Call to Order.** The meeting was called to order at 9:00pm by Ms. McGrath.
2. **Roll Call.**  
Present: Gail McGrath and Lucie Kreth. Staff: Tom Hayes, Kathy Valladon, Bill Carlson, Donna Levering, Melonie Bates, Dana Tomzcak, Rick Boyd, Mark Schweyer, and Tiffany Williams.  
Absent: None  
Visitors: no visitors were present.
3. **Approval of Agenda.** The agenda was approved as submitted.
4. **Board Comments.** None.
5. **Public Comments.** None.
6. **Closed Session.** Ms. McGrath announced the Board would move into closed session at 9:05am
7. **Adjournment.** The Board returned to open session at 11:10 am and announced no reportable action taken. Ms. McGrath subsequently adjourned the meeting.

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Approved by \_\_\_\_\_

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Date \_\_\_\_\_

**EASTERN PLUMAS HEALTH CARE DISTRICT**

**MEMORANDUM**

**Date:** July 18, 2013  
**To:** Board of Directors  
**From:** Jeri Nelson, Chief Financial Officer  
**Subject:** Summary of Financial Results – June 2013

**Table 1. Consolidated Financial Results – June 2013**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Total Revenue</b>	<b>\$2,914,227</b>	<b>\$3,207,735</b>	<b>\$(293,508)</b>
Contractual Adjustments	\$1,024,574	\$1,370,494	\$(345,920)
Bad Debt/Admin Adjustments	\$169,838	\$143,276	\$26,562
<b>Net Revenue</b>	<b>\$1,719,814</b>	<b>\$1,693,965</b>	<b>\$25,849</b>
<b>Total Expenses</b>	<b>\$1,769,336</b>	<b>\$1,697,952</b>	<b>\$71,384</b>
Operating Income (Loss)	\$(49,522)	\$(3,987)	\$(45,535)
Non-Operating Income(Expense)	\$(4,087)	\$49,758	\$(53,845)
<b>Net Income (Loss)</b>	<b>\$(53,609)</b>	<b>\$45,771</b>	<b>\$(99,380)</b>

**Table 2. Consolidated Financial Results – Twelve Months Ended June 2013**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Total Revenue</b>	<b>\$37,814,893</b>	<b>\$38,994,783</b>	<b>\$(1,179,890)</b>
Contractual Adjustments	\$15,859,784	\$16,671,008	\$(811,224)
Bad Debt/Admin Adjustments	\$1,947,580	\$1,741,774	\$205,806
<b>Net Revenue</b>	<b>\$20,007,530</b>	<b>\$20,582,001</b>	<b>\$(574,471)</b>
<b>Total Expenses</b>	<b>\$20,357,420</b>	<b>\$20,716,299</b>	<b>\$(358,879)</b>
Operating Income (Loss)	\$(349,891)	\$(134,298)	\$(215,593)
Non-Operating Income (Expense)	\$835,121	\$797,100	\$38,021
<b>Net Income (Loss)</b>	<b>\$485,231</b>	<b>\$662,802</b>	<b>\$(177,571)</b>

We close the year falling short of our budget goals. The last five months were consistently down and flat in revenue. Operating expenses varied against budget as we tried to adjust to the changing environment. We will need to improve on this going forward. We experienced Medicare and Medi-Cal claim payment delays at year end that increased our days in accounts receivable by 4, decreased cash and increased accounts payable. State unemployment reserves have been adjusted which increased our year end expense. Inventories did not decrease as much as I would have expected, another area for us to monitor more closely. Property tax revenue was adjusted down in June due to the shortfall in expected receipts from Plumas and Sierra Counties.

**EASTERN PLUMAS HEALTH CARE  
BALANCE SHEET  
FOR THE MONTH ENDED  
JUNE 30, 2013**

**DESCRIPTION**

**ASSETS**

CURRENT ASSETS	
CASH	451,566
INVESTMENTS	1,110,172
ACCOUNTS RECEIVABLE NET	3,252,022
ACCOUNTS RECEIVABLE OTHER	128,311
INVENTORY	213,700
PREPAID EXPENSES	47,608
TOTAL CURRENT ASSETS	<u>5,203,379</u>
PROPERTY AND EQUIPMENT	
LAND AND IMPROVEMENTS	934,164
BUILDINGS AND IMPROVEMENTS	10,080,726
EQUIPMENT	10,894,841
IN PROGRESS	141,976
TOTAL PROPERTY AND EQUIPMENT	<u>22,051,707</u>
ACCUMULATED DEPRECIATION	<u>14,060,412</u>
NET PROPERTY AND EQUIPMENT	7,991,295
COSTS OF ISSUANCE NET	13,909
TOTAL	13,208,583 =====

**LIABILITIES AND FUND BALANCE**

CURRENT LIABILITIES	
LEASES PAYABLE	105,710
ACCOUNTS PAYABLE	891,728
ACCRUED PAYROLL/RELATED TAXES	917,173
OTHER CURRENT LIABILITIES	503,009
TOTAL CURRENT LIABILITIES	<u>2,417,619</u>
LEASES PAYABLE	308,063
USDA REPAIRS & DEFEASANCE	339,106
CHFFA - EMR & ENDO EQUIP LOAN	60,727
CITY OF PORTOLA- PROPERTY LOAN	348,000
USDA LOANS SNF	3,508,393
USDA LOAN REPAIRS	13,741
USDA LOAN LOYALTON	495,565
USDA LOAN LOYALTON & PORTOLA	104,529
TOTAL LIABILITIES	<u>7,595,743</u>
FUND BALANCE	5,127,609
NET INCOME (LOSS)	485,231
TOTAL	13,208,583 =====

**EASTERN PLUMAS HEALTH CARE  
COMPARATIVE BALANCE SHEET  
FOR THE MONTHS ENDED**

	<b>MAY 2013</b>	<b>JUNE 2013</b>	<b>CHANGE</b>
<b>ASSETS</b>			
CURRENT ASSETS			
CASH	\$ 636,548	\$ 451,566	\$ (184,982)
LAIF SAVINGS	\$ 1,109,498	\$ 1,110,172	\$ 674
ACCOUNTS RECEIVABLE NET	\$ 3,006,718	\$ 3,252,022	\$ 245,304
ACCOUNTS RECEIVABLE OTHER	\$ 135,877	\$ 128,311	\$ (7,566)
INVENTORY	\$ 215,316	\$ 213,700	\$ (1,616)
PREPAID EXPENSES	\$ 64,411	\$ 47,608	\$ (16,803)
TOTAL CURRENT ASSETS	<u>\$ 5,168,368</u>	<u>\$ 5,203,379</u>	<u>\$ 35,011</u>
PROPERTY AND EQUIPMENT			
LAND AND IMPROVEMENTS	\$ 934,164	\$ 934,164	\$ -
BUILDINGS AND IMPROVEMENTS	\$ 10,080,726	\$ 10,080,726	\$ -
EQUIPMENT	\$ 10,894,841	\$ 10,894,841	\$ -
IN PROGRESS	\$ 141,976	\$ 141,976	\$ -
	<u>\$ 22,051,707</u>	<u>\$ 22,051,707</u>	<u>\$ -</u>
ACCUMULATED DEPRECIATION	\$ 13,994,679	\$ 14,060,412	\$ 65,733
TOTAL PROPERTY AND EQUIPMENT	<u>\$ 8,057,028</u>	<u>\$ 7,991,295</u>	<u>\$ (65,733)</u>
COSTS OF ISSUANCE NET	\$ 14,162	\$ 13,909	\$ (253)
TOTAL	<u>\$ 13,239,558</u>	<u>\$ 13,208,583</u>	<u>\$ (30,975)</u>
<b>LIABILITIES AND FUND BALANCE</b>			
CURRENT LIABILITIES			
LEASES PAYABLE	\$ 128,181	\$ 105,710	\$ (22,471)
ACCOUNTS PAYABLE	\$ 649,532	\$ 891,728	\$ 242,196
ACCRUED PAYROLL/RELATED TAXES	\$ 896,681	\$ 917,172	\$ 20,491
OTHER CURRENT LIABILITIES	\$ 680,683	\$ 503,009	\$ (177,674)
TOTAL CURRENT LIABILITIES	<u>\$ 2,355,077</u>	<u>\$ 2,417,619</u>	<u>\$ 62,542</u>
LEASES PAYABLE	\$ 303,787	\$ 308,063	\$ 4,276
CHFFA LOAN	\$ 67,183	\$ 60,727	\$ (6,456)
CITY OF PORTOLA	\$ 348,000	\$ 348,000	\$ -
USDA LOANS	\$ 4,499,062	\$ 4,461,334	\$ (37,728)
TOTAL LIABILITIES	<u>\$ 7,573,109</u>	<u>\$ 7,595,743</u>	<u>\$ 22,634</u>
FUND BALANCE	\$ 5,127,609	\$ 5,127,609	\$ -
NET INCOME (LOSS)	\$ 538,840	\$ 485,231	\$ (53,609)
TOTAL	<u>\$ 13,239,558</u>	<u>\$ 13,208,583</u>	<u>\$ (30,975)</u>

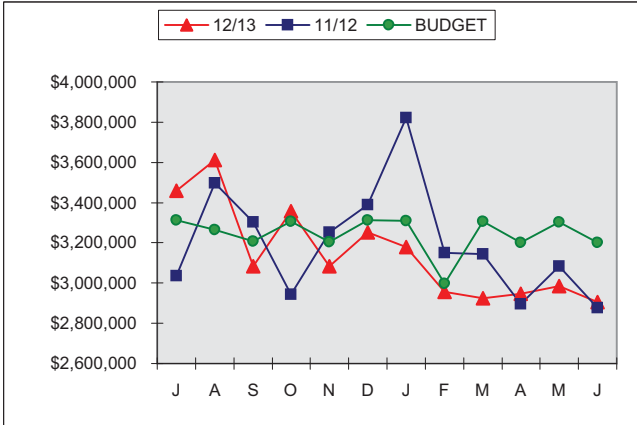
**EASTERN PLUMAS HEALTH CARE  
STATEMENT OF REVENUE & EXPENSE  
FOR THE MONTH ENDED  
JUNE 30, 2013**

DESCRIPTION	CURRENT PERIOD			YEAR TO DATE			ANNUAL BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
OPERATING REVENUE							
INPATIENT ROUTINE	199222	216270	-17048	2159220	2631285	-472065	2631285
INPATIENT ANCILLARY	169386	253687	-84301	2497405	3087405	-590000	3087405
TOTAL INPATIENT	<u>368608</u>	<u>469957</u>	<u>-101349</u>	<u>4656625</u>	<u>5718690</u>	<u>-1062065</u>	<u>5718690</u>
SWING ROUTINE	8000	59507	-51507	700000	724000	-24000	724000
SWING ANCILLARY	10775	47347	-36572	482056	579962	-97906	579962
TOTAL SWING BED	<u>18775</u>	<u>106854</u>	<u>-88079</u>	<u>1182056</u>	<u>1303962</u>	<u>-121906</u>	<u>1303962</u>
SKILLED NURSING ROUTINE	446540	477446	-30906	5680852	5808932	-128080	5808932
SKILLED NURSING ANCILLARY	96411	83517	12894	928260	1018367	-90107	1018367
TOTAL SKILLED NURSING	<u>542951</u>	<u>560963</u>	<u>-18012</u>	<u>6609112</u>	<u>6827299</u>	<u>-218187</u>	<u>6827299</u>
OUTPATIENT SERVICES	1974687	2064457	-89770	25297672	25078792	218880	25078792
TOTAL PATIENT REVENUES	<u>2905021</u>	<u>3202231</u>	<u>-297210</u>	<u>37745465</u>	<u>38928743</u>	<u>-1183278</u>	<u>38928743</u>
OTHER OPERATING REVENUE	9206	5503	3703	69428	66040	3388	66040
TOTAL REVENUE	<u>2914227</u>	<u>3207735</u>	<u>-293508</u>	<u>37814893</u>	<u>38994783</u>	<u>-1179890</u>	<u>38994783</u>
DEDUCTIONS FROM REVENUE							
BAD DEBT/ADMINISTRATIVE ADJ'S	169838	143276	26562	1947580	1741774	205806	1741774
CONTRACTUAL ADJUSTMENTS	1024574	1370494	-345920	15859784	16671008	-811224	16671008
TOTAL DEDUCTIONS	<u>1194412</u>	<u>1513770</u>	<u>-319358</u>	<u>17807364</u>	<u>18412782</u>	<u>-605418</u>	<u>18412782</u>
NET REVENUE	<u>1719814</u>	<u>1693965</u>	<u>25849</u>	<u>20007530</u>	<u>20582001</u>	<u>-574471</u>	<u>20582001</u>
OPERATING EXPENSES							
SALARIES	759129	780021	-20892	9454254	9594815	-140561	9594815
BENEFITS	246321	212737	33584	2407696	2580428	-172732	2580428
SUPPLIES	165752	151104	14648	1670263	1857037	-186774	1857037
PROFESSIONAL FEES	261833	229531	32302	2801557	2796024	5533	2796024
REPAIRS & MAINTENANCE	57656	38465	19191	531557	461574	69983	461574
PURCHASED SERVICES	73143	61738	11405	1019412	741129	278283	741129
UTILITIES/TELEPHONE	57088	57872	-784	697264	697826	-562	697826
INSURANCE	32470	33281	-811	371259	399366	-28107	399366
RENT/LEASE EXPENSE	11754	18654	-6900	216202	223846	-7644	223846
DEPRECIATION/AMORTIZATION	65986	75748	-9762	765453	872975	-107522	872975
INTEREST EXPENSE	26249	26098	151	268774	313180	-44406	313180
OTHER EXPENSES	11956	12703	-747	153730	178099	-24369	178099
TOTAL EXPENSES	<u>1769336</u>	<u>1697952</u>	<u>71384</u>	<u>20357420</u>	<u>20716299</u>	<u>-358879</u>	<u>20716299</u>
OPERATING INCOME (LOSS)	<u>-49522</u>	<u>-3987</u>	<u>-45535</u>	<u>-349891</u>	<u>-134298</u>	<u>-215593</u>	<u>-134298</u>
MISCELLANEOUS	3480	2383	1097	57336	28600	28736	28600
CONTRIBUTIONS	0	0	0	264244	200000	64244	200000
PROPERTY TAX REVENUE	<u>-7567</u>	<u>47375</u>	<u>-54942</u>	<u>513542</u>	<u>568500</u>	<u>-54958</u>	<u>568500</u>
NON-OPERATING INCOME (EXPENSE)	<u>-4087</u>	<u>49758</u>	<u>-53845</u>	<u>835121</u>	<u>797100</u>	<u>38021</u>	<u>797100</u>
NET INCOME (LOSS)	<u>-53609</u>	<u>45771</u>	<u>-99380</u>	<u>485231</u>	<u>662802</u>	<u>-177571</u>	<u>662802</u>

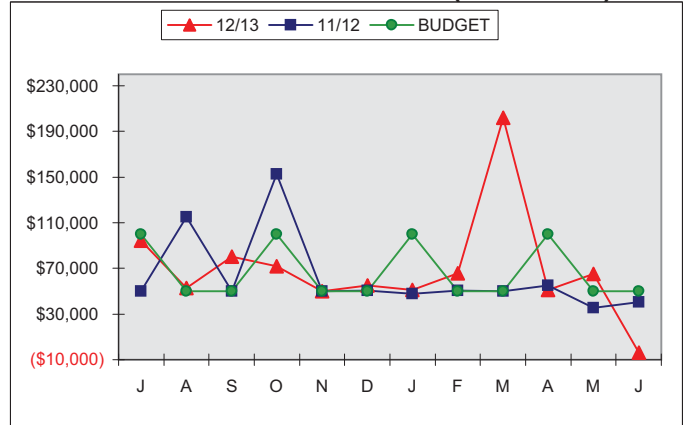
DESCRIPTION	CURRENT PERIOD			YEAR TO DATE			ANNUAL BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>STATISTICAL DATA</b>							
ACUTE INPATIENT ADMISSIONS	25	34	-9	241	411	-170	411
ACUTE PATIENT DAYS	74	80	-6	780	975	-195	975
SKILLED NURSING PATIENT DAYS	1345	1440	-95	17111	17520	-409	17520
SWING BED DAYS	4	30	-26	350	362	-12	362
E.R. VISITS	279	262	17	3456	3160	296	3160
CLINIC VISITS	1993	2243	-250	27320	27230	90	27230

EASTERN PLUMAS HEALTH CARE  
 MONTHLY FINANCIAL GRAPHS  
 FOR THE YEAR ENDED JUNE 30, 2013

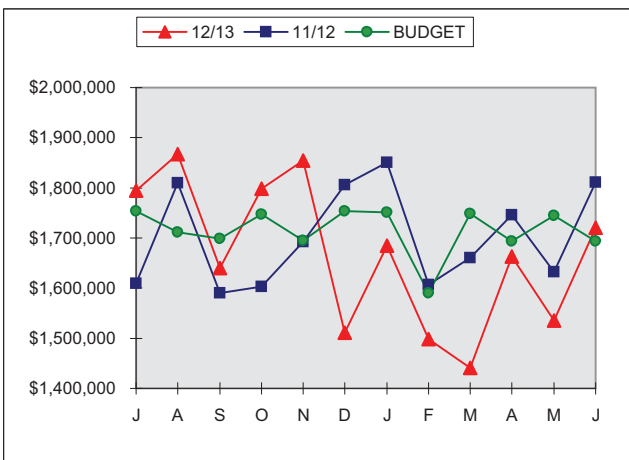
**1. GROSS PATIENT REVENUE**



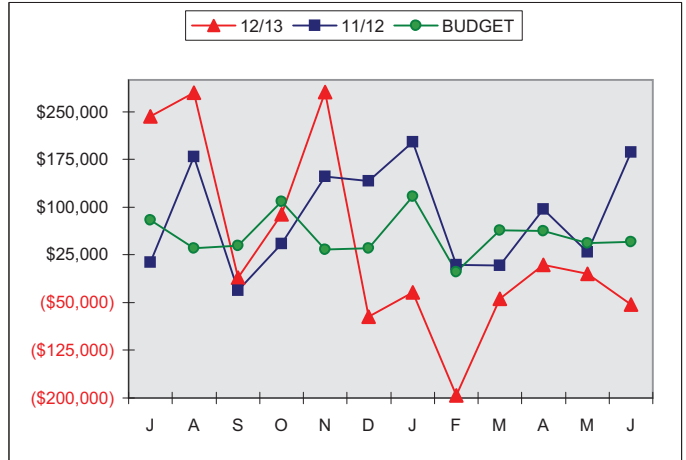
**4. NON-OPERATING INCOME (EXPENSE)**



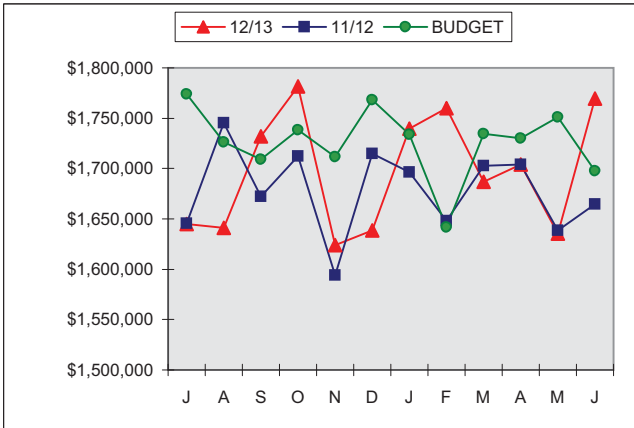
**2. ESTIMATED NET REVENUE**



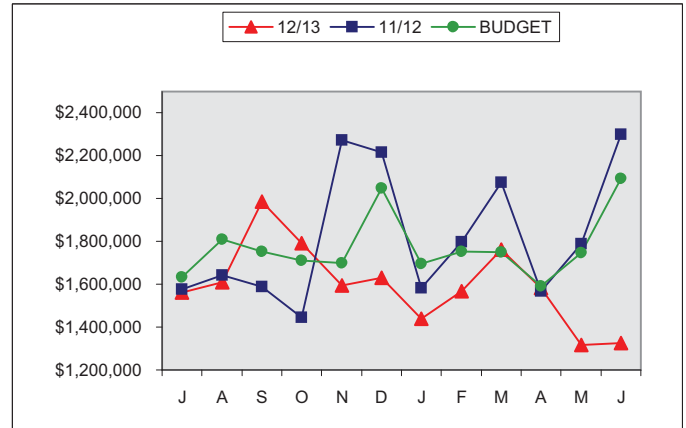
**5. NET INCOME (LOSS)**



**3. OPERATING EXPENSES**

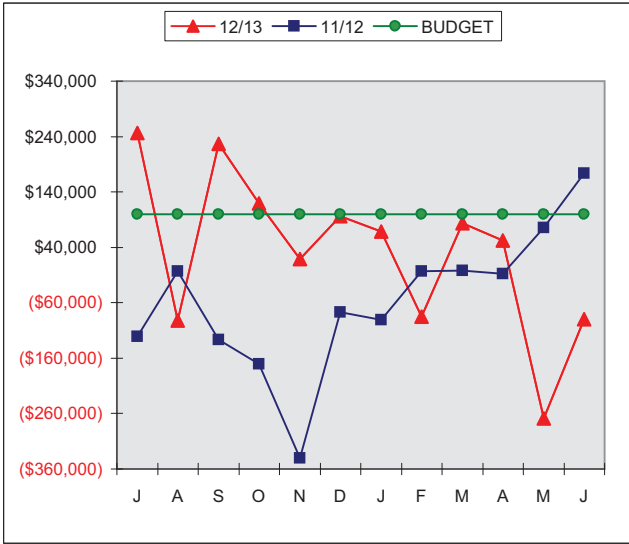


**6. CASH RECEIPTS**

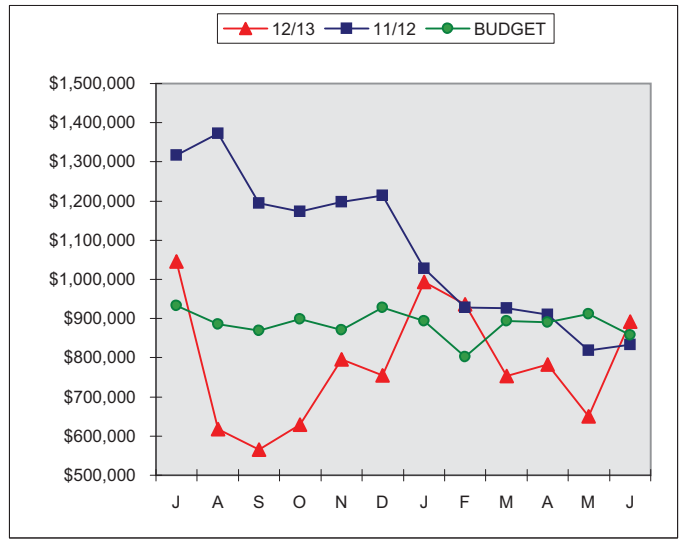


EASTERN PLUMAS HEALTH CARE  
MONTHLY FINANCIAL GRAPHS  
FOR THE YEAR ENDED JUNE 30, 2013

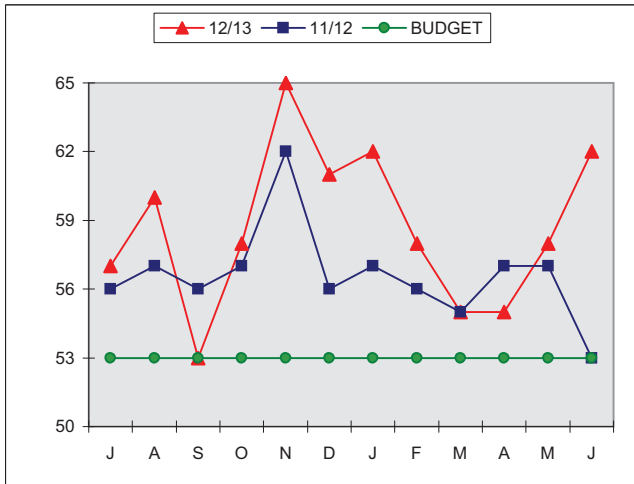
7. OPERATING CASH



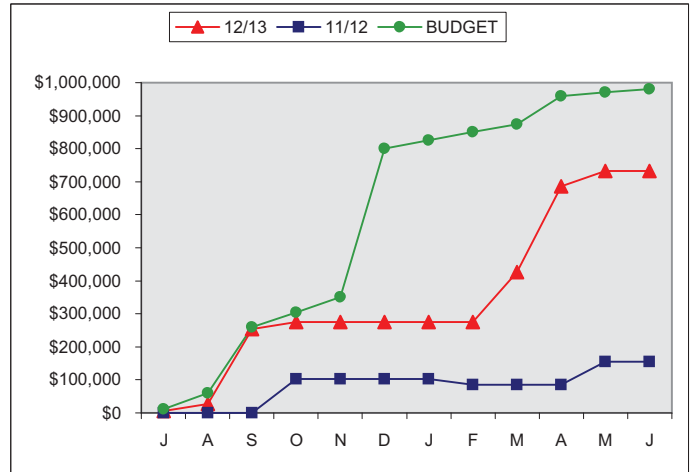
10. ACCOUNTS PAYABLE



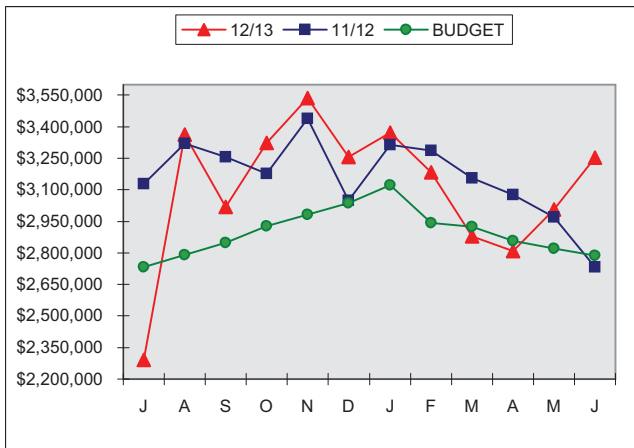
8. ACCOUNTS RECEIVABLE-DAYS



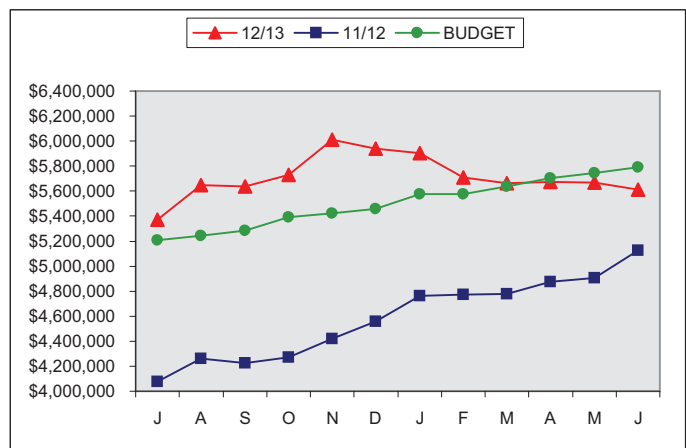
11. CAPITAL EXPENDITURES-YTD



9. ACCOUNTS RECEIVABLE, NET



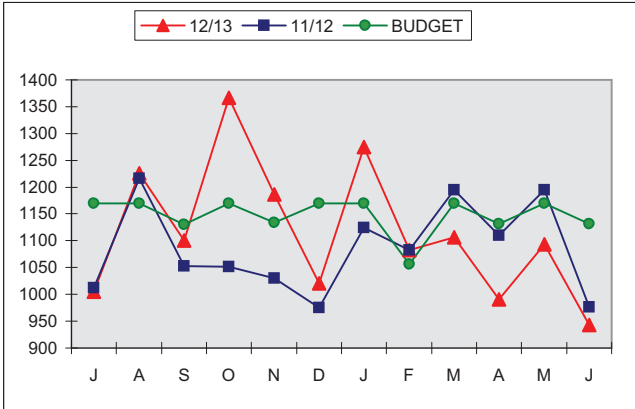
12. FUND BALANCE + NET INCOME (LOSS)



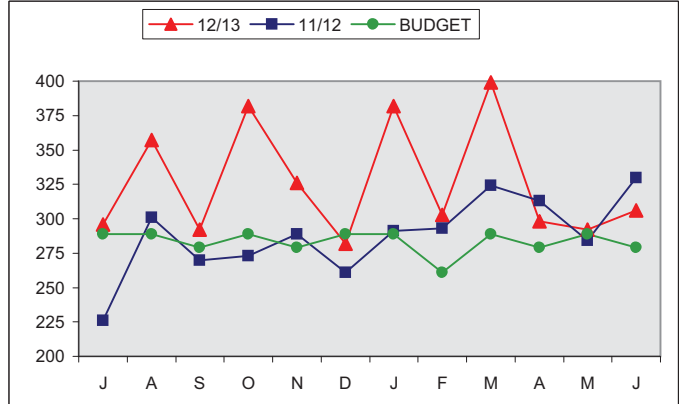


EASTERN PLUMAS HEALTH CARE  
 MONTHLY FINANCIAL GRAPHS  
 FOR THE YEAR ENDED JUNE 30, 2013

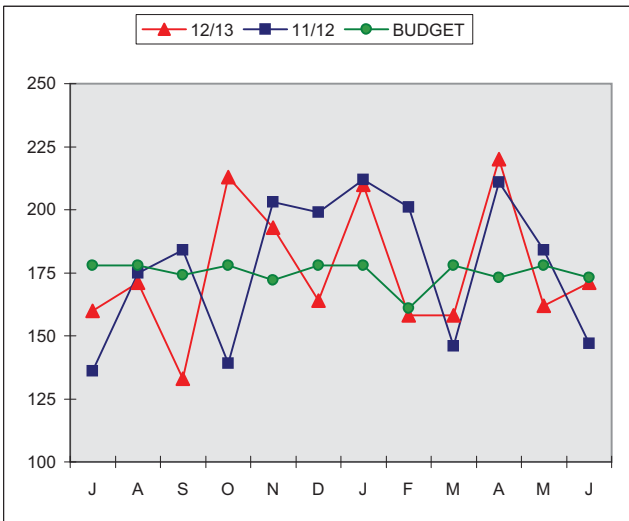
**13. PORTOLA MEDICAL CLINIC VISITS**



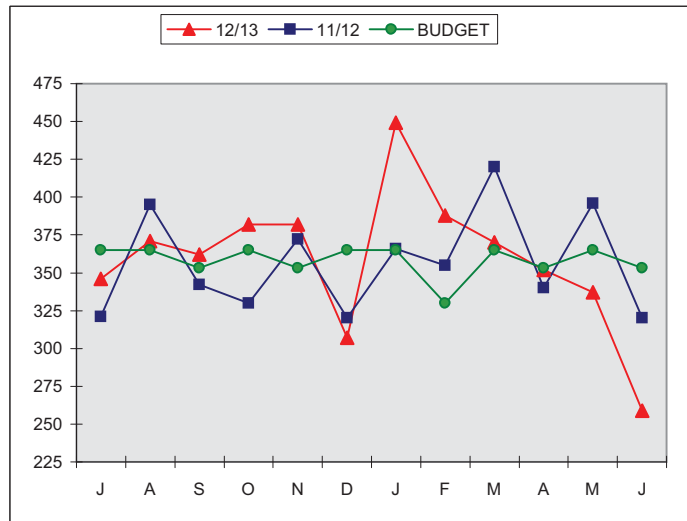
**16. LOYALTON MEDICAL CLINIC VISITS**



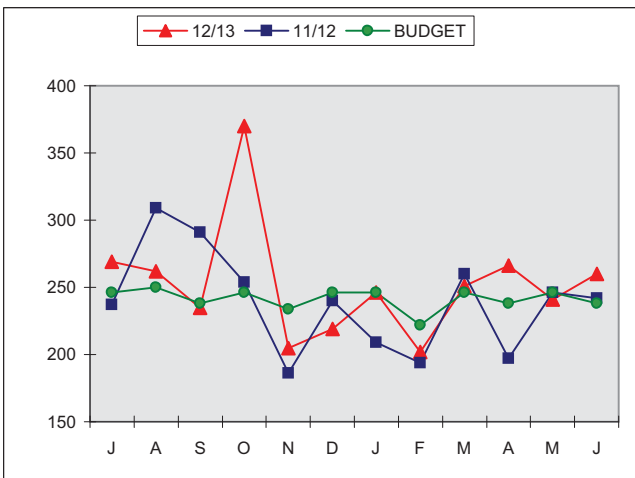
**14. PORTOLA DENTAL CLINIC VISITS**



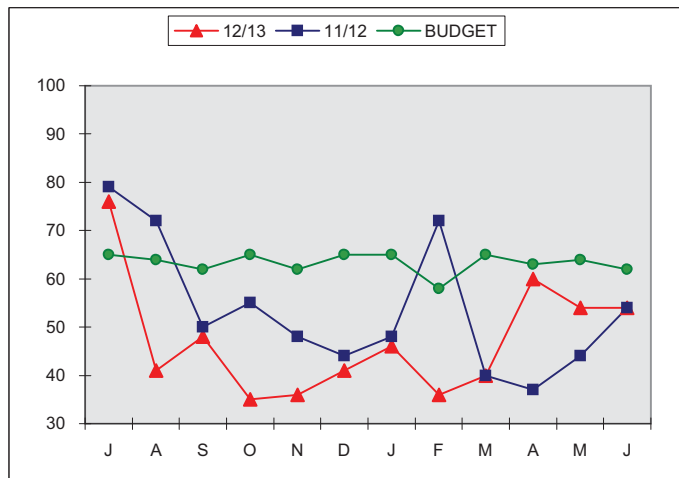
**17. INDIAN VALLEY MEDICAL CLINIC VISITS**



**15. GRAEAGLE MEDICAL CLINIC VISITS**

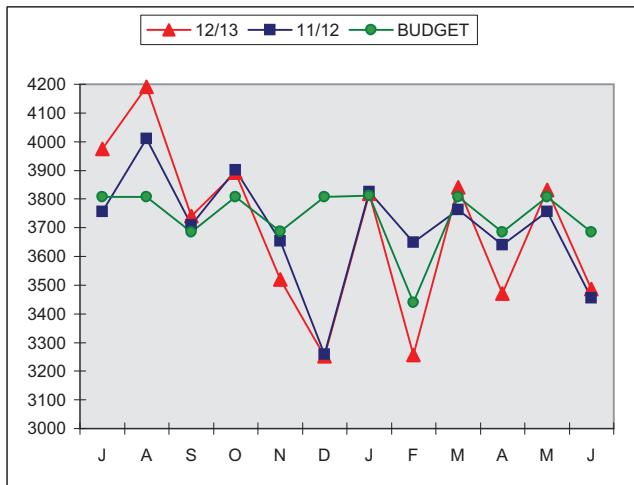


**18. PORTOLA ANNEX VISITS**

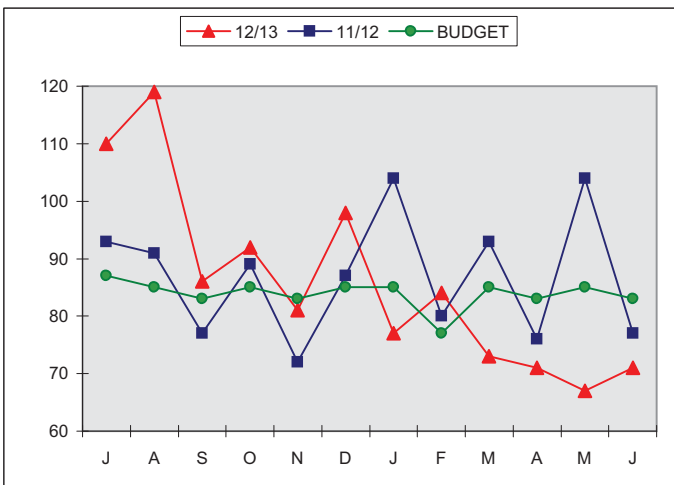


EASTERN PLUMAS HEALTH CARE  
MONTHLY FINANCIAL GRAPHS  
FOR THE YEAR ENDED JUNE 30, 2013

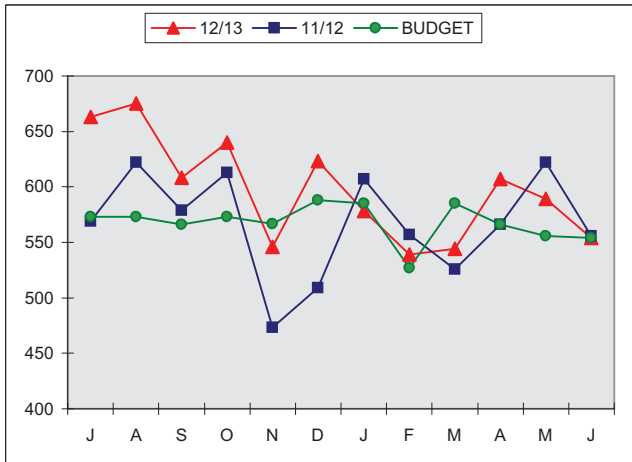
**19. LABORATORY PROCEDURES**



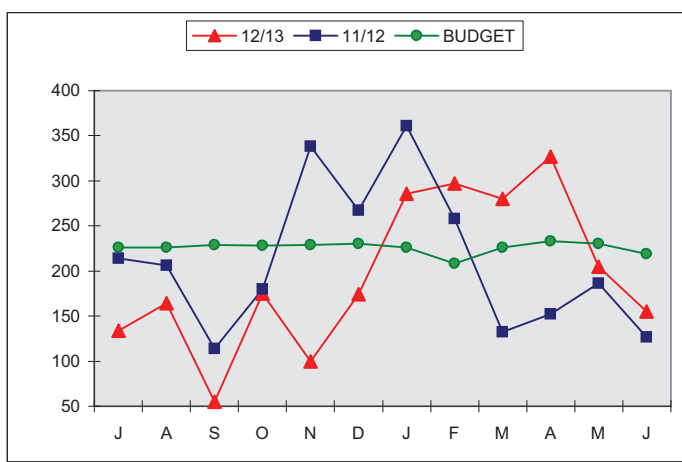
**22. AMBULANCE RUNS**



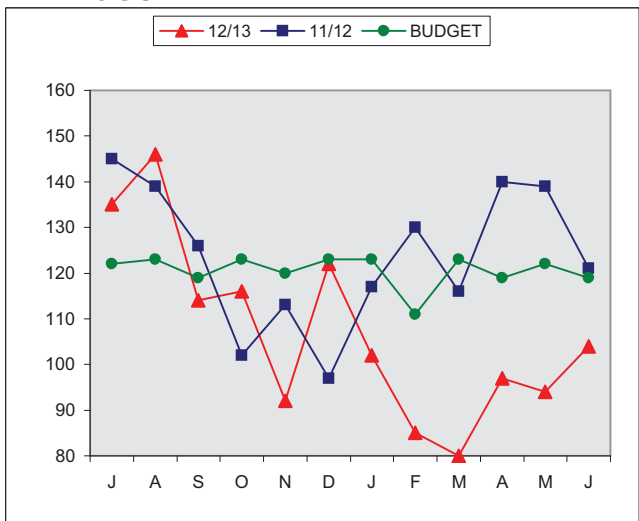
**20. RADIOLOGY PROCEDURES**



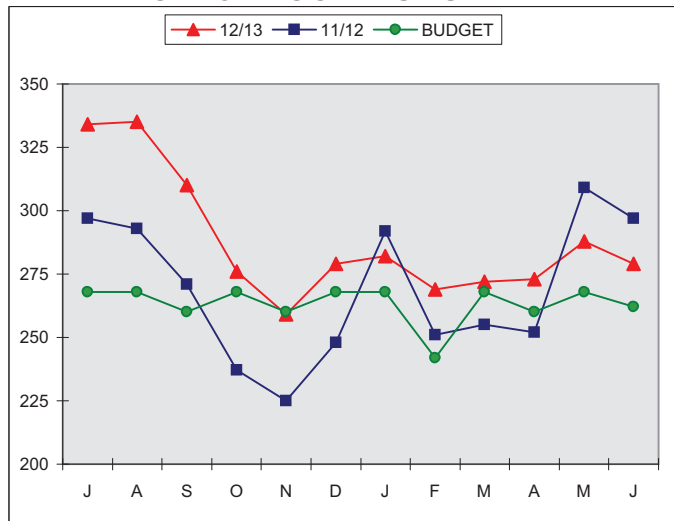
**23. RESPIRATORY PROCEDURES**



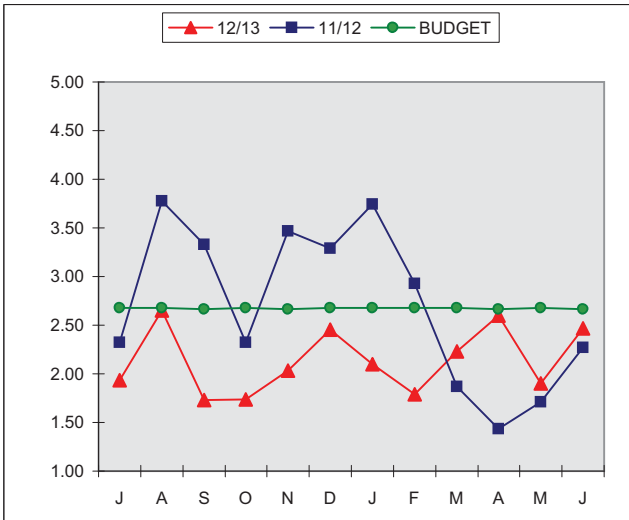
**21. ECGS**



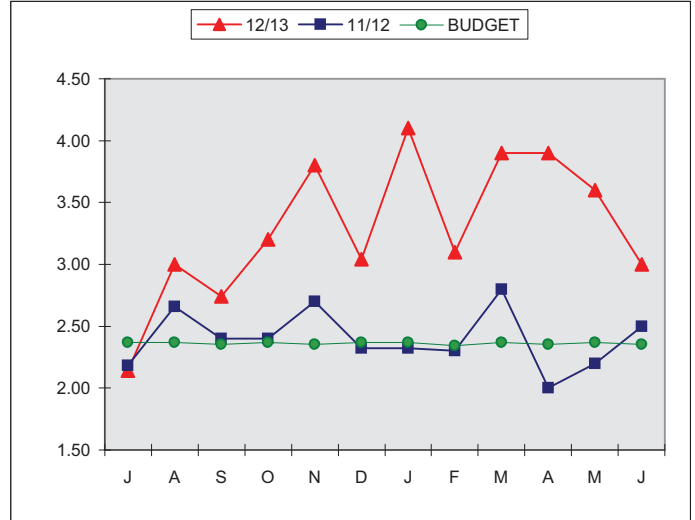
**24. EMERGENCY ROOM VISITS**



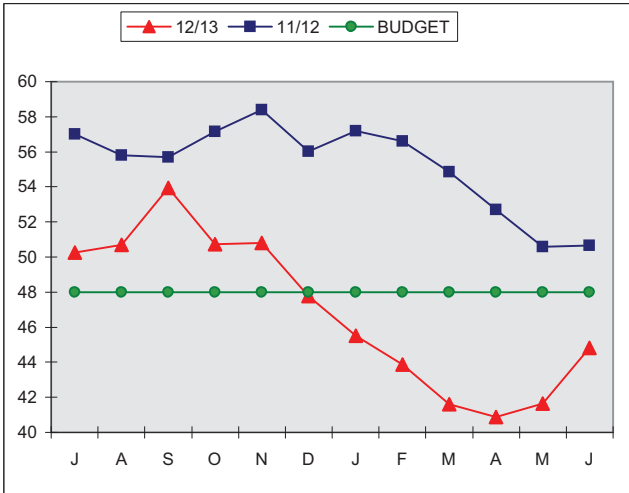
**25. AVERAGE DAILY CENSUS - ACUTE**



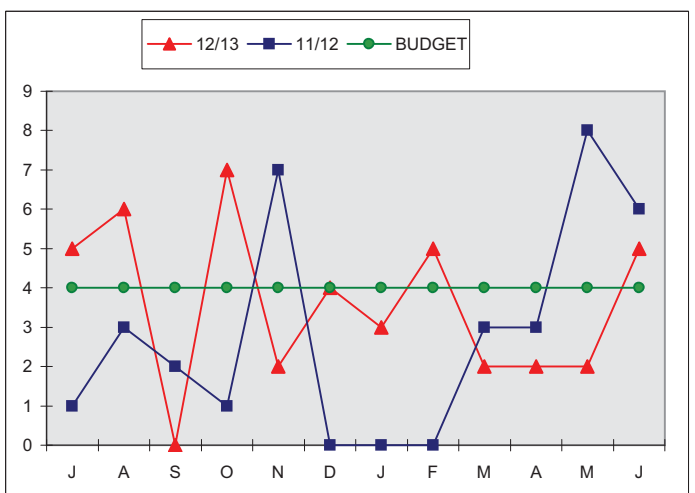
**28. AVERAGE LENGTH OF STAY - ACUTE**



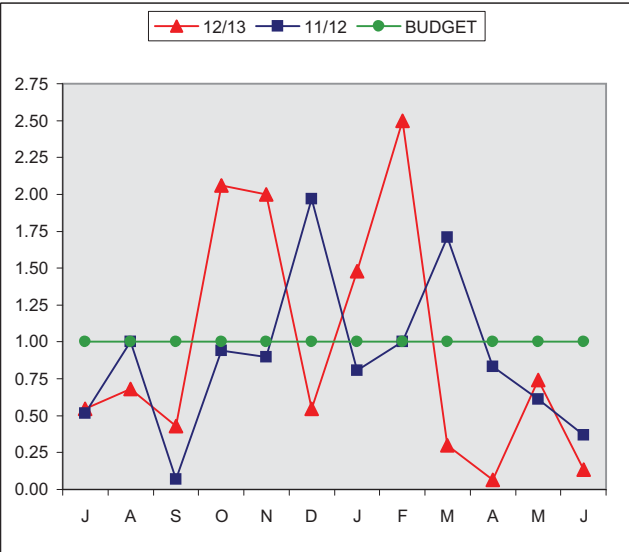
**26. AVERAGE DAILY CENSUS - SNF**



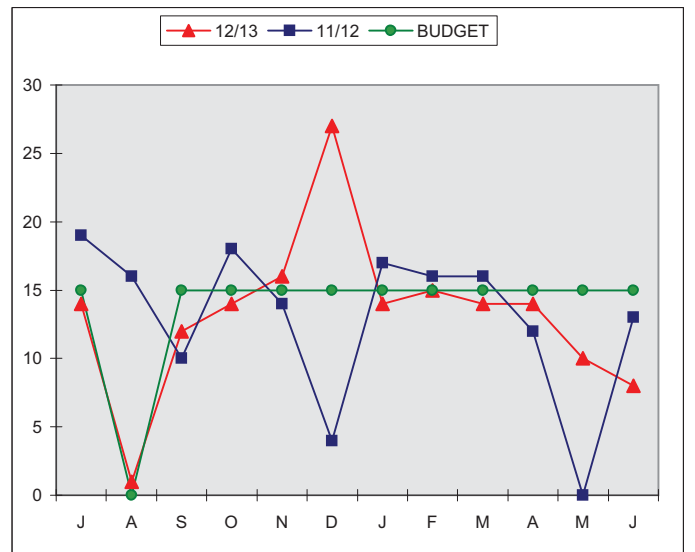
**29. SURGERIES - IN & OUTPATIENT**



**27. AVERAGE DAILY CENSUS-SWING**

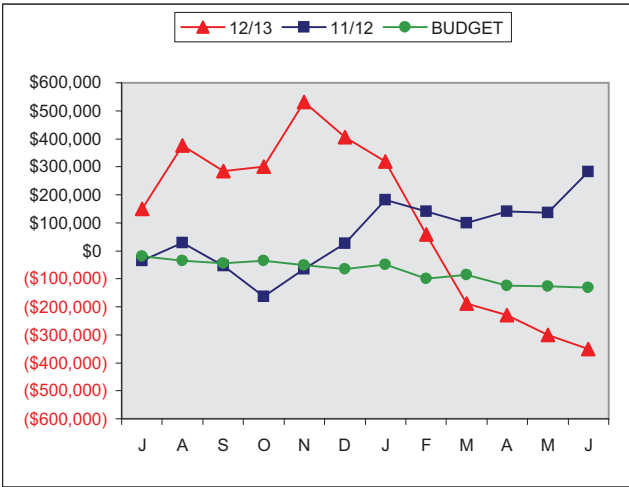


**30. ENDOSCOPY PROCEDURES**

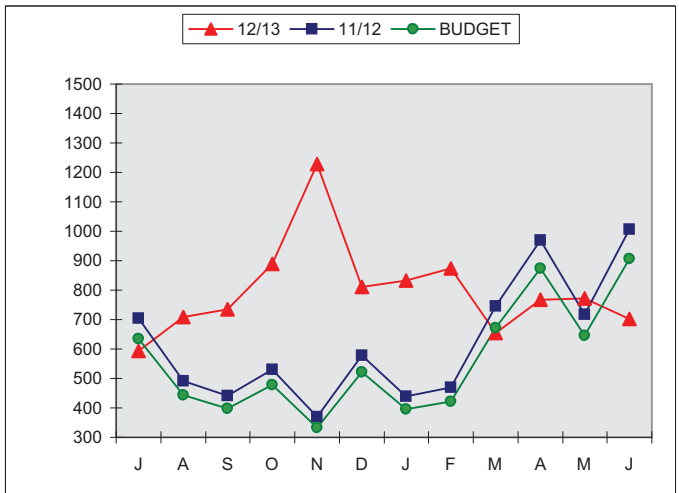


EASTERN PLUMAS HEALTH CARE  
MONTHLY FINANCIAL GRAPHS  
FOR THE YEAR ENDED JUNE 30, 2013

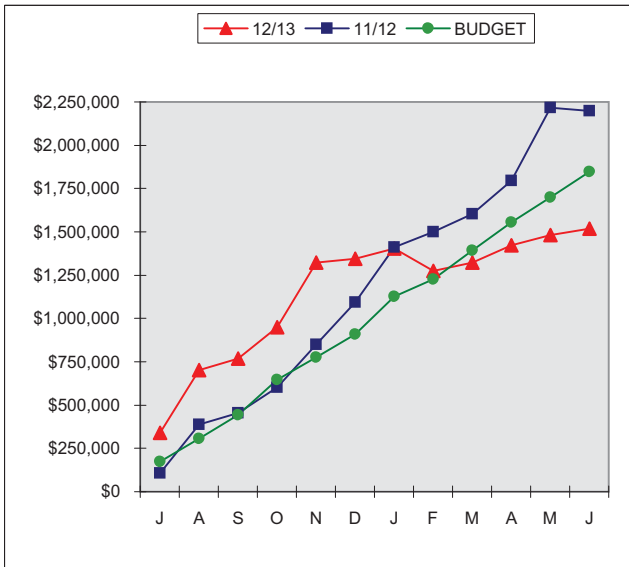
31. YEAR TO DATE OPERATING INCOME (LOSS)



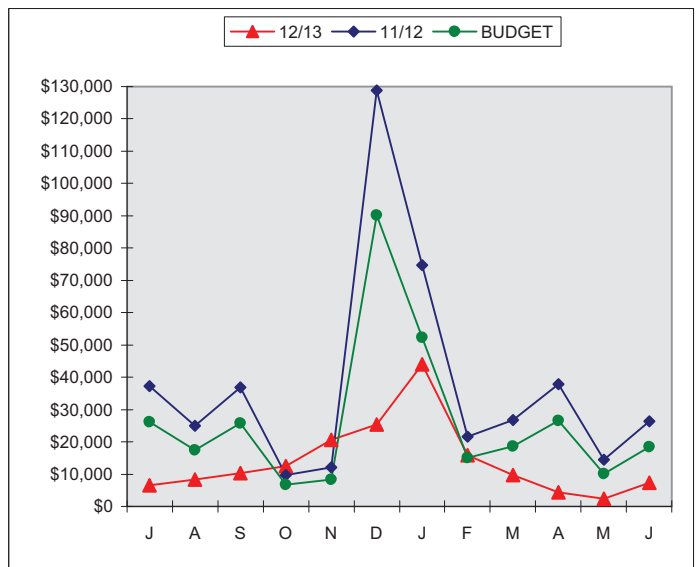
34. OVERTIME HOURS



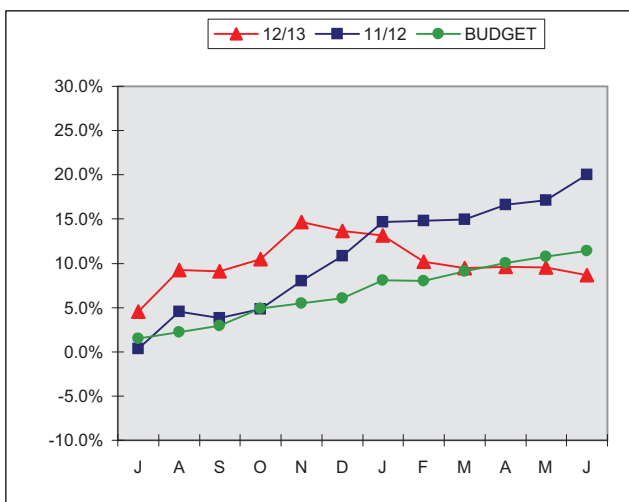
32. EARNINGS BEFORE INTEREST, DEPRECIATION & AMORTIZATION



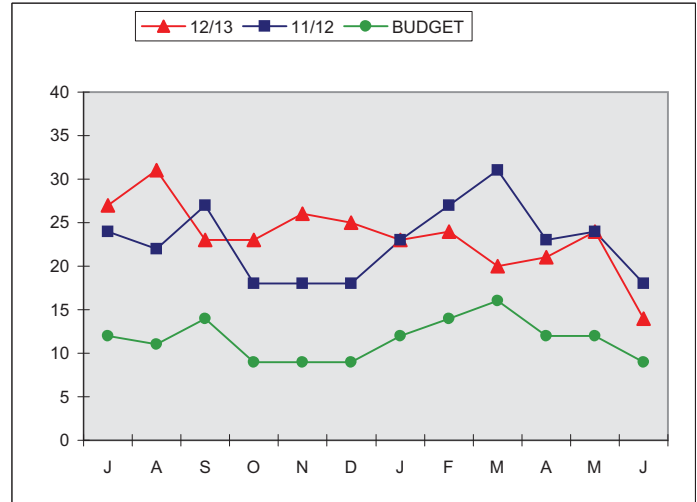
35. DENIALS



34. RETURN ON EQUITY



36. EMERGENCY DEPARTMENT TRANSFERS



**RESOLUTION NO. 241**

Eastern Plumas Health Care District )  
Resolution of the Board of Directors )  
of the Eastern Plumas Health Care )  
District approving the Bank of the West )  
Line of Credit in the amount of )  
\$500,000.00 )  
\_\_\_\_\_ )

**WHEREAS**, the Board of Directors wishes to help supplement operational short falls and provide working capitol and

**WHEREAS**, the Board of Directors has approved the District to open a Line of Credit in the amount of \$500,000.00, with Bank of the West and

**WHEREAS**, the Board has determined that it is in the best interest of the District to open the Line of Credit with Bank of the West and

**NOW, THEREFORE, BE IT RESOLVED**, as follows: The Chief Financial Officer and the Chief Executive Officer of the District are hereby authorized to execute any and all documents necessary for the completion of this transaction.

Passed, approved and adopted by the Board of Directors of EASTERN PLUMAS HEALTH CARE DISTRICT, Plumas County, California at a Regular Meeting held on the 25th day of July 2013, by the following roll call vote:

Chairman McGrath \_\_\_\_\_  
Director McBride \_\_\_\_\_  
Director Skutt \_\_\_\_\_

Vice Chairman Fites \_\_\_\_\_  
Secretary Kreth \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Gail McGrath, Chairman

\_\_\_\_\_  
Lucie Kreth, Secretary

**RESOLUTION NO. 242**

Eastern Plumas Health Care District )  
Resolution of the Board of Directors )  
of the Eastern Plumas Health Care )  
District to Authorize Signatures )  
For Bank of the West )  
\_\_\_\_\_ )

**WHEREAS**, Bank of the West may execute any and all the transactions initiated by Eastern Plumas Health Care and/or its designated agent(s),

**WHEREAS**, this resolution will continue in effect until Bank of the West receives written notice of their rescission or modification by resolution adopted by the Board of Directors and certified by the Secretary,

**NOW, THEREFORE, BE IT RESOLVED**, that each individual who has executed this document and signs as an authorized signer is presently the qualified holder of the office listed next to his/her name and is duly authorized to enter into agreement with Bank of the West.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
Thomas P. Hayes	Chief Executive Officer	_____
Jeri Nelson	Chief Financial Officer	_____

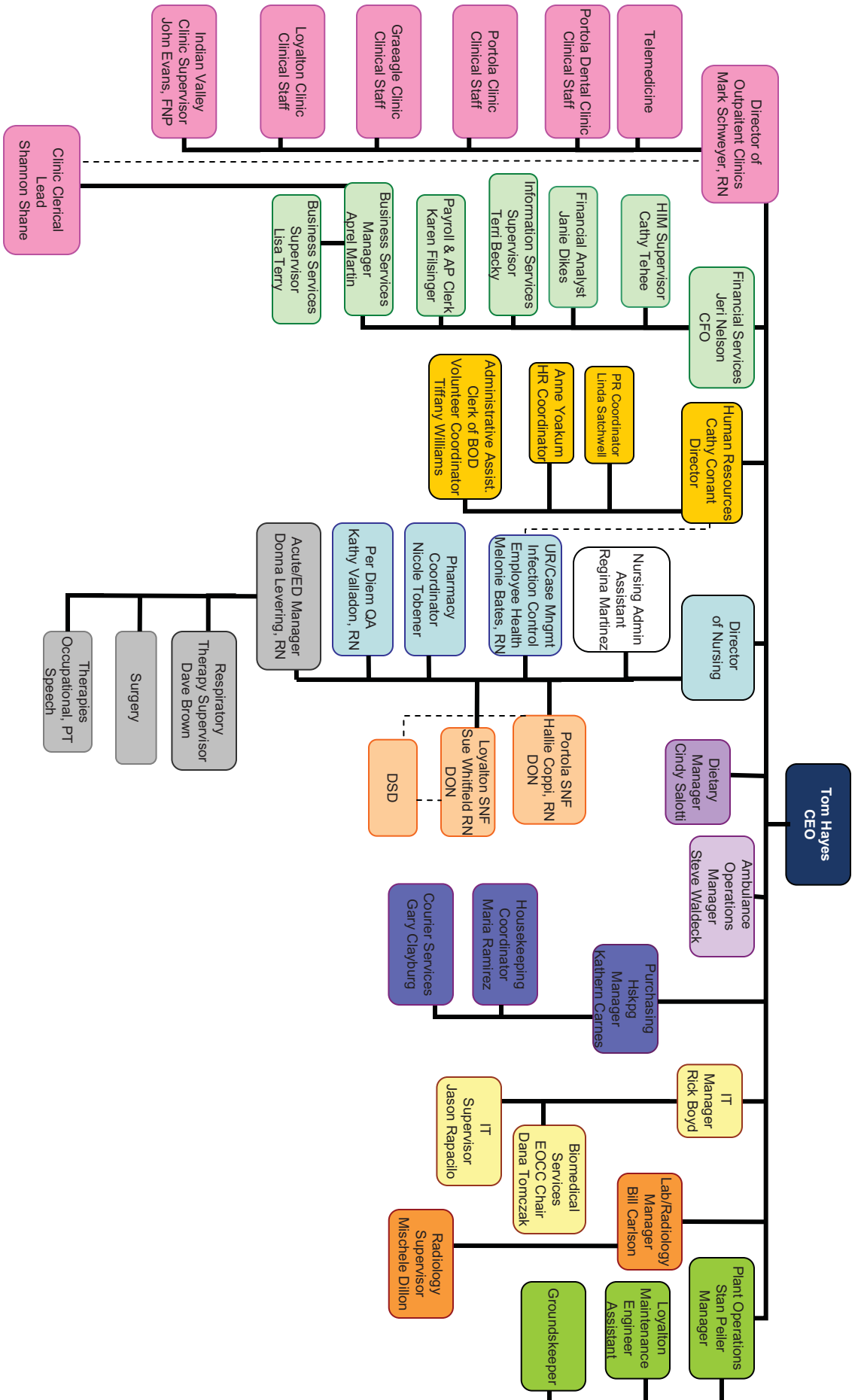
Passed, approved and adopted by the Board of Directors of Eastern Plumas Health Care, Plumas County, California at a regular meeting held on the 25<sup>th</sup> day of July, 2013 by the following roll call vote:

Chairman McGrath \_\_\_\_ Vice-Chairman Fites \_\_\_\_  
Director McBride \_\_\_\_ Secretary Kreth \_\_\_\_  
Director Skutt \_\_\_\_

ATTEST:

\_\_\_\_\_  
Gail McGrath, Chairman

\_\_\_\_\_  
Lucie Kreth, Secretary



06/27/2013