

**EASTERN PLUMAS HEALTH CARE DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, August 28, 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>
1. Call to Order	Lucie Kreth	A	
2. Roll Call	Lucie Kreth	I	
3. Consent Calendar	Lucie Kreth	A	
(A) Agenda			1-2
(B) Meeting Minutes of 7.24.14 Standing Finance Committee			3-4
(C) Meeting Minutes of 7.24.14 Regular Board Meeting			5-9
4. Board Chair Comments	Lucie Kreth	I/D	
5. Board Comments	Board Members	I	
6. Public Comment	Members of the Public	I	
7. Auxiliary Report	Katie Tanner	I/D	
8. Chief of Staff Report	Eric Bugna, MD	I/D	
9. Committee Reports	Board Members	I/D	
• Finance Committee	McBride/Swanson		
10. Director of Nursing Report	Linda Jameson	I/D	
11. Clinic Report	Bryan Gregory	I/D	

12. Recommendation for Approval of Policies and Privilege Card		I/D/A
<ul style="list-style-type: none"> • Pain Management Privilege Card • Complaints and Grievances Policy 		
13. Chief Financial Officer Report	Jeri Nelson	I/D
<ul style="list-style-type: none"> • July Financials • Other 		
14. Chief Executive Officer Report	Tom Hayes	I/D
<ul style="list-style-type: none"> • 2013-2014 Operations Plan • EPHC Project List • Other 		
15. Closed Session	Lucie Kreth	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:		
16. Open Session Report of Actions Taken in Closed Session	Lucie Kreth	I
17. Adjournment	Lucie Kreth	A

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

Tuesday, July 24, 2014

8:30 A.M.

EPHC's Administrative Conference Room

Minutes

- 1. Call to Order:** The meeting was called to order at 8:35 am by Dr. Paul Swanson
- 2. Roll Call:**
 - Present: Paul Swanson, M.D.
 - Absent: Janie McGrath
 - Staff: Tom Hayes, CEO, Jeri Nelson, CFO, and Tiffany Williams, Executive Assistant
Alanna Wilson, Administrative Assistant
 - Guest: Nic Beddoe
- 3. Approval of Agenda:** The agenda was approved as submitted.
- 4. Board Comments:** None
- 5. Public Comments:** None
- 6. CFO Report**
 - June 2014 Financials:** Ms. Nelson reported that we closed the year with a profit. She stated that she booked the MAA funds of \$184,000.00 and EHR funds of \$167,000.00. We received \$100,00.00 more in MAA money than the prior year. However, expenses are consistently up due to various factors. Mr. Hayes stated that this was due to the state surveys, which required more time from employees. Also, the implementation of JBDEV. Ms. Nelson stated that the ED as well as the clinic and outpatient had done well the month of June; however there was a decrease in inpatient and swing. A brief discussion and explanation of what a swing bed is and the financial contribution they make was given. We would like to increase the amount of patients in swing beds in the next fiscal year. A contributing factor in achieving this is getting patients back from Reno hospitals. Ms. Nelson also stated that we had a drop in admissions. There was a brief discussion of Centrique and its installation. It will allow all the clinics and hospital to be on the same data base. The conversion is expected to happen in September/October 2015.

- **Other:** Dr Swanson inquired about additional information that would show the breakdown of each department's financial contribution. Ms. Nelson proposed a spreadsheet that would show all the information and will include this sheet at the next meeting. Dr Swanson also inquired about dictation software used with the Centrique system. Ms. Nelson stated that it interfaces with Dragon. There was a brief discussion about the pros and cons of the Dragon system at which time Dr. Swanson also discussed a template system for patient records.

Adjournment: Dr. Swanson adjourned the meeting at 9:52 am

Approval

Date

**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

Minutes

1. Call to Order.

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

2. Roll Call.

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

Absent: Janie McBride

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

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

3. Consent Calendar.

Ms. McGrath stated item #9 on page 6 should read Mr. Stacy rather than Stacey. 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.

Ms. Mc.Grath stated that she was sad to see Ms. Shipp from the Portola Reporter go and welcomed Mr. Hagwood.

5. Board Comments.

Mr. Skutt briefly discussed an article that he had recently read about Mental Health.

6. Public Comment.

Ms. Crown, HR Director, reported on the new employee benefits package. She also responded on her initiation of leadership training classes for managers.

7. Auxiliary Report

Ms. Tanner reported that Nifty Thrifty grossed \$15,920 in May and had 915 volunteer hours at Nifty Thrifty and 30 hours in the hospital lobby.

8. Valic Presentation

Tim Murphy and Orlando Batturaro provided handouts and presented information on Valic, EPHC's voluntary retirement program. There was a discussion regarding new employee education as well as existing employee education. Mr. Batturaro stated that EPHC has 33 out of 170 employees actively participating which is low. Ms. McGrath inquired about the cost of an employee match program. Mr. Hayes inquired about a phased vesting schedule on a match program. Mr. Hayes noted that he will discuss employee education with Ms. Crown.

9. Chief of Staff Report

Dr. Bugna reported on an article regarding primary care visits and the inappropriate use of prescription drugs. He noted that EPHC has done a lot to reduce the abuse of prescription drugs. Dr. Swanson stated that he felt EPHC had done a lot to reduce patient dependency on heavy narcotics which has greatly affected the community.

10. Committee Reports

- **Finance Committee**

Dr. Paul Swanson reported that the Finance Meeting went well. Ms. Nelson will present the financial results.

11. Director of Nursing Report: Ms. Jamison reported the following:

- The morning meeting with SNF had gone well.
- The annual SNF survey went well. They received minor “parking tickets”. The POC has been submitted to the state.
- The current census in the Portola SNF is up to 25 and Loyalton is up to 23.
- She is working on increasing swing bed volume by 1 patient a day.
- She discussed the possibility of having referral specialists help with the transfer of patients from Reno back to EPHC.
- She reported on stage 2 of meaningful use.
- She briefly discussed the patient email portal to access lab results, etc.

12. Clinic Report: Mr. Gregory reported the following:

- Dr. Porot will be coming to the hospital once a month for procedures such as epidurals, etc.
- Dr. Mark Williams started on Tuesday. We are negotiating with a neurologist to provide coverage.
- We are currently recruiting a male internal medicine physician for the clinics.
- We passed the vaccines for children inspection, operating this program better than any other facility in Northern California and are pushing to become a preferred program.
- He is working on expanding our internal referral process.
- The recent Abdominal Aortic Aneurysm screening was very successful.
- He briefly discussed the upcoming wellness programs and the success of pain management program.

13. Recommendation for Approval of Policies and Privilege Cards

Dr. Bugna stated this was in process and will be presented at the next meeting for board approval. No action taken.

14. CFO Report: Ms. Nelson reported the following:

- The year end financials are close to what we will submit for audit the first week of September.
- We closed the year with a profit however we fell \$17,000.00 under budget.

- The MAA (Medical Administrative Services) money in the amount of \$184,000.00 and the EHR funds in the amount of \$167,000.00 were booked.
 - Expenses were up due to building our infrastructure. The implementation of JBDEV program was a contributing factor to this.
- Mr. Skutt inquired if the two million dollars of SNF clawback was included in the contractual adjustment. Ms. Nelson replied this was already booked.
- **CEO Report:** Mr. Hayes reported the following:
 - The state cannot respond to our request for an exemption to the claw back reimbursement because we are involved in the law suit.
 - We have developed a policy to insure we are ADA compliant. Also, a plan has been developed to be implemented over the next few years.
 - The POC was submitted to fur out the external wall at the SNF facility.
 - He is exploring financing options for replacement of our boilers.
 - We awarded the contract to TechTone for the nurse call system in the amount of \$88,000.00. Additional costs may be incurred for electrical and OSHPD review.

Ms.Nelson stated that we will be financing the nurse call system. Dr. Swanson inquired about a less expensive option, possibly wireless. Mr. Hayes explained that was not on option as it needed to be OSHPD compliant.

15. Closed Session.

Ms. McGrath announced the Board would move into closed session at 12:10 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. Bugna reported that the MEC reviewed the privileges, peer review reports and background including claims history of Timothy Huber, MD. The MEC is recommending Timothy Huber, MD, for one year provisional privileges.

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

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

a. Recommendation for One Year Provisional Privileges

- **Timothy Huber, MD (Emergency Medicine and Hospitalist)**

b. Dr. Bugna reported that the MEC reviewed the privileges, peer review reports and background including claims history of Victor Ettinger, MD, Grant Hayashi, MD. The MEC is recommending Victor Ettinger MD, Grant Hayashi, MD for two year courtesy privileges.

Dr. Bugna reported that the IDPC reviewed the privileges and background including claims history of Christine Spencer, FNP. Dr. Bugna reported that the recommendations from the IDPC were accepted by MEC. The MEC is recommending Christine Spencer, 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.

Ms. McGrath 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 Two Year Courtesy Privileges

- **Victor Ettinger, MD (Telemedicine-Endocrinology)**
- **Grant Hayashi, MD (Pathology)**
- **Christine Spencer, FNP (Allied Health Care)**

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 12:30 p.m.

Approval

Date