

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

Thursday, December 5, 2013

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

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

2. Roll Call.

Present: Gail McGrath, Lucie Kreth, and Jay Skutt

Absent: Janie McBride

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

Visitors: Approximately 4 visitors were present at the start of the meeting

3. Consent Calendar.

Ms. McGrath stated that she would like to remove 16. II A. from the agenda. She explained that we are waiting for the required peer reviews that had not been received. Ms. McGrath motioned to accept the consent calendar as submitted with the above mentioned change.

Mr. Skutt stated that he would like to see more details in the Board minutes; he would like to see the minutes expanded to include questions asked by the Board members. After discussion, a second was made by Mr. Skutt. None opposed, the motion was approved.

4. Board Chair Comments.

Ms. McGrath stated that Ms. McBride was out of town. She also noted that that the Board is truly missing Mr. Fites who recently passed away.

5. Board Comments.

Mr. Skutt stated that he attended the recent Plumas County Special Districts Association meeting. The PCSDA is questioning the need for them to continue due to lack of participation of local special districts. He stated that they are looking for more participation and continued support. Ms. Skutt explained that they could assist in Brown Act training as well as fundraising. Mr. Skutt stated that Mr. Fites had attended these meeting in the past, and that he would attend the quarterly meetings in the future.

6. Public Comment.

None

7. Auxiliary Report

None.

8. Committee Reports

Finance Committee

Mr. Skutt stated that the Finance Committee met on Tuesday, Ms. McBride was out of town. He stated that our financials are experiencing a very concerning downward trend in volume and revenue. He stated that the committee reviewed the overtime report in detail. The Ambulance department is the largest contributor to overtime, which is due to the 24 hour

shifts. Other departments that are contributing to the overtime are being looked at. He stated that it is unlikely that we will finish the year with a profit.

There was also discussion regarding the Affordable Care Act.

Ms. McGrath asked if the downward trend in volume is being seen in other small hospitals. Mr. Hayes stated that there is a nationwide downward trend in utilization at all hospitals. Also, increased regulatory scrutiny have increased out expenses.

Clinic volumes in Loyalton remain down, Christina Potter, FNP is still on leave.

Ms. Jameson stated that Plumas District Hospital length of stay numbers are skewed due to the Obstetrics and C-Section stays.

9. Director of Nursing Report

Ms. Jameson reported the following:

- Dr. Dhond is revisiting the idea of providing pacemaker insertions but we will need a new C Arm to provide this service. Dr. Dhond is also looking into an updated ultrasound software for outpatient cardiac services.
- We are awaiting our final California Department of Public Health Skilled Nursing Survey. She explained that we had hired a temporary Director of Nursing for the Portola Campus that did not work out. Pam Valencia (previous state surveyor) is providing consultation regarding policies and chart audits. Ms. Jameson stated that she will be providing Susan Whitfield, Skilled Nursing DON, with some leadership help. She also reported that they are educating staff regarding policies as well as the process of how to answer questions asked of the State.
- We are pending an Acute resurvey as well and have improved on all Quality Indicators. She also stated that we had a State Surveyor on campus yesterday completing an investigation on the self report on the shooting incident.
- Tracy Allara, RN Manager is staffing both ER and Acute nights and will be moving to days.

10. Clinic Report

Mr. Hayes introduced Bryan Gregory, Practice Management Specialist from DoctorsXL as the new Clinic Director. Bryan stated that he has 13 years experience in healthcare. Mr. Gregory reported the following:

- Dr. Christine Lajeunesse, Urologist, is scheduled to begin working in the Indian Valley Medical Clinic on January 6, 2014.
- Dr. Collins has resigned and will be leaving in December. We will be filling in with Tele-Neurology until a permanent solution can be found.
- We are currently looking for a female provider to assist with female physicals in Indian Valley.
- Graeagle and Loyalton clinics will be opening on Thursdays.
- We are working on expanding the Oncology program with Tahoe Forest.
- The telemedicine program now has dedicated spaces in Loyalton and Portola medical clinics.

- A Diabetic Education Class is being offered free to the public by the Diabetic educator from the telemedicine program.
- We are providing customer service classes for staff.
- Beginning in January the dental clinic will be open five days per week.
- We are recruiting a full time male internal medicine provider for early to late spring.
- Melanie Buckley, PA will be adding an extra day per month for dermatology care.

11. Board Vacancy

The Board discussed the draft vacancy notice provided in board packet. After discussion Ms. McGrath motioned to approve the Notice of Vacancy. A second was provided by Ms. Kreth. None opposed, the motion was approved

12. Policies and Procedures

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

- Cardiology Privilege Card
- HIM Policy and Procedure Binder
- Security Management Program
- PH051 Beyond Use Dating of Pharmaceuticals
- PH052 First Dose Review
- Revision: Acute Unit Patient Acuity Tool

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

13. CFO Report:

Ms. Nelson acknowledged the new members of the EPHC team, Ms. Jameson and Mr. Gregory. Ms. Nelson stated that this is going to be a challenging year. With the Affordable Care Act this will be a year of significant change and learning. For the month, we had an operational loss of \$251,044 mostly due to continuing low volumes.

14. Declaration of Surplus Property:

- 2001 Ford Ambulance
Mr. Hayes reported that the Hospital is getting a new ambulance, which has been ordered and should be available soon. Mr. Hayes stated that he would like to get rid of the 2001 Ford Ambulance following the Board Policy #95-1, Disposition of Surplus Property. Once declared surplus property we can then solicit and evaluate bids and then authorize the transfer. After a brief discussion, Mr. Skutt made a motion to declare the 2001 Ford Ambulance surplus property. A second was provided by Ms. Kreth. None opposed, the motion passed.

15. CEO Report: Mr. Hayes reported on the following items

- **DHCS certification surveys update- SNF/Acute:** Mr. Hayes stated that Ms. Jameson provided an update during her report.
- **Employee satisfaction survey plan:** After the DHCS surveys have been completed, Mr. Hayes stated that he will be meeting with department heads to develop a plan for the 2013 employee satisfaction surveys. Ms. Jameson stated that Plumas District Hospital used Survey Monkey, an online survey program and was well received.

- **Boiler update:** The fuel lines for the boiler have been replaced and are now running cleaner. We are waiting for a proposal from the Architect for boiler replacement which will take into account the Master Plan.
- **Guide to Common ACA Questions:** Mr. Hayes briefly discussed the ACA hand out which was provided in the Board packet. Ms. McGrath asked about Covered California and asked if we can provide a hand out regarding our services when people are signing up.
- **Other**
 - Cathy Conant, HR Director, is retiring in February. We have started the recruitment process.
 - We are waiting to recruit a Portola SNF DON until after the DHCS survey is complete.
 - Extended leave changes will be implemented in January.
 - The Security Management Policy has been updated and several changes have been made. Panic locks have been added at the Portola Clinic, 911 speed dial has been added to phones, we hired a security guard for several weeks, security cameras and better outside lighting are being discussed, and employees are receiving Management of Aggressive Behavior training through Alpha Fund.

16. Closed Session.

Ms. McGrath announced the Board would move into closed session at 11:45 a.m., 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 12:30 pm and announced with respect to Government Code Section 54957, 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. Removed from agenda.
- B. Recommendation for Two Year Courtesy Privileges
 - Alma C. Blanco-Reyes, DDS (Dentistry)

A second was provided by Mr. Skutt. None opposed, the motion approved.

The Board returned to Open Session at approximately 12:25 pm No other reportable action.

18. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:25 p.m.



 Approval

1.23.14

 Date