

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
Thursday, February 28, 2019
9:30 A.M.**

EPHC Education Center, Portola Campus, Portola, CA
Minutes

1. Call to Order.

The meeting was called to order at 9:32 am by Director Skutt.

2. Roll Call.

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath, Harvey West, Teresa Whitfield, Bill Copren and Nicole Johnson.

Absent: none

Staff: Todd Plimpton, CEO, Katherine Pairish, CFO, Jayne O’Flanagan, HR Director, Rhonda Grandi, Director of Clinics, Sharon DiNicholas, CNO, Alanna Wilson, Executive Assistant

Visitors: Approximately 11 visitors were present at the start of the meeting.

3. Consent Calendar.

Director McGrath motioned to approve the consent calendar noting a change to the Auxiliary report. The minutes should state the Checking and Memorial fund totaled \$231,506.57. Minutes from the December 28, 2018 meeting should correct Sierra Valley Health Care District to Sierra Valley Hospital District. A second was made by Director Swanson. None opposed, the motion was approved.

4. Board Chair Comments

Director Skutt reported an article in the newspaper about UC Davis’ partnership with PDH.

5. Public Comment.

Kathy Davis stood and thanked the Board of Directors, Executive and Management, and employees for doing a great job. Ms. Davis noted the hospital is a very important and vital piece of the community.

6. Auxiliary Report

Ms. McBride reported volunteer hours for the month of January were 679. Gross sales for the month of January were \$10,897.86. Expenses were high due to taxes which left a net income of \$2,152.54. Ms. McBride reported at the last Auxiliary Board meeting a \$116,000.00 donation was approved and given to the hospital.

7. Chief of Staff Report

Dr. Bugna stated he sees the staff moving forward in a positive way. The organization has been through three administrators; the first underwater, the second got us on better financial footing and the third hit the ground running and is doing a great job.

8. **Committee Reports**

• **Finance Committee**

Director Swanson reported a \$330,000.00 loss for the month of January due to prior operations. Volumes are up and financials are expected to look different next month. Director Swanson will let Ms. Pairish report further.

9. **Board Bylaw Review**

Ms. O’Flanagan presented bylaw changes to address the change in the board structure. After the annexation of Sierra Valley Hospital District, LAFCO required EPHC to appoint two members of SVHD to the EPHC Board of Directors. The changes to the bylaws need to address what will happen if Board Members resign.

The following areas are being addressed:

- What to do if one member from SVHD quits before the elections in 2020

- Option is to solicit for and appoint an at large board member

What to do if one of EPHC board members leaves before the elections

- As above

What to do if two board members leave at the same time before the elections

- State that the board will remain at five

How the board will go back to five members at the 2020 election

- Candidates with majority of votes will fill open positions

The following is suggested changes to the Bylaws:

IV.4 Number and Qualification

Effective December 28, 2018, the Board shall consist of seven (7) members, each of whom shall be a registered voter residing in the District. At the time of elections in 2020 the Board will revert to five (5) members.

IV. 6.1 Vacancies

If at any time prior to the 2020 elections one Board member resigns, the vacancy will be filled as outlined in Section IV.6.1.

If at any time prior to the 2020 elections two Board members resign, the Board will revert back to a five (5) member Board.

The Board discussed the changes. Director Copren asked if a member of the Board must be from Sierra Valley. Ms. O’Flanagan and Ms. Wilson explained that was not a requirement; rather anyone from Sierra County would run for election on the Board the same as anyone from Plumas County when a position is up for election.

Director McGrath motioned to make the suggested changes to the Bylaws. Director Swanson seconded. None opposed. The changes to the Bylaws are approved.

10. **Chief Nursing Officer Report:**

Ms. DiNicholas reported she is hearing positive community feedback about the hospital. There is a renewed excitement and energy about the organization.

Ms. DiNicholas reported the CAH Committee met and has started reviewing policies.

The committee will meet once a month and all members will be reviewing policies. The

goal is to look at the content of the policies and make sure they contain all the needed and relevant information. The committee will also be looking at duplicate policies and making some of them global.

Ms. DiNicholas reported on the Plan of Corrections. The State came back on December 26, 2018 for a re-visit. They were upset about the prior lack of oversight by the Administration. Ms. DiNicholas and Mr. Plimpton drove the POC to Chico and met with the director at California Department of Public Health. There was a major deficiency in the dietitian. The organization will be hiring a full time dietitian.

Ms. DiNicholas reported herself; Donna Dorsey, RN and Penny Holland, RN are working on case management until a full time case manager is hired. They are constantly working on repatriation with Renown. There were zero denials this month. Ms. DiNicholas reported there were 24 transfers and 11 came back for care here.

Ms. DiNicholas reported an ER Tech, Dietitian, and an LVN have been hired during the day for Triage and a full time Physical Therapist has been hired.

11. Clinic Director Report

Ms. Grandi reported the recent storms have affected clinic volumes however, Ms. Grandi is happy to report since the beginning of the year there has been 77 new primary care patients. Ms. Grandi reported dental has moved back to the Portola Dental Clinic. The new clinic was designed with Patterson Dental.

Ms. Grandi reported the organization received three new Telemed carts as a result from collaboration with California Telehealth Network and USDA Rural Telemed grant. An additional cart from Renown through the Care Coordination Grant is also in the clinic.

Ms. Grandi reported two positions in the clinic, Front and Back Office Supervisor, will be combined to one position called Clinic Supervisor. Shawna Leal will take over this new position and former Front Office Supervisor, Brenna Martin, will be leaving the organization to pursue other opportunities.

Director Whitfield asked why Loyalton visits were down as shown in the financial reports. Ms. Grandi stated the numbers of visits are down based on the projected number of visits in the budget. Ms. Parish stated that the budget process is being redone and projected numbers will be more accurate in the future.

Mr. Plimpton noted that the collaboration with Behavioral Health is going well. The organization is continuing to work with them on how their staff is aligned with the Eastern side of Plumas County, especially with 5150's. The Board requested a chart be added to the financials regarding Behavioral Health visits.

12. HR Director Report:

Ms. O'Flanagan followed up on a previous agenda item relating to contracted providers vs. employed providers. Ms. O'Flanagan stated that California started allowing the hiring of physicians as employees in 2015. This is becoming a more common practice. As an independent contractor the physicians received a 1099 and are responsible for their own taxes and benefits independent from the organization. As an employee the provider receives a W-2 and is eligible for the same benefits as all other employees. Dr. Aggarwal was the first provider hired as an employee. Dr. Hoffman will be hired next. Ms. O'Flanagan stated that a provider must work 30 hours a week to be eligible for benefits.

Mr. Plimpton stated they are working closely with each provider to address their individual needs but also keeping the needs of the organization in mind.

Ms. O’Flanagan reported she has redone the review process and forms. Most of the annual evaluations are complete. Employees will receive a 2.5% increase on their anniversary date. There has been no employee push back. Double time after two hours has been pushed back to time and a half. The change has been received well by nurses.

13. CFO Report:

Ms. Pairish presented new financial statements. Eastern Plumas Health Care posted a net loss for the month of January in the amount of \$330,000.00. This was due primarily to an increase in contractual adjustments, repairs and maintenance and purchased services. Gross outpatient revenue was under budget \$176,000.00. Gross inpatient revenue is over budget, mainly in swing and acute. Days in A/R are down 50 from 58. A/R will go back up due to the increased revenue however, staff will adjust and days will go back down. Total operating expenses for the month were \$2.4 million. Year to date operating expense were under budget by \$335,000.00 Cash on hand at the end of January was 45 compared to 20 at this time last year. Cash on hand fluctuates do to funding of IGTs. The organization will fund an IGT to the Department of Health Care Services on March 1st. Cash on hand will drop to 11. In April the organization will receive back \$3.2 million and cash on hand will rise to approximately 71 days.

The Auxiliary Board approved a \$116,000.00 donation to the hospital. The donation will be used to buy much needed equipment for patient care.

Gross Accounts Receivable ended the month of January at \$5.6 million which is \$407,000.00 over last month. Since the beginning of the year the clinic has received 75-802 new primary care patients. Expenses will be rising as we stock up supplies and work on needed infrastructure improvements.

14. CEO Report:

Mr. Plimpton asked Stan Peiler, Director of Plant Operations and Rick Boyd, IT Director to give a quick report.

Mr. Peiler reported on recent electrical issues. The Dental Clinic remodel is done and looks amazing.

Mr. Boyd reported on the server hard crash. The servers were moved to the Portola Medical Clinic basement. Mr. Boyd reported the organization will begin a three year replacement program for the servers and five year replacement plan for computers.

Mr. Plimpton reported on customer service. Mr. Plimpton feels the revenue cycle has helped with customer service by bringing all of the financial services together. Mr. Plimpton will bring an excel spreadsheet to the next Board meeting relating to customer service.

Mr. Plimpton reported he is meeting quarterly with area hospital CEO’s to show a united front in healthcare for Plumas County.

15. Board Comments

Director Skutt requested an update on policies. Ms. DiNicholas stated that policies are being reviewed annually or as necessary and being submitted to the CAH Committee. The Board will have policies to review next month.

Director Copren asked if the monthly Board of Directors meetings are audio or video taped. Ms. Wilson stated that a resolution has been passed quite some years ago to not tape meetings however, the Board could look at changing that anytime and Ms. Wilson will put that as an agenda item for the March meeting.

Director McGrath noted how nice it is to see more employees at the Board meetings. Everyone is working hard and it's a real team effort.

Board Succession

Director Skutt reported that Director Copren will be resigning from the Board of Directors. Mr. Skutt will also be resigning in March. Director Skutt will be moving out of the area. Director Copren noted that he has appreciated his time on the Board.

16. Closed Session.

Director Skutt announced the Board would move into closed session at 11:35am.; 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 12:07 pm and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.

Quality Assurance report was reviewed by the Board of Directors. Minutes from the January MEC Meeting were reviewed.

II. With respect to Health and Safety Code 54956, to review pending litigation. No reportable action.

III. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.

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

a. Recommendation for One Year Provisional Privileges

- Schedule 1 Radiology-StatRad

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

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

b. Recommendation for Two Year Courtesy Privileges

- William Mills, MD Emergency Medicine

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

Adjournment. Director Skutt subsequently adjourned the meeting at 12:09 pm.

Jon B Skutt
Approval _____

4.4.19
Date _____