

**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.

  
Approval

7.25.13  
Date