

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

Thursday, July 26, 2018

10:00 A.M.

EPHC Education Center, Portola Campus, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:01 am by Mr. Skutt.

2. Roll Call.

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

Absent:

Staff: Eric Bugna, M.D., Tom Hayes, CEO, Katherine Pairish, CFO, Shawn Rohan, CNO,
and Alanna Wilson, Administrative Assistant

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

3. Consent Calendar.

Ms. McGrath motioned to approve the consent calendar with a change made to the location on the minutes. A second was made by Dr. Swanson. None opposed, the motion was approved.

4. Board Chair Comments.

Mr. Skutt reported on the upcoming Plumas County Special District meeting. Mr. Skutt reported on the Opioid Conference that is being held in Quincy.

5. Board Comments.

Dr. Swanson asked the Board members if they would be open to changing the start time of the regular meetings to 9:30. After discussion all members decided the change would be appropriate. Ms. Wilson will present a resolution to make the change at the August meeting.

6. Public Comment.

None.

7. Auxiliary Report

Ms. McBride reported that manager gross sales for the month of June were \$15,222.00, net was \$9,543.91. Volunteer hours in the Nifty Thrifty were 844.25.

8. Chief of Staff Report

Dr. Bugna reported the clinic addition is open and looks great. Dr. Bugna reported on an article discussing physician error mainly due to physician burnout and EMR issues. EMR issues within EPHC will be discussed at the monthly provider meetings.

9. Committee Reports

Finance Committee

Dr. Swanson reported monthly net revenue is over budget by \$550,449.00. Patient revenue is down from budget however, expenses are also down. The organization received \$3.4 million in IGT funds from 2016/17. Account receivable days were at 55.

10. Management Report

Mr. Boyd reported on a vulnerability study conducted by WIPFLI. Mr. Boyd reported that 2 medium level issues and a few low level issues were found. The 2 medium issues involved ports from AT&T and the power company. Mr. Boyd reported that he will follow up with both providers to address these issues. Mr. Boyd reported overall the organization looks very good. He will report our fixes to WIPFLI.

11. Chief Nursing Officer Report:

Mr. Pimentel reported ER visits are up 29 visits from last year. Mr. Pimentel reported he is conducting one on one interviews with all of his direct reports.

12. Clinic Director Report

Ms. Grandi reported that Portola Dental Clinic has relocated to Pine Street Clinic during the remodel. After the remodel is complete all of dental will be located at the Portola Dental Clinic. Ms. Grandi reported that Beth Hill, PA has started at the Pine Street Clinic and Dan Stoll, MD is seeing patients on Mondays and Thursdays.

13. Recommendation for Approval of Policies:

After review by the Board of Directors, Dr. Swanson motioned to approve policies from the following departments:

- Administration
- Pharmacy
- Nursing
- Ambulance
- Employee Health
- Cardiopulmonary
- Infection Prevention
- Clinic
- EOP
- EOCC
- Lab

A second was made by Ms. McGrath. All were in favor and the policies were approved.

14. CFO Report:

Ms. Parish reported monthly net revenue is over budget by \$ 550,449.00. Total expenses for the month and year to date are under budget mainly due to salaries and benefits. The days in accounts receivable were 55.

Ms. Parish reported utilities are up 10% this year. Recruiting, outside training and licenses are up.

Ms. Parish reported the organization will have to fund \$1.4 million in September or October for the next IGT.

Ms. Pairish reported she will be breaking out the Behavioral Health finances in the upcoming months.

Ms. Pairish reported the auditor will be here the first week of September and will report to the Board in September or October.

15. CEO Report:

Mr. Hayes reported Dr. Dan Stoll has started seeing patients in the Portola Clinic.

Mr. Hayes reported the organization is currently recruiting for a full time HR Director and a CNO.

Mr. Hayes reported Ms. Satchwell is currently working on recruiting Dr. Jasper Basit. Kaleidoscope televisions have been installed in the clinic and hospital waiting rooms. A mobile billboard has arrived and will be placed in various locations throughout the community.

Mr. Hayes reported the new chiller has arrived.

Mr. Hayes reported the dental clinic remodel has started. The medical clinic remodel will begin once the dental clinic is done.

Mr. Hayes reported on the upcoming ACHD conference September 12-14 in Pismo Beach.

Mr. Hayes reported on the SVHD annexation. A public hearing will need to take place at EPHC.

Mr. Hayes reported the CNA program should start in early September.

16. Closed Session.

Mr. Skutt announced the Board would move into closed session at 11:07 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 12:03 pm and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.
No report.

II. With respect to Government Code Section 54957, public employee performance review.
The Board of Directors will hold another meeting on August 1, 2018.

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

After discussion, Ms. McGrath 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

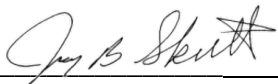
None

b. Recommendation for Two Year Courtesy Privileges

- Paul Freitas, MD Emergency Services
- Marc Walter, MD Emergency Services
- Anne Williams, MD Family Medicine

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

I. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 1:43 pm.


Approval

8.23.18
Date