

**EASTERN PLUMAS HEALTH CARE DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, April 24, 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>
<b>1. Call to Order</b>	Gail McGrath	A	
<b>2. Roll Call</b>	Gail McGrath	I	
<b>3. Consent Calendar</b>	Gail McGrath	A	
(A) Agenda			1-2
(B) Meeting Minutes of 3.25.14 Special Finance Committee			3
(C) Meeting Minutes of 3.27.14 Regular Board Meeting			4-8
<b>4. Board Chair Comments</b>	Gail McGrath	I/D	
• Board Retreat Report			
<b>5. Board Comments</b>	Board Members	I	
<b>6. Public Comment</b>	Members of the Public	I	
<b>7. Auxiliary Report</b>	Katie Tanner	I/D	
<b>8. Chief of Staff Report</b>	Eric Bugna, MD	I/D	
<b>9. Committee Reports</b>	Board Members	I/D	
• Standing Finance Committee	McBride/Swanson		
<b>10. Director of Nursing Report</b>	Linda Jameson	I/D	
<b>11. Clinic Report</b>	Bryan Gregory	I/D	

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|
| <b>12. Recommendation for Approval of Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Linda Jameson | I/D/A |
| <ul style="list-style-type: none"> <li>• IC5028 Omnicare 1000V HEPA</li> <li>• HR002 Revised Personal Appearance</li> <li>• HR003 Revised Drug &amp; Alcohol Policy</li> <li>• OPS036 Radio Room Attendance</li> <li>• Administrator On Call</li> <li>• Standard of Outpatient Clinical Documentation</li> <li>• Processing Instruments for Autoclave Sterilization</li> <li>• Outpatient Quality Assurance Program</li> <li>• Triage Guidelines</li> <li>• Lab Annual Review</li> <li>• Radiology Annual Review</li> <li>• CT Scan Radiology Annual Review</li> <li>• Material Management Annual Review</li> </ul> |               |       |
| <b>13. Chief Financial Officer Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Jeri Nelson   | I/D   |
| <ul style="list-style-type: none"> <li>• March Financials</li> <li>• Other</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |       |
| <b>14. Chief Executive Officer Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tom Hayes     | I/D   |
| <b>15. Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Gail McGrath  | I/D/A |
| <p>I. Closed Session, pursuant to Health and Safety Code 32155, to review reports on Quality Assurance.</p> <p>II. Closed Session, pursuant to Government Code Section 54957 to consider the following privileges and appointments to the medical staff:</p> <ul style="list-style-type: none"> <li>a. Recommendation for One Year Provisional Privileges <ul style="list-style-type: none"> <li>• Roger Gallant, MD (ER/Hospitalist)</li> <li>• Leora Sapir, FNP (Allied Health)</li> </ul> </li> </ul>                                                                                                            |               |       |
| <b>16. Open Session Report of Actions Taken in Closed Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Gail McGrath  | I     |
| <b>17. Adjournment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Gail McGrath  | A     |

**EASTERN PLUMAS HEALTH CARE DISTRICT  
SPECIAL MEETING OF THE STANDING FINANCE COMMITTEE  
OF THE BOARD OF DIRECTORS  
Tuesday, March 25, 2014  
9:00 A.M.  
EPHC's Administrative Conference Room**

*Minutes*

1. **Call to Order:** The meeting was called to order at 9:15am by Janie McBride
2. **Roll Call:**  
Present: Janie McBride. Staff: Tom Hayes, Jeri Nelson, and Tiffany Williams.  
Absent: Jay Skutt
3. **Approval of Agenda:** The agenda was approved with the following change: CFO report should read February 2014 Financials.
4. **Board Comments:** None.
5. **Public Comments:** None.
6. **CFO Report**
  - **February 2014 Financials:** Patient revenue is up and operating expenses have come down down. Inpatient is up and over budget for the month. Transfers are high but have been reviewed and were deemed appropriate. Salaries continue to be over budget due to cross training employees in the Emergency Department.  
  
There was discussion regarding over time which continues to be high in both Skilled Nursing Facilities. Managers need to review the monthly financials, specifically any variances found.
  - **Budget Process:** Will discuss at the next Financial Committee meeting when both Board members are present.
  - **Other:** Ms. Nelson provided a hand out regarding the revenue cycle.
    - Top diagnosis codes from ICD-9. We have six months before we are required to roll out the new ICD-10
    - Average Days to code is high right now at an average of 7.12 days and would like to see it cut in half.
    - Accounts Receivable at the end of February is currently at 65 days which is high. There is a shift in the reimbursement process. There are additional “pots” of money that billers can not access, IGT, RAP claims etc...The billers are focusing on getting the AR days down.

**Adjournment:** Ms. McBride adjourned the meeting at 10:05 am.

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

**Thursday, March 27, 2014**

**10:00 A.M.**

**EPHC Education Center, Portola, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 9:55 am by Gail McGrath

**2. Roll Call.**

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

Absent: None

Staff: Tom Hayes, CEO, Eric Bugna, MD, 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 page 6; #3 should read Dr. Swanson rather than Mr. Swanson. Also, page 8, #12 should read; If goals are not met a corrective action plan will be developed. Mr. Skutt motioned to accept the consent calendar as submitted with the above mentioned changes. A second was made by Ms. McBride. None opposed, the motion was approved.

**4. Board Chair Comments.**

- Ms. McGrath stated that a Board Retreat is scheduled for 4.23.14 at Nakoma Golf Resort. At that time the Board Self Evaluations results will be discussed.
- Ms. McGrath stated that Volunteer Appreciation Luncheon is scheduled for Monday, May 12, 2014.

**5. Board Comments.**

- CHA Conference Report  
Ms. Kreth and Ms. McBride stated that it was a great conference. ACHD's key executives were in attendance as well as the CEOs from Banner Lassen, Seneca, and Tahoe Forest. Ms McBride stated that there were not as many vendors in attendance and the subject matter was very applicable to EPHC. Ms. Kreth reported that collaboration of small rural hospitals is key to survival.

**6. Public Comment.**

None

**7. Resolution 244**

Mr. Hayes introduced Lori Crown HR Director. Ms. Crown stated that she is excited to be joining the team. She provided a brief description of her background and experience.

Ms. McGrath stated that the Board would like to recognize Cathy Conant, retiring HR Director. Ms. McGrath read Resolution 244. Ms. McGrath motioned to accept Resolution 244 with the following change; 31 years should read 34 combined years. A second was made by Ms. McBride. Resolution 244 was approved by unanimous roll call vote.

Ms. Conant thanked the Board and stated that she is surprised beyond her wilds dream that she has received such a warm goodbye.

**8. Auxiliary Report**

Ms. Addington reported that Nifty Thrifty grossed approximately \$12,000+ in February. Ms. McBride reported that they had 781 volunteer hours for the month of February.

**9. Chief of Staff Report**

Dr. Bugna reported that Wendy Flapan, DO has started seeing patients in the Graeagle Medical Clinic. He also reported that the new CT has been certified by the State and that the Medical Staff Bylaws are currently being revised.

There was a brief discussion regarding the new ICD10 codes that will be implemented in October 2014.

**10. Committee Assignments**

Ms. McGrath explained the current committees, the focus, and how often each meets. Dr. Swanson stated that he is willing to serve on any of the committees. Ms. Kreth stated that Finance Committee is a good place for new Board Members to start.

There was also discussion regarding community members Kent Stacy and Nic Beddoe participating on the Planning and Finance Committees respectively.

After discussion Ms. McGrath motioned to approve the following Committee Assignments:

Finance Committee: Paul Swanson, MD and Janie McBride

Planning Committee: Gail McGrath and Jay Skutt

Quality Assurance: Gail McGrath and Lucie Kreth

A second was made by Ms. Kreth. None opposed, the motion was approved.

**11. Committee Reports**

**Finance Committee**

Ms. McBride stated that the Finance Committee met on Tuesday. Ms. McBride reported that inpatient days are up and the Skilled Nursing Census is slowly increasing. Salaries were up due to cross training Acute and ER Employees. Overtime remains high and is impacting the budget.

There was discussion regarding the upcoming implementation of ICD10.

Ms. McBride also reported that Ms. Nelson provided a report regarding the revenue cycle which broke down the process and the types of insurance. The business office is constantly working accounts trying to get paid.

Mr. Skutt asked if Ms. Nelson expects that AR days will increase. Ms. Nelson stated that she will discuss this during her report.

**12. Director of Nursing Report**

Ms. Jameson reported the following:

- Ms. Jameson complimented the Board of Directors on how they interact with each other as well as with staff.
- We currently have a contract with Chico State to provide preceptorships for RNs. A new RN will begin their preceptorship in July. They will work 36 hours per week in return we provide education and experience.
- Renown has offered access for our providers to their EPIC Care system for patient medical records at no cost. This will assist in continuity of care and repatriation.
- We are beginning the budget process and will be meeting with Ms. Nelson later today. Ms. Allara and Ms. Jameson will be proposing a new staffing model for the Med Surg Department.
- We are anticipating our annual skilled nursing survey will be sometime in June. Pam Valencia will be assisting us with preparations in May.
- Ms. Jameson is making weekly visits to the Loyalton Skilled Nursing Facility.

**13. Recommendation for Approval of Policies and Privilege Cards**

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

- Physical Medicine & Rehabilitation Privilege Card
- Rheumatology Privilege Card
- Administration Annual Review
- MRI Annual Review
- Housekeeping Annual Review
  - HK002 Scope of services
  - HK009 Helicopter Transport of Patients
  - HK010 Job Description of Environmental Services Director
  - HK022 Photo Identification Name Tag
  - HK028b Biohazard Spills
  - HK041 Security Alarm System
- Central Supply Annual Review
- AD066 Revised Quality & Performance Improvement Plan
- Revised EOCC Security Plan
- EMR Downtime Procedure
- Med Surge Visiting Hours
- Cleaning OR after Organ/Tissue Harvesting

After a brief discussion Dr. Swanson motioned to approve the listed policies. A second was made by Mr. Skutt. None opposed, the motion was approved.

**14. CFO Report:**

- **February Financials:** Patient revenue is up and operating expenses have come down. Inpatient was up and over budget for the month. Transfers are high but have been reviewed and were deemed appropriate. Salaries continue to be over budget due to cross training employees in the Emergency Department.

There was discussion regarding over time which continues to be high in both Skilled Nursing Facilities. We are working with managers to review the monthly financials, specifically any variances found.

The Indian Valley Medical Clinic has remained down all year. We are down two providers that provided services. We are currently trying to get a female provider to provide female physicals. Mr. Skutt asked about whether we keep profit and loss for IVMC and Ms. Nelson said yes.

AR days are at 65 days which is too high. We are struggling with the changes to Managed Medical but we are actively working claims to get paid. There was discussion regarding a Case Manager which could assist with providing more information to insurance companies so claims are not delayed or denied.

**15. CEO Report:** Mr. Hayes reported the following:

- Mr. Hayes met with Renown regarding their Rural Hospital Program
- A handout was provided regarding new HR laws.
- Over the last year we have had a complete turn over in our Executive team with the exception of Jeri Nelson, CFO. Our new HR Director, Lori Crown is currently creating a management training program.
- CHA is sponsoring legislation to get rid of the MediCal “Clawback”
- The SCIU initiative was briefly discussed. Mr. Hayes noted CHA is attempting to reach a solution with SCIU
- We have been notified that there is an ADA attorney making his way through area business for ADA compliance. Mr. Hayes noted we have hired an individual to do an ADA assessment.
- Mr. Hayes briefly discussed the Administrator On Call program.

**16. 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.

**17. Open Session Report of Actions Taken in Closed Session.**

The Board returned at approximately 1:30 pm and announced with respect to

- I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance. No reportable action.
- II. Government Code Section 54956.9(d) (2) conference with legal counsel, significant exposure litigation, 2 cases.

After discussion with legal counsel, upon motion by Dr. Swanson, second by Ms. McBride, it was unanimously approved to reject the two submitted amended claims. A letter will be sent out to the two claimants incorporating all necessary legal language.

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

IV.

- a. Dr. Bugna reported that the MEC reviewed the privileges, peer review reports and background including claims history of Barnett Grier, MD. The MEC is recommending Barnett Grier, MD for two year active 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. McBride motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges pending approval of MEC.

Recommendation for Two Year Active Privileges

- Barnett Grier, MD( Internal Medicine)

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

- b. Dr. Bugna also stated that MEC reviewed the Updated Schedule 1 from Clinicians Telemedicine Group. The MEC is recommending the approval of the updated schedule 1.

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. McBride motioned to approve the following Schedule 1 Updates - Clinicians Telemedicine.

Schedule 1 Updates - Clinicians Telemedicine

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

The Board returned to Open Session at approximately 1:30 pm

**18. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 1:30 p.m.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date