

**EASTERN PLUMAS HEALTH CARE DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Wednesday, May 16, 2013
10:00 A.M.
Portola Skilled Nursing Library, 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>
1. Call to Order	Gail McGrath	A	
2. Roll Call	Gail McGrath	I	
3. Consent Calendar	Gail McGrath	A	
(A) Agenda			1-2
(B) 4.23.13 Special Finance Committee Meeting			3
(C) 4.25.13 Regular Board Meeting Minutes			4-7
(D) 5.1.13 Special Board Meeting Minutes			8-9
	1		
4. Board Chair Comments	Gail McGrath	I/D	
5. Board Comments	Board Members	I	
6. Public Comment	Members of the Public	I	
7. Auxiliary Report	Katie Turner	I/D	
8. Policies and Procedures		I/D/A	
• Long Term Care Policy and Procedure Binder			
• Dietary Policy and Procedure Binder			
9. Community Needs Assessment Update	Mimi Hall	I/D	
10. Chief Financial Officer Report	Jeri Nelson	I/D	
• April Financials			
• Other			
11. Chief Executive Officer Report	Tom Hayes	I/D	
• Master Plan Status			
• DP/SNF reimbursement cuts update			
• Strategic Plan update			
• Operations Plan update			

- California Department of Public Health Recertification Survey
 - Plan of Correction process
- Other

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| 12. Closed Session | Gail McGrath | I/D/A |
| I. Closed Session, pursuant to Health and Safety Code 32155, to review reports on Quality Assurance. | | |
| 13. Open Session Report of Actions Taken in Closed Session | Gail McGrath | I |
| 14. Adjournment | Gail McGrath | A |

**EASTERN PLUMAS HEALTH CARE DISTRICT
SPECIAL MEETING OF THE STANDING FINANCE COMMITTEE
OF THE BOARD OF DIRECTORS
Tuesday, April 23, 2013
9:00 A.M.
EPHC's Administrative Conference Room**

Minutes

1. **Call to Order:** The meeting was called to order at 9:00 am by Jay Skutt
2. **Roll Call:**
Present: Jay Skutt and Janie McBride. Staff: Tom Hayes and Jeri Nelson,
3. **Approval of Agenda:** The agenda was approved as submitted.
4. **Board Comments:** None.
5. **Public Comments:** None.
6. **CFO Report**
 - **March 2013 Financials:** Ms. Nelson reviewed the March financials stating that volume was down significantly in inpatient and surgery. She stated that while volume was down, expenses didn't drop as much creating the loss. Ms. Nelson also presented a Statement of Revenue and expenses year to date.
 - **2014 Budget:** Ms. Nelson stated she has been working on the budget for next year. Budgets have been distributed to all Departments for input. Volumes will be projected at current year levels.
 - **Banking Update:** Ms. Nelson provided a brief report on banking proposals received. We are still awaiting a response for Bank of the West.
7. **DP/SNF Update:** Mr. Hayes gave a brief update on legislation to reverse the DP/SNF cuts. Also, we are still awaiting a decision by the State regarding our request for exemption.

Adjournment: Mr. Skutt adjourned the meeting at 10:105 am.

Approved by

Date

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

Thursday, April 25, 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:

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.

Ms. McGrath stated that we need to remove three items from the agenda; agenda item #8 Outpatient Clinic Update, and under agenda Item #12, Fentanyl Patch (Physician Order) and Light Sensitive Medications and the NPPA Standard Procedures, all of which are not ready for approval.

Mr. Fites motioned to accept the consent calendar with the exception of the Agenda. Also, he asked to remove Item A from the consent calendar and to address it separately. A second was made by Ms. McBride. None opposed, the motion was approved.

Mr. Fites motioned to approve Item A: Agenda 4.25.13 Regular Board Meeting with the removal of the following items; agenda item #8 Outpatient Clinic Update, and under agenda Item #12, Fentanyl Patch (Physician Order) and Light Sensitive Medications and the NPPA Standard Procedures. A second was made by Ms. Kreth. None opposed, the motion was approved.

4. Board Chair Comments.

None

5. Board Comments.

None

6. Public Comment.

None

7. Auxiliary Report

Ms. Davis stated that the Auxiliary will be hosting a Blood Drive on June 27 and September 3. Ms. Davis reported they currently have \$102,000 in the bank. The Nifty Thrifty grossed \$13,332 for March which is up 9% from 2012.

8. Outpatient Clinic Update

Removed from Agenda

9. Chief of Staff

Dr. Bugna reported that EMR training is going well.

10. Quality and Performance Improvement Plan

Ms. McGrath stated that she and Ms. McBride reviewed the Quality and Performance Improvement Plan. There was a brief discussion. Mr. Fites stated that there are several typos in the document. Ms. McGrath motioned to approve the Quality and Performance Improvement Plan with the above mentioned typos fixed. A second was made by Ms. McBride. None opposed, the motion was approved.

11. Resolution 240:

Confidential Closed Session Minutes

Ms. McGrath and Mr. Hayes explained that the State Surveyor's need documentation of Quality review. Mr. Hayes stated that he consulted Steve Gross, Attorney and California Evidence Code 1157 protects the closed session minutes. The closed session minute book is confidential and only the directors would have access to the minutes. Mr. Hayes and Ms. Kreth both stated that they would be willing to take the minutes. There was a brief discussion of the pros and cons. Jay Skutt made a motion to approve Resolution 240. A second was made by Mr. Fites. Resolution 240 was approved by the following roll call vote:

Chairman McGrath	<u>AYE</u>	Vice-Chairman Fites	<u>AYE</u>
Director McBride	<u>AYE</u>	Director Skutt	<u>AYE</u>
Secretary Kreth	<u>AYE</u>		

12. Policies and Procedures

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

- Infection Control Plan
- Infection Control Committee
- Emtala Patient Transfer Policy#AD22
- Equianalgesic Table
- **HIM:**
 - Medical Record Abbreviations #HIM302
 - Release of Info Copying Costs #HIM313
 - Filing of Medical Records #HIM324
- **Dietary:**
 - Food Storage Policy
 - Calibration of Thermometer
 - Menus
 - Nutrition Screening and Assessment
 - General Food Preparation
 - Defrosting Meats
 - Food Storage
 - Emergency Services

- CT Procedures Binder
- Laboratory Policy Binders:
 - OneTouch Service
 - Microbiology
 - Blood Bank
 - Hematology

- HCIS Disaster Binder
- Radiology Policy Binder
- Materials Management. Binder
- Hazardous Materials & Waste
- Instrument cleaning, clinic (processing instruments for autoclave sterilization)
- Inpatient cleaning procedures
- Policy and Procedure, Management of

Ms. McGrath stated that all policies are reviewed in detail before coming to the Board for approval. Ms. McGrath motioned to approve the policies listed above. A second was provided by Mr. Fites. None opposed, the motion approved.

13. **Committee Reports**

- **Quality Committee**

Ms. McGrath stated that they discussed patient satisfaction questionnaire results. There are five different questionnaires being used to measure patient satisfaction. Mr. Schweyer will be communicating results to employees at staff meetings and through email. Ms. McGrath also reported that core measures will be put on a one page dashboard and on the website to keep the public informed. The core measures will be presented at the next regular board meeting.

- **Finance Committee**

Mr. Skutt stated that the Finance Committee met on April 23, 2013. He reported that if we continue as we are we may break even. Ms Nelson will provide a more detailed report.

14. **CFO Report**

Ms. Nelson reported that our Acute and Skilled average daily census continues to be low. We received the contribution from the Auxiliary for the CT scanner of \$151,674 which is included in March's non-operating income. We had a good collection month on accounts receivable that maintained strength on the balance sheet. The clinics are collectively seeing patient volumes 7% higher than last year.

15. **CEO Report**

- **DP/SNF Reimbursement Cuts:** Mr. Hayes reported that he along with Ms. Satchwell, and Jon Kennedy, Plumas County Supervisor traveled to Sacramento to testify at the Health Committee. SB646 was modified to include all DP-SNF's rather than just rural DP/SNF's.
- **CT scanner replacement schedule:** Mr. Hayes reported that everyone is happy with the new equipment. Images are much better and scans are quicker.

- **Employee Satisfaction Committee Update:** Mr. Hayes reported we had received approximately 130 surveys. We will be scheduling a meeting of the Ad Hoc committee to review the results and to get input as to how to improve.
- **Project List:** Mr. Hayes provided an update on the progress of the Project List.
- **California Department of Public Health Recertification Survey:** Mr. Hayes reported that we would be submitting the Plan of Correction to the State today.
- **Other**
 - Mr. Hayes stated that he should be receiving the Topography report for the Master Plan next week.

16. 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.

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

The Board returned at approximately 12:40 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:

A. Recommendation for Two Year Courtesy Privileges

- **Peter Bloomfield, MD (ER/Hospitalist)**
- **Marc Walter, M.D. (ER/Hospitalist)**
-

Dr. Bugna, Chief of Staff presented the above recommendations for appointments to the medical as well as recommendation for privileges to the Board. The Board reviewed each Medical Staff file as submitted and approved the appointments to the medical staff and the recommendations for two year courtesy privileges.

B. Update of Schedule 1- Virtual Radiology

Dr. Bugna, Chief of Staff presented the above recommendations for appointments to the medical as well as recommendation for privileges to the Board. The Board reviewed the update of schedule 1- virtual radiology as submitted and approved the appointments to the medical staff and the recommendations privileges.

18. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:40 p.m.

Approval _____

Date _____

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

Wednesday, May 1, 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, and Jay Skutt
Absent: Lucie Kreth
Staff: Tom Hayes, CEO, and Tiffany Williams, Administrative Assistant.
Visitors: None

- 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. Hayes stated that he and Ms. Skutt would be at the Annual ACHD meeting and would like to reschedule the May Board meeting. Mr. Hayes stated that Ms. Williams will send out a cancellation notice of the Regular Board Meeting and a notice of a Special Board Meeting for May 16, 2013.

- 6. Public Comment.**
None

- 7. Policies and Procedures**
Ms. McGrath stated that she and Ms. McBride reviewed the following policies on April 29, 2013:
 - Staff Assignment
 - Acuity Level
 - Acuity Tool Form
 - #5011 On Call Scheduling and Management
 - Fentanyl Patch Order Form
 - #PH044 Light Sensitive Medication Policy
 - #2040 Contrast Reaction and Cardiac Procedure Policy
 - Contract Processing and Executing Thereof
 - Post Anesthesia Order Set (ANES02)
 - DTS#036 In-Service and Continuing Education Policy and Procedure
 - In-Service Education Record Form
 - Radiology Quality Assurance Policy and Procedure

- Nurse Practitioner and Physical Assistant Supervision and Scope of Practice
 - Standard Procedures for Nurse Practitioners, Morrison
 - Standard Procedures for Nurse Practitioners Evans
 - Standard Procedures for Nurse Practitioners Potter
 - Standard Procedures for Nurse Practitioners, Spencer
 - Delegation of Service Agreement between supervising physician and physician assistant, Scott
 - Delegation of Service Agreement between supervising physician and physician assistant, Buckley
 - Competency Validation Checklist, NP/PA
 - Delineated clinical privilege request NP/PA
 - Clinical Skills Evaluation Form
 - Chart Audit Form

- Medications: Patient’s Personal
- Home Medication Reconciliation and Continuation Order Form
- HIM#332 Retention and Destruction of Health Information
- HIM#328 Release of Protected Health Information
- HIM Authorization for release of Patient Identifiable Health Information Forms (HIM#328)

Ms. McGrath stated that all policies are reviewed in detail before coming to the Board for approval. Mr. Skutt motioned to approve the policies listed above. A second was provided by Mr. Fites. None opposed, the motion approved.

8. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:20 p.m.

Approval

Date