

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

**Thursday, January 24, 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 and Tiffany Williams, Administrative Assistant.

Visitors: Approximately 6 visitors were present at the start of the meeting

**3. Consent Calendar.**

Mr. Skutt motioned to accept the consent calendar as submitted. A second was made by Ms. Kreth. None opposed, the motion was approved.

**4. Board Chair Comments.**

There was a brief discussion regarding upcoming board education. Director Skutt will be in Sacramento during the CHA Rural Health Care Symposium and has volunteered to attend. The ACHD Annual meeting was also discussed and determined that EPHC should have a presence. More discussion is needed regarding who will attend.

The Board Self Evaluation results were briefly discussed. The results came in an in-depth report and the Board would like to review the results before further discussion.

**5. Board Comments.**

None

**6. Public Comment.**

Peggy Garner stated that she has formed a family council for the Portola Skilled Nursing and that she will be fundraising for a new TV system as well as for a new computer for the library.

**7. Auxiliary Report**

Kathy Davis reported that the Auxiliary had done very well last year, and had grossed almost \$200,000 through Nifty Thrifty which is 8% over 2011. Ms. Davis reported that Nifty Thrifty grossed \$13,200 in December and that they currently have \$230,000 in the bank of which \$4,300 is in the memorial fund for employee scholarships. The Auxiliary has committed \$150,000 for the down payment on the CT scanner. Ms. Davis also stated the election of officers is in February.

**8. IT Department Update**

Rick Boyd, IT Manager provided a detailed report on recent IT projects.

- The new Shortel phone system has been installed in the clinics, business office, and admitting.

- Terminal servers have been replaced
- Clinic exam rooms are now equipped to connect to Tahoe Forest Cancer offices via telemedicine.
- The backup system has been replaced to increase storage space and is HIPAA compliant.
- We are working on Stage 2 of meaningful use.
- EMix has been installed which allows for the transfer of images to EMix and Tahoe Forest can retrieve the image which is also HIPAA compliant.
- Time and Attendance is scheduled to be installed 3/15.
- The Physician Practice module in the clinic has gone live and is being implemented in stages and should be used at 100% by March.

Mr. Hayes stated that Mr. Boyd has done an exceptional job with the EMR implementation especially with a small staff.

## 9. Chief of Staff

Dr. Bugna stated that we are down one provider in the clinic but continue to be busy.

## 10. Policies and Procedures

- Ms. McBride stated that she had reviewed all of the listed policies; Ambulance, Cardiopulmonary, Surgery and Peri-Operative, Recovery, Anesthesia, and the Respiratory Hygiene/Cough Etiquette Policy. After a brief discussion Ms. McGrath motioned to approve the listed policies. A second was made by Ms. McBride. None opposed, the motion was approved.
- Dr. Bugna explained the Medical Staff Privilege Cards; Telemedicine and Chiropractic. After a brief discussion Ms. McGrath motioned to approve the listed privilege cards. A second was made by Ms. Kreth. None opposed, the motion was approved.

## 11. Committee Reports

### • Finance Committee

Mr. Skutt stated that the Finance Committee met and discussed the December financials. There was a long discussion regarding the upcoming skilled nursing cuts and Ms. Nelson will provide more detail in her report.

### • Planning Committee.

Mr. Fites stated that the Planning Committee met on January 16<sup>th</sup> and that Aspen Architect and Jack Bridge were present. He reported that Aspen Architects presented several options for the Facilities Plan. He reviewed the three options for location of a future facility. After discussion, the Board agreed that option A was the best alternative.

**CFO Report:** Ms. Nelson stated that operationally we have done a very good job. AR and AP days look good. Clinic volumes are down which is typical for this time of year, but they are up year to date.

There was a brief discussion regarding the cost and benefits of Healthland's Classic version of the electronic medical records and the new Centrique version.

There was also discussion regarding the upcoming retroactive and ongoing skilled nursing cuts. Ms. Nelson stated that currently our Portola Skilled Nursing is at 91% Medi-Cal occupancy and Loyaltan is at 100%. We are currently working with our legislative representatives to attempt to get relief from these cuts.

**12. CEO Report**

- **Project List Update:** Mr. Hayes reviewed the progress of items on the project list.
- **DP/SNF Reimbursement Cuts:** Mr. Hayes reported that he has a meeting with Senator Gaines on January 31<sup>st</sup> in Sacramento and stated that Plumas County District 5 Supervisor, Jon Kennedy would also be attending the meeting. Mr. Hayes provided the letter to Toby Douglas, DHCS as a hand out.
- **CT Scanner replacement:** Mr. Hayes reported that we are scheduled to remove the old CT scanner and begin remodel for the installation of the new unit on March 4, 2013.
- **Employee Satisfaction Committee Update:** Mr. Hayes reported that the Employee Satisfaction surveys will be handed out at Department meetings in February. There was a brief discussion regarding the process. Mr. Hayes will attend each meeting encouraging employees to complete the surveys.
- **Other:**
  - Mr. Hayes stated that within the next month EPHC would be developing a management training program for managers and Executive staff..

**13. Closed Session.**

Ms. McGrath announced the Board would move into closed session at 12:00 pm., pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 2:30 pm and announced with respect to Government Code Section 54957, appointments to the medical staff were approved as submitted, with the exception of Khurram Jehangir Khan, MD.

With respect to Government Code Section 54957, Public Employee Performance Expectations and Evaluation, CEO, a public employee, evaluation will continue at the next regular Board Meeting. No reportable action was taken.

With respect to Health and Safety Code 32155, no reportable action.

**15. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 2:30 p.m.

  
Approval

2.28.13  
Date