

**EASTERN PLUMAS HEALTH CARE DISTRICT  
MEETING OF THE BOARD OF DIRECTORS  
Thursday, January 24, 2019  
9:30 A.M.**

**EPHC Education Center, Portola Campus, Portola, CA**  
*Minutes*

**1. Call to Order.**

The meeting was called to order at 9:33 am by Mr. Skutt.

**2. Roll Call.**

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath, Harvey West, Teresa Whitfield, and Nicole Johnson.

Absent: Bill Copren

Staff: Todd Plimpton, CEO, Katherine Pairish, CFO, Jayne O’Flanagan, HR Director, Rhonda Grandi, Director of Clinics, Sharon DiNicholas, CNO, Alanna Wilson, Executive Assistant

Visitors: Approximately 18 visitors were present at the start of the meeting.

**3. Consent Calendar.**

Director McGrath motioned to approve the consent calendar noting one change to the Organizational Meeting minutes. The minutes should state that Gail McGrath is now the Secretary of the Board. A second was made by Director Swanson. None opposed, the motion was approved.

**4. Board Chair Comments**

Director Skutt reported the Directors had recently attended Sexual Harassment training. Director McGrath encouraged the staff to feel free to communicate with the Directors anytime.

**5. Public Comment.**

Debra Moore, Managing Editor with Feather River Publishing introduced herself to the Board of Directors.

Kevin Trutna, Superintendent/President of Feather River College introduced himself to the Board. Mr. Trutna noted that the college has been very happy with the relationship they have with EPHC. LVN and CNA students from FRC do clinical rotations on the EPHC campus. Currently Feather River College is looking for a new program director. Dr. Trutna looks forward to continuing to work with EPHC.

**6. Auxiliary Report**

Ms. McBride reported gross sales for the month of November were \$12,592.56, net income was \$6,563.97. The Memorial Fund at the end of November totaled \$225,262.28. Gross sales for the month of December were \$12,550.00, net income was \$6,435.33. Memorial Fund and checking at the end of December totaled 231,506.57.

Ms. McBride reported in the months of November and December the Auxiliary granted \$2,625.00 in scholarships to EPHC employees. During the months of November and December the Auxiliary held a Christmas Boutique every Friday which made \$3,888.00. Net profit was up \$8,800.00 in 2018 from 2017. Since 1999 the Auxiliary has donated \$1.6 million in equipment to the hospital and clinics.

**7. Chief of Staff Report**

Dr. Bugna reported there are no issues in the clinics at this time. The existing clinic remodel is almost complete. Dr. Bugna reported there are two new physicians in the Portola Medical Clinic. Dr. Shruti Aggarwal, Family Practice and Dr. Sunny Skiles, Pediatrician. Dr. Bugna recently read an article on the Opioid epidemic, noting that patients are turning to local drug dealers when they can no longer get prescriptions filled.

**8. Committee Reports**

• **Finance Committee**

Director Swanson welcomed new CEO Todd Plimpton. Director Swanson reported that the Finance Department is making some changes and he will let Ms. Parish report further.

**9. Chief Nursing Officer Report:**

Ms. DiNicholas reported the organization is currently looking for a certified case manager. Donna Dorsey, RN has moved to ER Manager and Michelle Romero will be taking over Employee Health. Penny Holland, RN will be taking over the Acute Manager duties. Ms. DiNicholas stated QA reporting duties will now be done as a group. The ED/Acute census is currently at 5. Ms. DiNicholas reported a new Director of Nursing has been hired for the Loyalton Skilled Nursing Facility. Two students from the first CNA program held by EPHC are orienting on campus today. The remaining students from the class will be taking their test on Saturday.

**10. Clinic Director Report**

Ms. Grandi gave an update on the Behavioral Health Program. Currently there are three providers in the clinic. Visits total 1,343 between the Psychiatric Nurse Practitioner and Marriage and Family Therapist. There is only a 10 percent no show rate which is good for a Behavioral Health Program. Ms. Grandi reported that Irene Wojek, Psych NP is obtaining her suboxone waiver and a drug and alcohol program certification. Tracy Studer, RN Case Manager has received certification from the University of Washington AIMS Center to provide brief intervention to patients between scheduled appointments. Ms. Grandi reported that the program has made great strides with Plumas County Behavioral Health. The organization is no longer using Telemedicine for Behavioral Health.

Ms. Grandi reported the clinic remodel is close to completion. The annual review of the Rural Health Clinic program evaluation has been completed and will be presented to the Board of Directors at the March meeting. Chart reviews are also being completed at this time.

**11. Facilities Director:**

Mr. Peiler reported in place of Mr. Martinez. Mr. Peiler welcomed Todd Plimpton, CEO and Sharon DiNicholas, CNO. Mr. Peiler gave an update on the projects engineering is working on around campus. Ms. Peiler reported the engineering department had received a bid on the existing clinic remodel for approximately \$900,000.00 however, keeping the project in house cost around \$200,000.00 resulting in an approximate \$500, 00.00 savings.

Mr. Peiler reported that the organization will need to update a storage tank due to CERS requirements.

Mr. Plimpton noted that the engineering department does a great job with snow removal during storms.

**12. HR Director Report:**

Ms. O’Flanagan reported on the newly formed CAH Committee. The Committee has specific requirements mandated by CMS; and consists of the Executive Team, one M.D., one Mid Level Provider and other key individuals as needed. All policies in the organization will now be reviewed by the CAH Committee.

Ms. O’Flanagan reported on the review process for the Board of Directors Bylaws. The Board will need to make changes from a 5 member Board to a 7 member Board. They will also need to address what will happen after the two year period required by the annexation is over and whether or not the Board will return to 5 members. An overall review and update will be done of the Bylaws.

Ms. O’Flanagan reported the HR department is doing a FTE analysis. They are looking at how many employees currently classified as per diem should be classified as part time. Currently the number of full time employees is exceeding the budgeted number. The only difference from an employee being classified as per diem vs. part time would be a 5% increase in their benefits for dependant coverage.

Ms. O’Flanagan stated when she was hired on an interim basis, at the request of the previous CEO, she was asked to evaluate the function of the HR department including policies and procedures. Ms. O’Flanagan noted that pay practices are an area she is currently reviewing as well as the evaluation process. On average employees receive a 4% annual increase however, the budget allows for a 2.5% increase. A new evaluation process is being created which will allow managers to better evaluate employees and keep annual increases within the current budgeted amounts. Annual increases will be 2.5% across the board for all employees this year. Employees are generally satisfied with this knowing that a new process will be implemented for upcoming years. Increases in the future will be based on the budget and current revenue. Ms. O’Flanagan reported on a new employee benefit, Long Term Sick Leave that will start July 1, 2019. Employees will accrue up to 2.16 hours per pay period. This leave will help employees supplement their income when they have a long term absence such as a Disability Leave or FMLA. Often the benefits received by the State do not equal the amount of pay the employee would normally receive. The Long Term Sick leave will assist them in making up the difference.

The Board Members present discussed the new review process and the change to the annual increase amounts. Director Whitfield noted the practices at her current place of employment. Donna Dorsey, RN spoke on behalf of employees noting they are happy with the current decision knowing that the organization is moving in the right direction. Cathy Tehee, HIM Manager stated managers feel elevated when being involved in current decisions being made and appreciate the involvement.

**13. CFO Report:**

Ms. Pairish reported the organization funded PRIME IGT in November in the amount of \$375,000.00. We received back \$750,000.00 December 10<sup>th</sup>. In March we will be funding the HQIF IGT in the amount of \$981,000.00 and will receive back \$2.2 million in May.

Gross revenue for the month is lower than budget by \$481,926. Net income for month ended December 31, 2018 is \$401,178 including PRIME of \$375,000. Net income year-to-date is under budget by \$791,288. We have 50 days cash, including LAIF. At this time last year, we had 12 days due to the funding of the IGT's in the amount of \$1,991,426. Days in AR are 53. Industry standard is between 52-53.

Ms. Coverdell presented a handout regarding the Revenue Cycle Meetings. The group looks at revenue enhancement focusing on process of charge capture and accuracy, lab orders for accurate charge capture, emergency room charge capture, Skilled Nursing charges and process improvements.

Director Skutt requested the committee look at making the billing statement easier to understand.

Ms. Pairish concluded the report noting the budget process will start in February. Janie Dikes, Comptroller will be more involved in the process this year. In the next Board packet there will be a new format for the financial statements. This format will make it easier for the Directors, employees and public to understand the financials.

**14. CEO Report:**

Mr. Plimpton thanked the Management Team for attending this month's meeting. Mr. Plimpton noted that he is humble and feels very fortunate to be working at this organization and communicating with the Board and employees is vital to continuing to move forward.

Rick Boyd, IT Manager, reported the wiring in the Dental Clinic is completed. Wireless internet access is being added to all patient care areas. Plumas Bank has generously offered space in their vault to store backup tapes from the server. Mr. Boyd also reported that the department is working on updating the infrastructure, evaluating dental software, an evaluation of the EMR and security cameras throughout the facility. An evaluation of the EMR may allow us to get rid of third party vendors saving us money. Mr. Boyd reported the organization has recently signed an agreement with SacValley Medshare for Health Information Exchange to assist in the repatriation of patients from other facilities. This service also alerts EMT staff on the status of the call they are arriving to. This service also meets meaningful use requirements.

Mr. Plimpton reported the HIM department has moved into the old Finance offices. Finance has moved to the old Administration offices while Administration and HR have moved to the modular building located next to the Ed Center. This move allows all departments involved in the revenue cycle to be located in the same building. Mr. Plimpton stated he will be looking for a new building for Administration and HR so the modular can be used as a call house for Ambulance, Lab and Radiology staff.

**15. Board Comments**

Mr. Skutt reported on an email that was sent to the Board of Directors and Mr. Plimpton. The email states the District did not notice special meetings correctly and violated the Brown Act.

After discussion, legal counsel does not believe there was a violation of the Brown Act. Ms. Wilson will work with counsel to draft an appropriate reply to the email.

**16. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 11:23 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 11:45 am and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.

Quality Assurance report was reviewed by the Board of Directors.

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

After discussion, Director 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**

- Charles Cox, MD Gastroenterology
- John Scott, MD Urology
- Debra Ouyang, MD Endocrinology, Telehealth

A second was provided by Director West. None opposed, the motion approved.

**Adjournment.** Mr. Skutt subsequently adjourned the meeting at 11:46am.

  
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Approval

2.28.19  
Date