

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
Thursday, October 22, 2015
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: Dr. Paul Swanson, Janie McBride, Lucie Kreth, Eric Bugna MD and Gail McGrath.
Absent: Jay Skutt
Staff: Tom Hayes, CEO, Jeri Nelson, CFO, and Alanna Wilson, Administrative Assistant.
Visitors: Approximately 4 visitors were present at the start of the meeting.

- 3. Consent Calendar.**
Dr. Swanson motioned to approve the consent calendar. A second was made by Ms. McBride. None opposed, the motion was approved.

- 4. Board Chair Comments.**
Ms. McGrath gave a brief overview of the recent Foundation Retreat she attended with Mr. Skutt.

- 5. Board Comments.**
None

- 6. Public Comment.**
None

- 7. Auxiliary Report**
Ms. McBride reported that the Nifty Thrifty had 906 volunteer hours and made over \$19,800.00 dollars for the month of September.

- 8. Board of Directors Manual**
Ms. McGrath motioned to approve the Board of Directors Manual. A second was made by Ms. McBride. None opposed.

- 9. Audit Report Presentation**
Ms. Nelson introduced Mr. Tucker from TCA Partners, LLP. Mr. Tucker stated the overall audit had gone well and the organization has received an unmodified opinion. Mr. Tucker presented a draft audit to the Board for approval.
The following is a brief overview of the results:
 - Received an unmodified opinion
 - There were no material weaknesses or significant deficiencies identified relating to the Hospital's internal controls and no reportable findings.
 - There were 3 late client entries.
 - There were no difficulties encountered with management in performing the audit and there were no disputes or disagreements.

- The following significant Accounting/Audit issue are:
 - EMR Project
 - Hospital Fee Program-IGT
 - DP SNF ‘clawback’ liability and related supplemental safety-net program

There was a discussion of the Finance Committee and the advantage of having Mr. Tucker present to have an in depth conversation about the audit. Dr. Swanson gave a recap of questions that were asked in the Committee meeting.

Mr. Hayes and the Board commended Ms. Nelson and her staff on their excellent work.

Dr. Swanson motioned to approve the audit report. A second was made by Ms. Kreth. None opposed, the motion was approved.

10. Chief of Staff Report

Dr. Bugna reported the new EMR conversion is going well. Dr. Bugna also reported on new providers joining the organization. Mr. Hayes also added that revisions to the first third of the Med Staff Bylaws were approved at MEC.

11. Committee Reports

• Finance Committee

Ms. McBride reported that the finance committee was able to meet with Mr. Tucker and go over the audit which was very helpful this year. For the current month, outpatient revenue is down by \$500,000.00 due mainly to the Centriq conversion. Ms. McBride also reported that the conversion is going well and the Dragon dictation program is working well with the new EHR.

12. Clinic Report:

- Mr. Gregory reported that Dr. Van Pelt has agreed to provide coverage at the Dental Clinic for provider vacation.
- Mr. Gregory reported that we have contracted with a Board Certified Dermatologist who will start sometime in December.
- Mr. Gregory also reported the new Pine Street Clinic opening will be in January which coincides with the transition of the Indian Valley Clinic.
- Mr. Gregory reported that the Centriq conversion is going well and the clinics are starting to see operations pick back up.

13. Recommendation for Approval of Policies:

- High Alert Medications Policy
- Nursing Policies

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

14. CFO Report:

- Ms Nelson reported that September was a busy month. The EHR conversion went well and a huge amount of changes were accomplished. The finance conversion went well and everything was in balance.

- Ms. Nelson reported that gross patient revenue was down due to the conversion but that was to be expected.
- Ms. Nelson also reported that A/R days are at 58. Expenses are also down this month.
- Ms. Nelson reported that some money from reserves has been used to pay bills due to a slow down caused by the EHR.

15. CEO Report:

- Mr. Hayes reported on the status of the Loyaltan Property Donation.
- Mr. Hayes reported that the Foundation Retreat had gone well and they are focusing on adding more Board Members and creating a planned giving.
- Mr. Hayes announced that CNO April Fox has resigned and the organization will begin looking for a new candidate.
- Mr. Hayes also reported on the boiler project, stating that Nate Morgan is searching for a contractor to give us an estimated price on the project.
- Mr. Hayes reported that the transition of the Indian Valley Medical Clinic to Plumas District Hospital is going well and should be completed in February 2016.

16. Closed Session.

Ms. McGrath announced the Board would move into closed session at 11:08 a.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 10:45 am and announced

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

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

a. Approval of One Year Provisional Privileges

- **Dr Troy Van Pelt, DDS Dentistry**

b. Approval of Two Year Courtesy Privileges

None

III. Adjournment. Ms. McGrath subsequently adjourned the meeting at 11:05 a.m.

Approval

Date

12.3.15