

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

Thursday, October 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, Jay Skutt, and Lucie Kreth

Absent: Larry Fites and Lucie Kreth

Staff: Tom Hayes, CEO, Dr. Eric Bugna, Chief of Staff, and Tiffany Williams, Administrative Assistant.

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

3. Consent Calendar.

Mr. Skutt made a motion to approve the consent calendar as submitted. A second was made by Ms. McBride. None opposed, the motion was approved.

4. Board Chair Comments.

Ms. McGrath stated that there will be no Board meetings in November and that the Regular and Organizational Board meetings are scheduled for December 5, 2013 due to the Holidays.

5. Board Comments.

None.

6. Public Comment.

None.

7. Auxiliary Report

Ms. Tanner reported that Nifty Thrifty grossed \$117,184 in September with a net profit of \$13,669. She stated that the Nifty Thrifty would be having their annual half off sale in November and that Ms. McBride will be the Co-Manager of Nifty Thrifty beginning in January 2014.

Ms. Kreth and Mr. Fites arrived.

8. Committee Reports

• **Finance Committee**

Mr. Skutt stated that the Finance Committee met and reviewed the September Financials.

Total revenue is down. Patient revenue was below budget by 13% for the month. Salaries were over budget and \$21,000 of the supply variance was due to the flu vaccine. There was discussion regarding Managed MediCal as well as Insurance Exchange. Ms. Nelson is getting staff trained to help get patients enrolled in the different plans.

- **Quality Committee**

Ms. McGrath stated that the State is requiring much more. The Quality Data was reviewed and processes are in place to correct deficiencies. Ms. Valladon will give a more detailed report during the Quality Report.

- **Planning Committee**

Mr. Fites reported that the Planning Committee met yesterday. He stated that our boilers are on borrowed time and it is imperative we make the necessary changes. Aspen Architects will be drafting a specific feasibility plan to replace boilers taking into account our Master Facilities Plan. He also reported that Aspen Architects have completed the proposed Master Plan. Mr. Fites stated that it is prudent to hold off on any specific financing proposals regarding the Master Plan, which was suggested by the Advisory Council. The proposed Master Plan provides a road map when any improvements are necessary.

9. Chief of Staff

Dr. Bugna reported we are looking for another Internal Medicine provider, otherwise things seem to be going well at the Clinic.

10. Director of Nursing Report

Linda Jameson, RN, DON reported that they are making dramatic improvements in the quality indicators including First Dose Review which is at 100% compliance. She stated that she is focusing on communication and has implemented a communication book, holding monthly department meetings, as well as Nurse Council Meetings. Staffing is key and at this time she has no vacant positions. She also stated that she we have a strong, dedicated, professional staff. Billing is great; she stated she has never seen quicker billing.

Mr. Hayes stated that Ms. Jameson is providing key leadership that was needed and has done a stellar job.

11. Clinic Report

Chelsea Hart, Interim Clinic Manager reported that the leadership transition has been positive. Staff is bringing solutions and creating a more positive staff environment. She stated that they have implemented providers' schedules three months in advance with a goal of six months out. Staff is being cross trained and reallocated. Other activities include:

- Expanding Tele-oncology program meeting to increase the utilization and also building a relationship with Tahoe Forest for continuing education for physicians.
- Assessing needs for specialties. Dermatology is currently available two day per month and we have the need for four.
- Urologist will be starting in January.
- Recruiting Internal Medicine as well as a Family Nurse Practitioner.

Mr. Hayes stated that Ms. Hart has done a great job making decisions and making changes.

12. Quality Report

Kathy Valladon, RN reported that the number of patient satisfaction surveys for Acute has increased and provider and overall satisfaction have improved. They are currently being handed out to the patient on the day of discharge and we are talking to the patient and family. Ms. McBride would like to see the potential number of surveys added to the report. Ms. Valladon reviewed all of the quality indicators and corrective action plans for deficient items. 100% of all ER, Acute and Surgery charts are being reviewed for compliance for the Plan of Correction indicators.

13. Recommendation for Approval of Privilege Cards and Policies

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

- Fire Watch Policy
- ED Standing Orders
- AD083 Wireless Device Policy
- IT10 Use of Personal
- IT11 IT Data Center Security
- IT12 Email Encryption
- Storage of Biohazard Waste HK106
- MRSA/MRDO Surveillance Program IC5012
- Internal Medicine Privilege Care Update

Ms. McGrath made a motion to accept the policies listed above. A second was provided by Mr. Fites. None opposed, the motion was approved.

14. CFO Report

- **September Financials**

Ms. Nelson is absent. The financial report was provided under the Finance Committee Report.

15. CEO Report

- **2013/2014 Operations Plan:** Mr. Hayes reported that he has finalized the 2013/2014 Operations Plan. A copy was provided.
- **DHCS certification surveys update-SNF/Acute:** Mr. Hayes reported that we are waiting for a re-survey for both Acute and Skilled Nursing Facilities and we expect they will be here in the next few weeks.
- **Employee Satisfaction Survey Plan:** Mr. Hayes reported within the next few months he will be setting up department meetings to discuss specific actions to be taken.
- **Benefit change for PTO and Extended sick leave:** Mr. Hayes stated that there is a need to revise the PTO and Extended benefit policies, which will include reducing the PTO cap from 400 to 350. Extended is for long term sick leave which most hospitals do not offer. At the first of the year we are going to reduce the extended cap from 480 to 280 and extend the qualifying days from 7 to 21.
- **Leadership Meeting Update:** Provided under the Planning Committee report.

- **Other:** Mr. Hayes reported that the incident over the weekend was very traumatic for staff on duty. It was a volatile situation and we were lucky the sheriff deputy got here quickly. We are currently reviewing our security plan and plan to install panic buttons. We have temporarily hired security for the night shift. Dr. Moses suggested providing training on how to diffuse and handle these types of situations. We will be having a debriefing meeting on Monday for Management.

Caroline Carter, Portola Reporter asked Mr. Hayes if there was anything he would like to say regarding the negative comments being made regarding the officer involved. Mr. Hayes stated that we are thankful that he was here, the situation got out of control very quickly and we were very fortunate for his assistance. He also stated that the patient was free to leave the facility at any time.

16. 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.

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

The Board returned at approximately 12:15 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:

Dr. Bugna stated that the MEC reviewed the privileges and background including claims history of Lovsho Phen MD, and Christine Laeunesse MD. The MEC is recommending all of the physicians for privileges to the Board.

Dr. Bugna stated that the IDPC reviewed the privileges and background including claims history of Mary Morrison, FNP, Michael Brooks, DPM and Richard Nielsen, DPM. Dr. Bugna reported that the recommendations from the IDPC were accepted by MEC. The MEC is recommending the FNP and two DPMs for Two Year Courtesy Privileges to the Board for Approval.

Dr. Bugna also stated that MEC reviewed the Updated Schedule 1 from Clinicians Telemedicine Group and Virtual Radiology. The MEC is recommending the approval of the updated schedule 1 from both Clinicians Telemedicine Group and Virtual Radiology.

The Board reviewed each Medical Staff file as submitted including but not limited to: privileges, background, malpractice claims information, peer reviews and AMA/Education.

Ms. McBride motioned to approve the following privileges and appointments to the medical staff as submitted.

- a. Recommendation for Two Year Active Privileges
 - Lovsho Phen, MD (Internal Medicine)
- b. Recommendation for One Year Provisional Privileges
 - Christine Lajeunesse, MD (Urology)
- c. Recommendation for Two Year Courtesy Privileges
 - Michael Brooks, DPM (Podiatry)
 - Mary Morrison, FNP (Allied Health-FNP)
 - Richard Nielsen, DPM (Podiatry)
- d. Schedule 1 Updates
 - Virtual Radiology
 - Clinicians Telemedicine

A second was provided by Mr. Skutt. None opposed, the motion approved.

The Board returned to Open Session at approximately 12:25 pm

18. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:25 p.m.


Approval

12/5/13
Date