

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
Thursday, October 25, 2018
9:30 A.M.**

EPHC Education Center, Portola Campus, Portola, CA
Minutes

1. Call to Order.

The meeting was called to order at 9:30 am by Mr. Skutt.

2. Roll Call.

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath, Harvey West and Lucie Kreth.

Absent: none

Staff: Katherine Parish, CFO, Shawn Rohan, CNO, and Alanna Wilson, Administrative Assistant, Joe Pimentel, RN, CNO

Visitors: Approximately 4 visitors were present at the start of the meeting.

3. Consent Calendar.

Ms. McGrath motioned to approve the consent calendar with changes made to the finance minutes as noted in the Finance Committee minutes. A second was made by Dr. Swanson. None opposed, the motion was approved.

4. Board Chair Comments.

Mr. Skutt reported Congressman Doug LaMalfa, Shane Starr and Kim Vann, USDA were on campus last week to officially present the grant for the new ambulance. Congressman LaMalfa and Kim Vann would like to return in January to hold a town hall meeting in Portola.

Mr. Skutt reported a meeting had been held in Sierraville to discuss the Sierra Valley Hospital District annexation. The Sierra County Board of Supervisors will pass a resolution in November as well as EPHC's Board of Directors. Lafco should make a decision at the December meeting.

5. Public Comment.

None.

6. Auxiliary Report

Ms. McBride reported gross sales for the month of September were \$14,027.83, net was \$7,370.66. Volunteer hours in the Nifty Thrifty were 762.5 and 6.5 hours in the lobby. There is \$212,357.12 in the checking and memorial fund.

Ms. McBride reported that motion sensor lights have been placed outside of the building and hopefully these will help with the recent graffiti and broken windows.

7. Chief of Staff Report

Dr. Bugna reported new MRI services from Alliance. Dr. Bugna stated he has seen some of the images they provided and they look very good.

8. Committee Reports

● Finance Committee

Dr. Swanson reported a year to date loss of \$771,516.00, noting that IGT monies have not been received this year and are not included. Dr. Swanson reported that he would like to see the Finance Committee discuss future direction and change during the committee meetings. Graphs are down for September however department heads have done well at keeping expenses down.

9. Chief Nursing Officer Report:

- Mr. Pimentel distributed department reports. The reports include an update on Quality Metrics, Staffing Updates, Financials and Productivity and New Revenue Streams. Mr. Pimentel will get the reports to Board Members prior to the meeting for review.
- Mr. Pimentel reported that the following committees are being formed: CAH Committee, Practice Council and the Patient Experience Council.
- Mr. Pimentel reported he is currently working on getting a clear definition of what our staffing needs are to meet our license.

10. Clinic Director Report

None

11. Fire Suppression of District Owned Property

Ms. O'Flanagan reported on the removal of trees from the property owned by the district. The estimated cost paid to the Fire Safe Council would be \$10,000.00. After discussion the Board feels they may have other options. Mr. West will look into logging the property and report back to the Board at the next meeting.

12. Recommendation for Approval of Policies:

After review by the Board of Directors, Ms. McGrath motioned to approve policies from the following departments:

- Nursing
- Infection Prevention
- Human Resources
- Biomedical
- Skilled Nursing
-

A second was made by Dr. Swanson. All were in favor and the policies were approved.

13. CFO Report:

- Ms. Parish reported year to date 2018 is better than 2017.
- Ms. Parish reported that the organization has applied for 3 state grants; Care grant, CNA grant and SHIP grant. The CNA grant has been approved and gives us a total of \$10,000.00 dollars to teach five students. Ms. Tehee reported that monies leftover from the previous SHIP grant have been used to purchase software to help enroll providers in insurance companies.
- Ms. Parish reported that she spoke with Shane Starr and Kim Vann regarding the difficulties licensing the Pine Street Clinic. Ms. Parish was able to speak with Tracy Rhine from RCRC and hopes to get more regarding the tie in notice.

- Ms. Pairish reported clinic visits were down in September however, numbers look better in October. Visits in Lab and Radiology are also improving.
- The Board discussed the possibility of adding more days for specialists in the clinic.

14. CEO Report:

- Ms. O’Flanagan reported that Board Members will now have an EPHC email address. They will begin receiving emails and calendar invites at the new email addresses.
- Ms. O’Flanagan reported on CEO recruitment. Candidates are working on answering interview questions in a video format. The Board will hold two special meetings in early November to begin reviewing candidates.
- Ms. O’Flanagan reported Logan Reis is back as Housekeeping Supervisor. Ryan Nowling will continue to support the department as necessary.
- Ms. O’Flanagan reported the old chiller is being removed. Once OSHPD approves plans then the new chiller will be installed. The engineering department has hired a new employee to help with projects.
- Ms. O’Flanagan reported October 30th she will be attending a Community Needs Assessment meeting. Ms. Grandi will also be participating on a regular basis.
- Ms. O’Flanagan reported the old HIM office is getting ready for Physical, Occupational and Respiratory Therapy.
- The CNA classes taught by EPHC staff have started. A total of five employees are enrolled. The course will last 5-6 weeks.

15. Board Comments

Mr. Skutt thanked Mr. Pimentel for the work he has done during his time at Eastern Plumas Health Care. Mr. Pimentel’s last day as interim CNO will be November 30th.

16. Closed Session.

Mr. Skutt announced the Board would move into closed session at 10:52 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 11:40 am and announced:

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

Ms. O’Flanagan noted that the approval of a severance agreement with Thomas Hayes had not been reported out at the September meeting.

A severance agreement was agreed to with Thomas Hayes on August 30, 2018.

Vote as follows:

Director Skutt	Aye
Director McGrath	Aye
Director West	Nay
Director Swanson	Aye

Director Kreth

Aye

I. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 11:41am.



Approval

12.6.18
Date