

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

Thursday, December 6, 2012

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

- 1. Call to Order.**
The meeting was called to order at 10:15 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 4 visitors were present at the start of the meeting
- 3. Consent Calendar.**
Mr. Fites motioned to accept the consent calendar as submitted. A second was made by Mr. Skutt. None opposed, the motion was approved.
- 4. Board Chair Comments.**
None
- 5. Board Comments.**
None
- 6. Public Comment.**
None
- 7. Auxiliary Report**
Kathy Davis reported that the Auxiliary has done well this year and will be \$10,000-\$15,000 ahead of 2011. Ms. Davis reported that they currently have \$222,020 in the bank of which \$4,100 is in the memorial fund for employee scholarships. The Auxiliary has committed \$150,000 for the down payment on the CT scanner. Nifty Thrifty grossed \$18,744 in November.
- 8. Chief of Staff**
Mr. Hayes stated that Dr. Bugna was absent. Mr. Hayes stated that the clinic providers are receiving training on the new clinic EMR and the Dr. Kim has been very helpful with the implementation.
- 9. Policies and Procedures**
Ms. McGrath stated that she and Ms. McBride had reviewed all of the listed policies. After a brief discussion Ms. McGrath motioned to approve the listed policies. A second was made by Mr. Fites. None opposed, the motion was approved.

10. Committee Reports

- **Finance Committee**

Mr. Skutt stated that the Finance Committee did not meet and that Ms. Nelson would provide details in her report.

11. **CFO Report:** Mr. Nelson stated that she has been participating in numerous conference calls and webinars to discuss the upcoming changes regarding reimbursement changes. She stated that educating the community on the changes will be the most difficult.

Ms. Nelson reported that October was a good month with good volumes. AR days and AP days are up and cash is down which is expected due to the holiday season. We have received a \$223,000 retroactive reimbursement for the Skilled Nursing Facilities and are expecting an additional \$42,000.

We have signed an agreement with JB Dev for a time and attendance system which will be implemented in February 2013. We also are planning for direct deposit in the spring.

12. CEO Report

- **Project List Update:**

- Back up Boiler: Mr. Hayes reported we have replaced several valves on the back up boiler as well as completing a hydro static test. The burner and fuel lines still need replacing before we can use it regularly.
- NPC modifications: Mr. Hayes reported that the bracing of the antenna and equipment in the radio room are the only thing left to do for the NPC modifications. Once OSHPD approval is granted we will begin the work which must be completed by year end.

- **Master Planning:** Mr. Hayes reported that we have signed a contract with Aspen Architects for our Master Site Plan. They will be attending the Board Retreat next week as well as conducting interviews of the management staff the week of December 18th.
- **Clinic EMR Modules Update:** Mr. Hayes reported that the Clinic PPD Module is installed and provider training has begun. He also reported that the ER module will not be installed as it is no longer supported by Healthland. Alternatives are being investigated.
- **Operations Plan Update:** An update of the Operations Plan was provided and reviewed. There was a brief discussion regarding Employee satisfaction surveys.
- **CT scanner replacement update:** Mr. Hayes reported that the final price for the CT scanner is \$394,000 and should be installed in February 2013-March 2013. The Auxiliary has committed \$150,000 towards that down payment and we are looking at financing the balance. The Foundation has also sent out letters soliciting donations.
- **Employee Satisfaction Committee Update:** There was a brief discussion regarding the progress that the committee has made. The Committee will meet again in January.
- **Affordable Care Act-California Health Insurance Exchange:** Mr. Hayes provided a hand out regarding the Health Insurance Exchange. There was a brief discussion.

- **Other:**

- Mr. Hayes stated that he has had dialogue regarding collaboration with Scott McFarland from Sierra Medical Clinic in Downieville as well as Sierra County. He will report more as the collaboration develops.
- Ms. Williams will send out the ACHD Board Self Evaluation link to the Board in January.
- Dr. Cox, Locum Gastroenterologist will begin seeing patients in December.

13. Closed Session.

Ms. McGrath announced the Board would move into closed session at 11:30 a.m., 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 12:30 pm and announced with respect to Government Code Section 54957, appointments to the medical staff were approved as submitted. No other reportable action.

15. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:30 p.m.



Approval

1.24.13

Date