

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

Thursday, December 7, 2017

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:07 am by Mr. Skutt.

2. Roll Call.

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

Absent:

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Katherine Pairish, Assistant CFO, Eric Bugna, M.D., Shawn Rohan, CNO and Alanna Wilson, Administrative Assistant

Visitors: Approximately 3 visitors were present at the start of the meeting.

3. Consent Calendar.

Ms. McGrath motioned to approve the consent calendar. A second was made by Dr. Swanson. None opposed, the motion was approved.

4. Board Chair Comments.

Mr. Skutt reported that Mr. Hayes and members of the Board had recently attended the Estes Park Conference in San Francisco. Mr. Skutt reported that one topic of discussion was changing the structure of the Board Meeting, allowing more time to discuss the Organization's image and roll within the community.

Mr. Skutt reported on an upcoming retreat for the Board of Directors and Executive Committee.

Mr. Skutt reported on a recent walk around of the hospital and clinics he participated in. Mr. Hayes noted that employees were very appreciative of the Board's interest. Mr. Skutt also reported on the Aetna/CVS merger and how this may affect the organization.

5. Board Comments.

Dr. Swanson reported on the Estes Park Conference. Dr. Swanson noted that the implementation of EMR systems has affected all hospitals and many are just starting to recover. Dr. Swanson reported on an opiate prescribing practice seminar.

Ms. McGrath reported that overall the conference was excellent. The conference and break out meetings were very beneficial.

Mr. West reported that the conference focused on quality, looking into the future and bettering our community.

6. Public Comment.

None

7. Auxiliary Report

Ms. White reported there were 699.15 volunteer hours at the Nifty Thrifty and 8.45 in the hospital. Ms. White reported that \$1,841.35 in scholarship money was given out to employees this month.

8. Chief of Staff Report

Dr. Bugna reported Dr. Kim's last day with EPHC will be January 31st. Dr. Bugna reported on a resolution that MEC passed which allows the organization to employ physicians. The resolution was reviewed by the Board.

Ms. McGrath motioned to approve the resolution. Dr. Swanson seconded the motion. None opposed, the motion was approved.

9. Committee Reports

● **Finance Committee**

Dr. Swanson reported the organization has a net income of \$1.6 million for the first four months of this fiscal year. This amount does include IGT monies. Dr Swanson reported that the IGT monies change the net income amount and help increase cash reserves.

● **Planning Committee**

Ms. McGrath reported the Behavioral Health Clinic is on track to be completed in late March. Ms. McGrath reported that the Loylton Boiler project should be completed by December 15th and the second boiler rebuild at Portola has been completed.

Mr. Hayes reported that the committee discussed moving forward with the SPC 4 project once all other major projects have been completed. Mr. Hayes reported that he will be presenting at the upcoming LAFCO meeting.

● **Q/A Committee**

Ms. McGrath reported the committee went over quality measures. Ms. McGrath reported that they committee discussed ER providers calling patients to follow up after they have left the ER.

10. Chief Nursing Officer Report:

- Ms. Rohan reported that HR and Nursing Administration will be spending more time in the Loylton facility to assist employees.
- Ms. Rohan reported that Portola is down to one registry nurse.
- Ms. Rohan reported that the ambulance crew will start making follow up calls to patients.
- Ms. Rohan reported on the quarterly Q/A indicators noting that indicators requiring continuous monitoring have prompted changes to policies.

11. Clinic Director Report

- Ms. Grandi reported that she is working on the pain management process with Dr. Flapan to maximize the volumes.
- Ms. Grandi reported that the CARE Grant has been declined for the second year. Ms. Grandi will be working with USC on a process to improve the workflow with the clinic.
- Ms. Grandi reported that the patient recall system is being worked on and fixes are expected in the Centriq version 12 update.

12. Recommendation for Approval of Policies:

- The Hospital on Campus Non-Smoking Policy will be on the January agenda after further review.

13. CFO Report:

- Ms. Nelson stated the Balance Sheet shows a cash increase due to IGT monies. \$1.6 million has gone back into the LAIF account.
- Ms. Nelson reported that A/R days are at 54.
- Ms. Nelson reported that the next IGT will be filed in spring 2018 for approximately \$1.2 million.
- Ms. Nelson reported that the construction loan with RCAC is still in the works and that additional reports are required.

14. CEO Report:

- Mr. Hayes reported that Dr. Dan Stoll will be starting summer of 2018. He will be working two days per week.
- Mr. Hayes reported that he will be presenting the financial report to LAFCO this month.
- Mr. Hayes reported that he is still waiting on a letter from Sierra Valley Hospital District regarding the annexation process.
- Mr. Hayes reported that he has met with Portola High School regarding collaboration.
- Mr. Hayes reported on an upcoming webinar regarding district compliance and has invited the Board to attend.

15. Closed Session.

Mr. Skutt announced the Board would move into closed session at 11:40 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 12:17 pm 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. One Year Provisional Privileges

William Mills, MD

Emergency Medicine

III. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:18 pm.


Approval

1.25.18
Date