

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

Thursday, March 26, 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, Gail McGrath, and Lucie Kreth.

Absent: Jay Skutt

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Eric Bugna MD (arrived late), and Alanna Wilson, Administrative Assistant.

Visitors: Approximately 2 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 provided a report on the Board review of their job description. Ms. McBride motioned to approve the revised Board Job Description. A second was made by Dr. Swanson. None opposed, the motion was approved.

The Board discussed their recent evaluations. All present feel that the Board is doing well. They are very interactive and productive with each other as well as the CEO. The Board feels that the CEO is doing an excellent job.

5. Board Comments.

None

6. Public Comment.

None

7. Auxiliary Report

Elaine White reported that the Nifty Thrifty grossed \$13,204.00 for the month of January. They had 735 volunteer hours and 11.2 hours in the lobby.

8. Quality Assurance

Ms. Rohan reported on Core Measures, Department Indicators, Patient Satisfaction Data, and Nursing Home falls. The core measure regarding surgery is not being tracked as we have discontinued doing general surgery.

9. Chief of Staff Report

Dr. Bugna reported the clinic is busy and running well. Chris Spencer, FNP will be joining us full time in mid April.

10. **Committee Reports**

- **Finance Committee**

Dr. Swanson reported that the committee discussed the internal controls that are in place. He feels the organization has good internal control processes. He also reported that more discussion with the auditor will take place when he is here. Contractuals remain high due to managed Medi-Cal. Jeri will explain more in her report.

- **Planning Committee**

Ms. McGrath reported that the Planning Committee discussed the Biomass Boiler. At this time it is not feasible to move forward. OSHPD regulations require us to have a primary and secondary boiler. The biomass boiler could be used only as a redundant source. Having a third boiler would not be cost effective. Mr. Hayes reported that he has signed a contract with Aspen Architects for Boiler system design.

11. **Director Of Nursing Report:**

Ms. Cocking reported that she will be preparing the Portola and Loyalton SNF units for the upcoming state survey. Ms. Cocking also reported on the following priorities that she is focusing on:

- Increasing the census at Loyalton SNF.
- Ms. Cocking is also working with Dr. Cox to recommend new procedures.
- Ms. Cocking is working with Jeri and staff to increase DSRIP programs such as an antibiotic stewardship committee, Mental Health program, and Pain Management program.
- Ms. Cocking is evaluating how to increase swing bed patients.
- She is also very involved in the conversion of the new software system.

12. **Clinic Report:** Mr. Gregory reported the following:

- Despite February being a short month, the clinics performed well.
- Mr. Gregory reported the Dental Clinic is continuing to be very busy. This is due to the fact that we are the only Clinic that accepts MediCal patients.
- Mr. Gregory reported that Radiology has experienced increased volume.
- Telemed has done very well with the addition of the Diabetic Retinopathy machine.
- Mr. Gregory announced that Chris Spencer, FNP will be joining the Portola Clinic in April.
- Mr. Gregory reported that he and Telemed Coordinator Erica Waldeck will be speaking at an upcoming conference. EPHC was ranked fourth in the state for their Telemed program.
- Dr. Mustafa is available for Dermatology appointments five days a week.

13. **Recommendation for Approval of Policies:**

- Administration
- Material Management

- Central Supply
- Perioperative (PACU)
- Surgery
- Ambulance
- Emergency Vaccine Mgmt Plan
- Care of Dementia Patient
- Engineering Respirator Requirements
- Processing Instruments for Autoclave Sterilization
- Proper Packaging for Medical Instruments
- Lockout/Blackout Operational Procedures

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 there was a loss in February due to the short month and patient revenue being down. Expenses were up slightly for the month of February along with bad debt and contractuals.
- Ms. Nelson stated that our biggest challenge is cash due to a change in how we are paid.
- Ms. Nelson also reported that our year to date profit is \$161,232.00. This is down largely due to contractual adjustments from managed MediCal.
- Ms. Nelson stated that A/R days are down to 61 from 65.
- Ms. Nelson reported on our clawback repayment. We haven't heard from the state yet but, we are looking at a five percent reduction out of our weekly check write.
- Ms. Nelson also reported that we paid into the IGT fund and are expecting a return from this program. We are now contracted with the VA and are able to see patients.

15. CEO Report: Mr. Hayes reported the following:

- Mr. Hayes discussed the \$49,000.00 rebate that we received from Optima.
- There was a brief discussion about the article regarding Rural Hospital closures.
- Mr. Hayes reported that he is expecting a letter from the State by the end of this month regarding the Clawback and the amount we need to pay back.
- Mr. Hayes also reported that the ER expansion is not financially feasible due to OSHPD requirements.
- Mr. Hayes briefly discussed disaster planning and drills the organization is working on.
- Mr. Hayes reported that the organization is continuing to recruit for the Loyaltan SNF DON position.

16. Closed Session.

Ms. McGrath announced the Board would move into closed session at 11:40 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 12:15 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. Approval of One Year Provisional Privileges
 - b. **Dr. Ben Hunt, Surgery**
 - b. Approval of Two Year Courtesy Privileges
 - **Dr. Peter Taylor, OB/GYN**
 - **Dr. Leon Jackson, Radiology**

III. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:19 p.m.



Approval

4.23.15

Date