

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

**Thursday, April 24, 2014**

**10:00 A.M.**

**EPHC Education Center, Portola, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 10:01am by Gail McGrath

**2. Roll Call.**

Present: Gail McGrath, Dr. Paul Swanson, Janie McBride, and Jay Skutt

Absent: Lucie Kreth

Staff: Tom Hayes, CEO, Eric Bugna, MD, Jeri Nelson, CFO and Tiffany Williams,  
Administrative Assistant.

Visitors: Approximately 5 visitors were present at the start of the meeting

**3. Consent Calendar.**

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

**4. Board Chair Comments.**

- Ms. McGrath reported on the Board Retreat yesterday. She stated that it was very positive that we have such positive energy from the new members of the Executive Team.

**5. Board Comments.**

None

**6. Public Comment.**

None

**7. Auxiliary Report**

Ms. Tanner thanked Mr. Hayes and the Board for the thank you letter. The Nifty Thrifty had a net profit of \$7,778 in March.

**8. Chief of Staff Report**

Dr. Bugna reported that Dr. Ball is back home after being hospitalized in Truckee. Also he reported that Dr. Flapan is now using EMG equipment for neurological studies.

**9. Committee Reports**

- **Finance Committee**

Ms. McBride reported that March revenue was down based on lower volumes.

Ms. Nelson expects that will probably remain down for the rest of the fiscal year so we must plan for this. There has been a higher Medicare/Medi-Cal utilization this year. Also, Medi-Cal reimbursement is no longer based on cost but DRG's.

Operating expenses have been higher. One reason for this is the Telemedicine service volume is higher and therefore we have higher physician fees.

All clinics, outpatient departments, and ER visits are down in volume. Surgeries and endoscopies are doing better. Swing bed utilization is below budget. We need to do a better job of using the swing bed classification for patient's that qualify for it.

#### **10. Director of Nursing Report**

Ms. Noble stated Ms. Jameson asked that she provide a Skilled Nursing DON report. She reported the following:

- Ms. Noble stated that she is happy to be back. She is busy putting systems back in place and is providing the leadership and support that is needed.
- Current census in Portola is at 22 and she would like to see it at 27. Since she has been back they have had 9 admits and 9 discharges.
- An Interdisciplinary Team has been developed to meet weekly to discuss care plans and to be sure rules and regulations are being followed.
- The Skilled Nursing smart charting system is being implemented and will go live on May 1<sup>st</sup>. The Nursing staff will chart via a touch screen kiosk.
- Ms. Noble briefly explained the process in which MDS data is reported to the State. We will be submitting the same data just through different software.
- Maintenance staff is getting prices on replacing the flooring in the Portola Unit.
- Pam Valencia will be on campus in May to provide training in preparation for the annual Skilled Nursing Survey.

Mr. Hayes stated that it is great to have Ms. Noble back. She is providing the needed leadership for the Skilled Nursing Facility.

Mr. Skutt asked what does the State do with the data submitted. Ms. Noble explained that you can access this data on the Hospital Compare web site.

#### **11. Recommendation for Approval of Policies and Privilege Cards**

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

- IC5028 Omnicare 1000V HEPA
- HR002 Revised Personal Appearance
- HR003 Revised Drug & Alcohol Policy
- OPS036 Radio Room Attendance
- Administrator On Call
- Standard of Outpatient Clinical Documentation
- Processing Instruments for Autoclave Sterilization
- Outpatient Quality Assurance Program
- Triage Guidelines
- Lab Annual Review
- Radiology Annual Review
- CT Scan Radiology Annual Review
- Material Management Annual Review

After a brief discussion Mr. Skutt motioned to approve the listed policies. A second was made by Dr. Swanson. None opposed, the motion was approved.

**12. CFO Report:**

**March Financials:** Ms. Nelson stated that the March graphs in detail at the Finance Committee meeting. She reported that they are currently working on the budget for next year. Our Skilled Nursing Facilities need to grow and we need more utilization of our swing beds, as well as repatriations. AR days are currently at 61.

Mr. Skutt asked for a detailed financial report on the Telemedicine program. Ms. Nelson stated physician expenses are higher and no shows are contributing to the loss. Mr. Hayes suggested holding off on a P&L statement for telemedicine until June, after the budget is complete. We will be proposing the budget at the June meeting.

**13. CEO Report:** Mr. Hayes reported the following:

- Mr. Hayes stated that Sierra Institute is still pursuing a Biomass project. This is not for EPHC to own but we would purchase power. The architect is working on identifying the OSHPD requirements.
- An ADA review of the exterior of the Portola Campus was completed and we are working on developing a plan to address any issues including signage, larger parking spaces as well as grades.
- Ms. Williams, Executive Assistant and Clerk of the Board will be leaving in August.
- Nothing new to report regarding the SCIU Initiative.
- Nothing new to report regarding the Skilled Nursing claw back.
- We have looked into moving the Loyalton Medical Clinic into the Loyalton Hospital building and have found that it would cost approximately half of a million dollars to complete which is not cost effective. We are looking at alternative scenarios including updating the existing clinic building as well as a new modular building in the future.
- Emcore is on campus working on installing pumps for the boilers.

**14. Closed Session.**

Ms. McGrath announced the Board would move into closed session at 11:00 a.m., pursuant to Health and Safety Code 32155 and Government Code Section 54957.

**15. Open Session Report of Actions Taken in Closed Session.**

The Board returned at approximately 11:30 am 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. Dr. Bugna reported that the MEC reviewed the privileges, peer review reports and background including claims history of Roger Gallant, MD. The MEC is recommending Roger Gallant, MD for one year provisional privileges.

Dr. Bugna reported that the IDPC reviewed the privileges and background including claims history of Leora Sapir, FNP. Dr. Bugna reported that the recommendations from the IDPC were accepted by MEC. The MEC is recommending the FNP one year provisional privileges to the Board for Approval.

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

Ms. McBride motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges pending approval of MEC.

Recommendation for One Year Provisional Privileges

- Roger Gallant, MD(ER/Hospitalist)
- Leora Sapir, FNP (Allied Health)

A second was provided by Dr. Swanson. None opposed, the motion approved.

**16. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 11:30 a.m.

  
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Approval

5.22.14  
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Date