

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

Thursday, March 9, 2017

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 Jay Skutt.
- 2. Roll Call.**
Present: Dr. Paul Swanson, Jay Skutt, Gail McGrath, Lucie Kreth and Harvey West.
Absent:
Staff: Tom Hayes, CEO, Eric Bugna, MD, Jeri Nelson, CFO, Alanna Collier-Wilson,
Executive 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 acknowledged the passing of Auxiliary President Ellie Balestri. Mr. Skutt requested more information on the Annual ACHD conference in September.
- 5. Board Comments.**
None
- 6. Public Comment.**
None.
- 7. Auxiliary Report**
Ms. McGrath reported that sales have been down due to the bad weather. As the weather gets better more donations are coming in.
- 8. Chief of Staff Report**
Dr. Bugna reported that the clinic staff is enthusiastic about the upcoming remodel. Dr. Bugna reported that Dr. Hibler, Dermatologist, is seeing patients 4 days a month in the Portola Clinic.
- 9. Committee Reports**
 - **Finance Committee**
Dr. Swanson reported that the net income for February was \$656,616.00 due mainly to IGT programs. Clinic volumes were down in February due to weather.

Dr. Swanson reported a net loss of \$165,254.00 in the month of March. Dr. Swanson reported that overall volumes were down and no IGT payments were received.

10. Management Report: Lorraine Noble, DON, PSNF & Tracy Caudle, DON, PSNF

Ms. Caudle introduced herself stating that as a local she is very excited to be in the Loyaltan facility, she loves the local feeling and is enjoying the residents. Ms. Caudle previously worked in acute care and cardiac care. Ms. Caudle started in the Portola facility as the Resident Assessment Coordinator.

Ms Noble reported that the SNF units recently received a 4 star rating with Medicare. Ms. Noble reported that there is currently a waiting list for both units, due mainly to staffing issues. The organization is working closely with FRC to recruit CNAø as they graduate from the program. Ms. Noble reported that CNAø will be receiving a 15% increase in pay.

Mr. Hayes noted that Ms. Noble and Ms. Caudle work well together and have done a good job.

Ms. Caudle introduced the new dog, a yellow lab named Lawton. Lawton will go between both units and the residents and staff are really enjoying him.

11. Chief Nursing Officer Report:

- Ms. Rohan reported on quarterly Q/A measures.
- Ms. Rohan reported that the Policy Committee has completed half of the department polices and will complete the other half in May. All updated polices will be uploaded to the new system Policy Stat.
- Ms. Rohan reported that the disaster binder is close to completion.
- Ms. Rohan reported that one of the ambulance units is in Las Vegas for a chassis remount.
- Ms. Rohan reported that she is currently interviewing for RN positions.

12. Clinic Director Report

- Ms. Grandi reported on the PRIME program stating that the modular unit is now in the parking lot. Staff will begin moving out there in May with Telemedicine services set to begin May 15th.
- Ms. Grandi reported that they are still hiring for the Psychiatric NP and LCSW positions.
- Ms. Grandi reported that Christina Potter, FNP will be out on maternity leave starting May 22nd. Chris Spencer, FNP will be covering for her in the Loyaltan Clinic.
- Ms. Grandi reported that the patient portal is up and running and patients have started using the new system.

13. Recommendation for Approval of Policies:

A motion was made to approve the following polices by Dr. Swanson. A second was made by Ms. McGrath. None opposed, the following policies were approved:

- IT
- Ambulance
- Employee Health

- Materials Management
- Cardio-Pulmonary
- Housekeeping
- Central Supply
- Infection Control

14. CFO Report:

- Ms. Nelson reported that IGT and PRIME monies have helped the net income. In 2016 the organization received \$2.8 million in IGT monies and \$1.125 in PRIME monies.
- Ms. Nelson reported that the organization has 59 days cash on hand.
- Ms. Nelson reported that department budgets have been handed out. Managers will go over budgets with Tom and Ms. Nelson will present the budget at the May Finance Committee.
- Ms. Nelson reported that she received tax money from Plumas County in the amount of \$463,000.00 and approximately \$60,000.00 from Sierra County.

15. CEO Report:

- Mr. Hayes reviewed the operations plan with the Board.
- Mr. Hayes reported that the organization is continuing to recruit for a physician.
- Mr. Hayes reported that he and Mr. Skutt have met with the Sierra Valley Hospital District, Jim Beard, Sierra County Supervisor and John Benoit from Plumas County LAFCo. Mr. Hayes reported on the process for combining EPHCD and SVHD.
- Mr. Hayes reported that the architects are working on plans for the permanent boiler replacement in Loyalton.
- Mr. Hayes reported that the Board of Directors will be holding their Annual Board Retreat May 19th at Nakoma.

16. Closed Session.

Mr. Skutt announced the Board would move into closed session at 11:25 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 11:51 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.

Ms. McGrath motioned to approve the following privileges and appointments to the medical staff as submitted. A second was provided by Ms. Kretz. None opposed, the motion was approved.

a. One Year Provisional Privileges

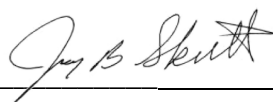
None

b. Recommendation for Two Year Courtesy Privileges

Frederick Feil, OD

Optometry

III. Adjournment. Mr. Skutt subsequently adjourned the meeting at 11:52 am.


Approval _____

5.25.17
Date _____