

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

Thursday, June 22, 2017

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:04 am by Jay Skutt.

2. Roll Call.

Present: Dr. Paul Swanson, Jay Skutt and Harvey West.

Absent: Gail McGrath and Lucie Kreth

Staff: Tom Hayes, CEO, Eric Bugna, MD, Jeri Nelson, CFO

Visitors: Approximately 4 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 Mr. West. None opposed, the motion was approved.

4. Board Chair Comments.

Mr. Skutt reported that the Annual Board Retreat went well.

5. Board Comments.

None

6. Public Comment.

Mr. Beard, Supervisor from Sierra County, reported that the Sierra Valley Health Care District has two new members.

7. Auxiliary Report

None

8. Chief of Staff Report

Dr. Bugna reported that the clinic expansion will begin soon. Dr. Bugna also reported that Med Staff bylaws are almost complete.

9. Committee Reports

• Finance Committee

Dr. Swanson reported the net income for May was \$54, 471.00 and a net income of \$1,839,219.00 for the year. Dr. Swanson reported the committee went over the Capital and Operating budget in detail and will advise the Board to approve the 2017/18 budget. Dr. Swanson reported that the clinic expansion is underway.

10. Management Report:

Mr. Boyd reported on a recent IT issue with an exchange server. Mr. Boyd stated that Microsoft has a default in place that tries to take over and store information in the cloud. The default was caught in time by IT however; it required IT to rebuild all user profiles in the organization. Mr. Boyd reported this specific exchange server has been taken out of service. Mr. Boyd reported on upcoming IT projects such as replacing the existing phone system to a Shortel system, replacing items in the server room and replacing a server.

11. Chief Nursing Officer Report:

Ms. Rohan reported that May was a good month and June's patient base is back up. Ms. Rohan presented the annual Quality Assurance review to the Board.

12. Clinic Director Report

- Ms. Grandi reported that Lorie Mangen, LCSW will begin at the Behavioral Health Clinic July 5th.
- Ms. Grandi reported that the University of Washington AIMS center will be on site training staff the first week of July.
- Ms. Grandi reported that there is a three month transition plan in place to move patients from telemed to seeing providers face to face in the new clinic.
- Ms. Grandi reported that Christina Potter will return to the Loyalton clinic at the end of September. Chris Spencer will come back to the Portola Clinic.
- Ms. Grandi reported that customer service training will begin for clinic staff in the next two months.

13. Recommendation for Approval of Policies:

None

14. Resolution 254:

Dr. Swanson moved to adopt Resolution 254. A second was made by Mr. West. The motion was passed with a roll call vote, there was no opposition.

15. CFO Report:

- Ms. Nelson reported that May was a good month and patient revenue exceeded budget.
- Ms. Nelson reported that overall the year was good. Cash on hand is 49 days.
- Ms. Nelson reported that contractual are lower and bad debt has remained at 1%.

Budget:

Ms. Nelson reported the Operating budget and Capital budget were reviewed with each manager in detail as well as with the Finance Committee.

Ms. Nelson went over the Operating budget with the Board. After a discussion the Board moved to approve the 2017/18 Operating Budget.

Dr. Swanson made a motion to approve the Operating budget as submitted. A second was provided by Mr. West.

None opposed, the budget was unanimously approved.

Ms. Nelson reviewed the Capital Budget with the Board of Directors. After a discussion the Board moved to approve the 2017/18 Capital Budget.

Dr. Swanson made a motion to approve the Capital budget as submitted. A second was provided by Mr. West.

None opposed, the budget was unanimously approved.

16. CEO Report:

- Mr. Hayes reported that Dr. Porot is resigning from performing procedures. Mr. Hayes stated that Dr. Ma, out of Sacramento, is ready to sign a contract and begin the credentialing procedure.
- Mr. Hayes reported that paving is complete in the new parking lot. Lighting and striping will be completed soon.
- Mr. Hayes reported that the website has been redone. The layout has changed and is more user friendly. The new site is also mobile optimized. The section on careers will be updated soon.
- Mr. Hayes reported that the Sierra Valley Health Care District can start the process of consolidation. SVHCD will be meeting with a LAFCO attorney and John Benoit on July 7th.

17. Closed Session.

Mr. Skutt announced the Board would move into closed session at 11:55 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 12:21 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. Kreth. None opposed, the motion was approved.


a. One Year Provisional Privileges

None

b. Recommendation for Two Year Courtesy Privileges

None

III. Adjournment. Mr. Skutt subsequently adjourned the meeting at 12:23 pm.


Approval _____

7.27.17
Date _____