

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

**Thursday, June 23, 2016**

**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, Janie McBride, Jay Skutt, and Lucie Kreth.

Absent: Gail McGrath

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Eric Bugna, MD, Alanna Collier-Wilson,  
Executive Assistant

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

**3. Consent Calendar.**

The consent calendar will need the following changes: item #8 will be moved to item #16 and the remaining calendar will be numbered appropriately to show the changes. Additionally, item #17 on the minutes needs the approval portion removed as there were no approvals in the month of May. With the changes made, Dr. Swanson motioned to approve the consent calendar. A second was made by Janie McBride. None opposed, the motion was approved.

**4. Board Chair Comments.**

Mr. Skutt reported on the Plumas County Community Health Assessment held in the Ed Center and reported that the turnout was very small. Mr. Skutt recently attended a LAFCO meeting on June 13. He reported that some of the discussion topics included district operations, contract employees vs. regular employees and vendor responsibilities.

**5. Board Comments.**

None

**6. Public Comment.**

None

**7. Auxiliary Report**

Ms. Ballestri reported that the Nifty Thrifty grossed \$15,345.00 in May and had 861.5 volunteer hours and 12.45 lobby hours.

**8. Chief of Staff Report**

Dr. Bugna reported on new physicians arriving in the Emergency Department, noting that physicians in urban cities are retiring and finding a second carrier in smaller areas.

**9. Committee Reports**

• **Finance Committee**

Dr. Swanson reported a net loss of \$38,826.00 for May and a net income of \$890,503.00 for the year. Dr. Swanson also reported on additional income of \$115,233.00 for the MAA program for fiscal year 13/14. Dr. Swanson stated that Ms. Nelson will discuss more in her report as well as the 2016/17 Budget.

**10. Management Report: Bill Carlson, Lab**

Mr. Carlson reported that business in the lab is slowly recovering after the conversion and he is seeing an increase in the amount of labs being ordered. Mr. Carlson reported that the lab has a new piece of equipment that will allow for new tests and an increase in revenue. Mr. Carlson also reported that he has been actively looking for staff and is expecting to have a CLS hired by mid July. Mr. Hayes noted that Mr. Carlson did a terrific job during the conversion.

**11. Chief Nursing Officer Report:**

- Ms. Rohan reported that the census is up with an average of four swing/acute patients.
- Ms. Rohan reported that she has been receiving complaints regarding customer service and will be looking at customer service training for her employees.
- Ms. Rohan reported that Dr. Dhond will now be doing resting studies at the hospital. These are tentatively scheduled for Wednesdays.

**12. Clinic Director Report**

- Mr. Hayes reported on behalf of Ms. Grandi stating that the Pine Street Clinic will open on July 5<sup>th</sup>. The clinic will schedule appointments in the morning and accept walk in patients and same day appointments in the afternoon.

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

None

**14. CFO Report:**

- Ms. Nelson reported that the organization saw a small loss in May driven by higher contractual adjustments. Revenue was down however, expenses were down also.
- Ms. Nelson stated that the daily average census in Acute is doing well.
- Ms. Nelson reported that we received additional non operating income from MAA and Phase 2 of the E.H.R. incentive.
- Ms. Nelson reported that cash is good and net A/R is down. There was a brief discussion regarding programs such as IGT and how they work. Ms. Nelson stated that more programs are going towards IGT type of funding.

**Budget:**

Ms. Nelson stated putting together the Operating and Capital budget was tough this year however, we have made it through the conversion and have seen the impact and can budget accordingly. Ms. Nelson reported that the Operating budget was reviewed with each manager in detail as well as with the Finance Committee. She stated that the proposed Operating budget includes an overall 2.5% increase in salaries as well as increases to remain

competitive. The growth and revenue in the upcoming year will be in the clinics, ambulance, acute, and ancillary departments. Ms. Nelson stated that this budget does not include funds from the PRIME program and she will present a revision at a later date for Board approval.

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

After discussion the budget was unanimously approved.

Ms. Nelson reviewed the Capital Budget with the Board of Directors.

Ms. McBride made a motion to approve the Capital budget as submitted. A second was provided by Ms. Kreth.

After discussion the budget was unanimously approved.

**15. CEO Report:**

- Mr. Hayes reported that the property in Loyaltown is awaiting the appraisal results.
- Mr. Hayes reported that the organization is moving forward with refurbishing one of the existing boilers. The cost is \$30,000.00 and will significantly extend the life of the boiler.
- Mr. Hayes reported on a new OSHPD category that could delay the need to build a new hospital as long as non structural upgrades can be made in the existing one.
- Mr. Hayes reported that there will be a PRIME advisory committee to assist in how to set up the Behavioral Health Program. Architect, Nate Morgan, is working on a proposal for the new building.
- Mr. Hayes reported on the MHSA funding from the county. The money would be used to recruit a psychiatrist. At this time the county is still deciding how much and the timing of the funds.
- Mr. Hayes stated that the organization is in the process of creating a no smoking policy campus wide.

**16. Strategy Discussion.**

Where do we want to be in 2025?

The Board and all present submitted the following responses:

- Maintain flexibility to change as reimbursement changes.
- No projected growth in community size.
- Long term goal is survival.
- Growth in specialty providers.
- Become a bigger part of community.
- Still have ambulance, ER, etc.
- Do we continue with inpatient services and SNF?
- Stand alone ER model with observation beds.
- Serve better than we are today.
- Adaptability
- We must continue to manage quality and care.
- Tailor services to community needs.

- Achieve a reputation that patients get the treatment they need and treatment is good.

The Board also discussed articles in the paper with topics relating to how the hospital uses tax dollars and positive patient experiences.

**17. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 12:05 pm.; 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 12:37 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. Ms. McBride motioned to approve the following privileges and appointments to the medical staff as submitted. A second was provided by Dr. Swanson. None opposed, the motion was approved.

**a. Recommendation for One Year Provisional Privileges**

Marc Nielsen, MD	Hospitalist
Daniel Buhler, MD	Hospitalist

- III. Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:40 pm.

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Approval

  
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7.28.16  
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Date