

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

Thursday, June 25, 2015

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

- 1. Call to Order.**
The meeting was called to order at 10:10 am by Gail McGrath.

- 2. Roll Call.**
Present: Dr. Paul Swanson, Janie McBride, Jay Skutt, Lucie Kreth, Eric Bugna MD and Gail McGrath.
Absent: None
Staff: Tom Hayes, CEO, Jeri Nelson, CFO, and Alanna Wilson, Administrative Assistant.
Visitors: Approximately 2 visitors were present at the start of the meeting.

- 3. Consent Calendar.**
Mr. Skutt motioned to approve the consent calendar. A second was made by Ms. McBride. None opposed, the motion was approved.

- 4. Board Chair Comments.**
None

- 5. Board Comments.**
None

- 6. Public Comment.**
None

- 7. Auxiliary Report**
Katie Tanner reported that the Nifty Thrifty grossed \$14,946.00 for the month of April. They had 871.25 volunteer hours and 11 hours in the lobby.

- 8. Chief of Staff Report**
Dr. Bugna reported that Dr. Mustafa is leaving at the beginning of July. The organization will recruit for dermatology coverage. Dr. Bugna also reported that Doctors and clinics are doing well.

- 9. Committee Reports**
 - **Finance Committee**
Dr. Swanson reported a \$146,000.00 loss for the month. Half of the loss was due to invoices from prior months while the other half was due to overtime. Dr. Swanson also reported that the Finance Committee reviewed the 2015/16 Budget and recommends approval. Ms. McBride stated that she is impressed with the growth that the organization is showing.
 - **Q/A Committee**
Ms. McGrath reported that the committee had discussed indicators, meeting of the goals and how departments will fix any deficiencies.

10. Director Of Nursing Report:

- Ms. Cocking reported that April Fox will start as the new CNO on July 8th. Ms. Fox has excellent credentials and a Q/A background. She will be well suited for our organization.
- Ms. Cocking reported that Stacy Andersen will be returning to our organization as the Acute/ER nurse manager.
- Ms. Cocking discussed a handout regarding Safe Patient Handling and Procedures.
- Ms. Cocking was commended and thanked for the time she spent with the organization.

11. Clinic Report:

- Mr. Gregory reported that several providers will be out on vacations in June however; this will not affect patient's ability to be seen. Dr Blanco will be out for two weeks and Dr. Mario Garibotti will be available to see patients in the Portola Clinic.
- Mr. Gregory reported that the clinic build for Healthland begins next week.
- Mr. Gregory stated that we are moving forward with the new clinic developing policies, etc.
- Mr. Gregory also reported that the County Board of Supervisors granted MHSA money in the amount of \$75,000.00 to EPHC for submission of a plan for behavioral health care.

12. Recommendation for Approval of Policies:

- Quality Safety and Performance Improvement Plan
- Anesthesia

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

13. CFO Report:

- Ms Nelson reported that the month of June had a loss of \$146,874.00 due to high overtime and invoices from March and April booked in May. The organization should break even for the year.
- Ms. Nelson also reported that we have 40 days cash on hand; the line of credit has not been accessed.
- A discussion was had regarding overtime. Some of the overtime is due to the Centriq conversion as well as staff shortages.

14. 2015/15 Budget and Capital Equipment

Ms. Nelson reported that the budget was reviewed with each manager in detail as well as with the Finance Committee. She stated that the proposed budget includes a 2% increase in net income. The growth in the upcoming year will be in the SNF, clinics, and the ancillary departments. Ms. Nelson stated that this is a very goal oriented budget.

Ms. Nelson reviewed the Capital Budget.

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

After a long discussion the budget was unanimously approved.

15. CEO Report:

- Mr. Hayes reported that he had meeting with Sierra County Board Members to discuss the consolidation of SVHD. Once all members are in full agreement we will discuss moving forward.
- The policy committee met and approved the new Board Conflict of Interest Policy to be submitted at the July Board meeting.
- Mr. Hayes reported that the organization has a new workmanø comp company, Insurance Company of the West.
- Mr. Hayes invited the Board Members to the Employee Appreciation BBQ in August in Calpine.
- Mr. Hayes reported on a possible property donation. He will report more as he gets more information.

16. Closed Session.

Ms. McGrath announced the Board would move into closed session at 11:07 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 11:58 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. Approval of One Year Provisional Privileges
None

b. Approval of Two Year Courtesy Privileges

- **Michelle Kim, M.D.** **Family Medicine**
- **Jack Bertman, M.D.** **ER**

III. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:00 p.m.

Approval

Date 7.23.15