

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

**Thursday, July 25, 2019**

**9:30 A.M.**

**EPHC Education Center, Portola Campus, Portola, CA**

**Minutes**

**1. Call to Order:**

The meeting was called to order at 9:29 am by Director McGrath.

**2. Roll Call:**

Present: Dr. Paul Swanson, Gail McGrath, Harvey West, Teresa Whitfield and Nichole Johnson.

Absent: none

Staff: Todd Plimpton, CEO; Katherine Pairish, CFO; Rhonda Grandi, Director of Clinics;

Sharon DiNicholas, CNO; Eric Bugna, Chief of Staff and Ashlie Preston, Executive Assistant

Visitors: Approximately 8 visitors were present at the start of the meeting.

**3. Consent Calendar:**

Director Swanson motioned to approve the consent. A second was made by Director Whitfield. None opposed, the motion was approved.

**4. Board Chair Comments:**

None.

**5. Board Comments:**

None.

**6. Public Comment:**

None.

**7. Auxiliary Report:**

Ms. McBride reported gross sales were down in May and June. Total income for June was \$11,554 with approximately \$6771 in expenses. The checking account currently has \$52,049.

**8. Chief of Staff Report:**

Dr. Bugna reported on drug abuse and overdoses. The CDC estimates drug overdose deaths have decreased by 5% between 2017 and 2018. The clinic is looking great and everyone is excited that it is almost done.

**9. Committee Reports:**

● Finance Committee

Director Swanson reported that we are in an upward swing with the highest ever revenue in the month of June. We are solidly in the black. Director West reported that staff is on top of Accounts Receivable and Accounts Payable.

**10. Resolutions:**

- Resolution 276 – Contract Award  
Discussion was held regarding the resolution and requirements.  
A roll call vote was taken. Resolution 276 passed with a unanimous decision.

**11. Chief Nursing Officer Report:**

Ms. DiNicholas reported that nursing is busy. We are replacing and improving equipment on the acute floor. Our new Ambulance Manager started. Ms. DiNicholas reported on ambulance protocols in order to always have coverage for the community. Discussion was held. The nursing management team has been working hard on policies, with 14 approved by the CAH Committee. Ms. DiNicholas reported on the Physical Therapy conference, the upcoming Nursing Skills Fair, and the plans for the PT/OT services and location. Discussion was held.

**12. Clinic Director Report:**

Ms. Grandi reported that we are working on adding an additional year of PRIME funding. We are adding just under 2 new patients a day with 260 patients added since January 1. Ms. Grandi reported on provider changes and the status of the Pine Street Clinic closure. An ad has been run in the local newspaper to keep the public informed. Ms. Grandi reported on the status of the new dental software. Director Whitfield asked about telemedicine services. Discussion was held.

**13. HR Director Report:**

Mr. Plimpton reported on the status of HR. Jayne O’Flanagan will be returning as Interim HR Director in August to start the search for a HR Manager. Director Whitfield asked about the evaluation process and forms to use in CEO Evaluations. Mr. Plimpton stated that he would provide examples from some of his peers.

**14. CFO Report:**

**Summary**

Eastern Plumas Health Care posted gross revenue in the amount of \$3,796,725 for the month of June. This is the highest gross revenue we have ever posted. This is a direct result of improved patient care. Those patients for whom we can care are being treated in our facility rather than being transferred out. We are filling the beds in the skilled nursing facilities so families no longer have to travel to visit their loved ones. Net Income for the month of June was \$663,017. Included in this was \$568,000 received for Medicare lump sum adjustments as a result of our interim cost report. Without this revenue we still would have posted net income in the amount of \$95,017. Fiscal year-to-date net income was \$6,860,471, \$1,755,628 higher than last fiscal year.

**Revenues**

We continue to see growth in gross revenue across all revenue centers. Our inpatient revenue average last fiscal year was around \$357k. Current year average was \$394k. Actual inpatient revenue for the month of June 2019 was \$604k. Outpatient revenue average last year was \$1.93 mil. Current year average was \$1.97 mil. Actual for the month of June 2019 was \$2.26 mil. SNF revenue average last year was \$526k. Current year average was \$543. Actual for the month of June 2019 was \$599k.

## **Expenses**

Total operating expenses for the month were \$2.3mil. In June of 2018 total operating expenses were \$2.2mil. This is an increase of \$152k.

Salaries and Benefits: Salaries and Benefits were up \$147k over last June.

Repairs & Maintenance: Repairs & Maintenance were down \$6k compared to June 2018.

Supplies: Supplies were up for the month over last year by \$86k.

Purchased Services: Purchased Services were down \$53k compared to last June.

## **Revenue Cycle**

Gross Accounts Receivable ended the month at \$5.8M. Gross Accounts Receivable days at June 30, 2019 were 52. Best practice is 55.

## **Balance Sheet**

Total Assets at June 30, 2019 were \$21,667,591. At the end of June 30, 2018 they were \$18,407,628 - An increase of \$3,259,963 or 18%. Days cash on hand calculation at the end of June was 111. Last year at this time days cash on hand calculation was 71. Total Fund Balance increased from \$9,405,337 to \$13,077,534 - An increase of \$3,701,770 or 39%. We continue to pay vendors timely and at the end of June 2019 our days in AP calculation was 25. AP totaled \$503,411 of which \$206,590 was for providers.

## **Additional Information**

These financials are preliminary, as they have not been audited. Our auditor will be here for field work September 3<sup>rd</sup> thru September 6<sup>th</sup>. We do not foresee any material changes as a result of the audit.

Ms. Parish reported that they are working with their vendor to make changes in order to provide more detailed bills to patients. Staff reported on the billing process and the limits of the system to provide more detail. Director West asked if detail could be provided on the portal. Staff reported that could not be provided at this time.

## **15. Manager Report:**

Mr. Plimpton presented and explained the weekly huddle notes from a recurring meeting that takes place with staff.

Mr. Boyd reported on the 14.3 update procedure and status along with the training provided. Mr. Boyd gave an update on system issues that they have been addressing as well as future upgrades planned.

Mr. Carlson reported on the new and state of the art lab equipment. The lab was recently inspected by CLIA, the inspector was impressed and said the lab was phenomenal, with only 2 minor deficiencies found.

Ms. DiNicholas reported that Radiology was also inspected with no deficiencies found.

Mr. Peiler's presented his project list and reported on all projects currently taking place around the campus.

## **16. CEO Report:**

Mr. Plimpton along with Ms. DiNicholas reported on traveler's and rate negotiations as well as the need for housing. Mr. Plimpton commented on the plan to update the ER and the Dr.

work areas. Mr. Plimpton presented the After Action Report, discussion was held. Mr. Plimpton reported on the road work planned, stating that the City of Portola will abandon their part of the road and we will accept service maintenance. Director McGrath asked about adding a call box at the bottom of the road for patients that need assistance. Discussion was held. Mr. Plimpton reported that staff is looking into the 340B program. Karen Kibble of the Portola Village Pharmacy introduced herself. Brenda Compton introduced herself and reported on her families plans of purchasing the Portola Village Pharmacy. Mr. Plimpton presented logo options. Discussion was held.

**17. Board Comments:**

None.

**18. Closed Session:**

Director McGrath announced the Board would move into closed session at 11:18 am.; pursuant to Health and Safety Code 32106, 32155 and Government Code Section 54957.

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

The Board returned at approximately 11:58 am and announced:

I. With respect to Government Code Section 54957 – Public Employee Appointment. to consider the following privileges and appointments to the medical staff.

After discussion, Director McGrath motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges.

**Recommendation for Two Year Courtesy Privileges**

- Irene Wojek, PMHNP Behavioral Health

**Adjournment.** Director McGrath subsequently adjourned the meeting at 12:01 pm.

  
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Approval

8.22.19  
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Date