

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
Thursday, August 22, 2019
9:30 A.M.
EPHC Education Center, Portola Campus, Portola, CA**

Minutes

- 1. Call to Order:**
The meeting was called to order at 9:34 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; Jayne O'Flanagan, Interim HR Director; Sharon DiNicholas, CNO; Eric Bugna, Chief of Staff and Ashlie Preston, Executive Assistant
Visitors: Approximately 32 visitors were present at the start of the meeting.

- 3. Consent Calendar:**
Director Whitfield motioned to approve the consent. A second was made by Director Johnson. None opposed, the motion was approved.

- 4. Board Chair Comments:**
None.

- 5. Board Comments:**
None.

- 6. Public Comment:**
Lindsey Compton-Crabtree read a letter to the board regarding the local pharmacy and her personal plans for the future of the business along with her concerns over the aggressive tactics EPHC is using to purchase the business as well as concern for the community.
Dustin Crabtree read a letter regarding his background and plans to grow and improve the business of the pharmacy.
Mike Kibble made a statement regarding his personal relations with Mr. Plimpton and the tactics used to negotiate for the purchase of the pharmacy.
Matt Cruse read a letter authored by Mr. & Mrs. Lambert regarding pharmacy services.
Mr. Cruse also made statements on the benefits of having local young professionals return to the area and the importance of that.

- 7. Auxiliary Report:**
None.

8. Chief of Staff Report:

Dr. Bugna commented that the clinic is looking great. He reported on the drug abuse and overdose decrease reported by the CDC. Dr. Bugna reported on the increase of patients using and asking about CBD's, discussion was held regarding research and lack of available information on the product.

9. Committee Reports:

- Finance Committee

Director West reported that the second month of the fiscal year looked great. There was a loss for the month, but that was due to some large unusual expenses. Director West was pleased with the 56% collection rate and reported that EPHC is continuing conversation regarding revenue centers and adding needed services for the community.

10. Chief Nursing Officer Report:

Ms. DiNicholas reported that everyone is busy. We had 69 outpatients last month served in one day. The acute floor has been averaging 6-8 patients per day, while the Portola and Loyalton Skilled Nursing Facilities are at 26 and 32 respectively. Ms. DiNicholas reported that we have slowed admissions to Loyalton in order provide staffing and the appropriate level of care. Ms. DiNicholas reported on the Nursing Skills Fair to take place in September. Director Whitfield asked about the Quality Committee meetings and whether those were being held. She and Director McGrath are on the committee and the meetings should be held monthly. Discussion was also held regarding the Planning Committee.

11. Clinic Director Report:

Ms. Grandi provided the 2nd Quarter Patient Satisfaction Survey results. The process was explained as well as how issues or other items are resolved. Director Whitfield suggested that a column for goals be added in the future. Ms. Grandi commented that her department is working on multiple performance improvement projects. The clinic has stabilized with new patient growth with the average new patients added since January at 1.6 per day. Ms. Grandi reported that we are working on the upcoming Women's Health month. Discussion was held regarding the process for follow up with patients on services as well as information on the portal. Ms. Grandi reported on provider changes. An update was provided on the status of PRIME funding, we have been approved for an additional year for Chronic Nonmalignant Pain Management. The clinics Open House will occur next Wednesday from 4-6 pm.

Mr. Plimpton presented information on the history of clinic patient trends over the last year.

12. HR Director Report:

Ms. O'Flanagan reported on the recent changes and progress of HR. She is working with the Loyalton staff to address changes and concerns as they grow.

13. CFO Report:

Summary

July 2019 was another very productive month for Eastern Plumas Health Care. We posted gross revenue in the amount of \$3,954,790. We posted a net loss in the amount of \$61,010. Our budgeted net loss for July was \$377,075.

Revenues

We continue to see growth in gross revenue across all revenue centers. Inpatient revenue was over budget by \$170k. Skilled Nursing revenue was over budget by \$44k. Outpatient revenue was over budget by \$327k and Professional Fees were over budget by \$120k. Of course, when revenue increases we see increases in contractual adjustments and bad debt. We posted contractual adjustments and bad debt over budget by \$301k, leaving net patient revenue over budget by \$360k.

Expenses

Total operating expenses for the month were over budget by \$31k. Salaries and Benefits were under budget by \$71k with purchased services being over budget by \$39k. Repairs & Maintenance were over budget by \$30k. Supplies were over budget by \$38k. Other expenses were over budget by \$10k. These include training, travel, and dues and subscriptions.

Revenue Cycle

Gross Accounts Receivable ended the month at \$5.8M. Gross Accounts Receivable days at July 31, 2019 were 50. We budgeted 52 and best practice is 55. Our collection rate for July was 56%. We budgeted 53.82%.

Balance Sheet

Total Assets at July 31, 2019 were \$21,589,191. At the end of July 31, 2018 they were \$18,237,123 - An increase of \$3,352,069 or 18%. Total Fund Balance increased from \$9,223,348 to \$13,320,161 - An increase of \$4,096,813 or 44%.

Additional Information

We incurred some one-time expenses in the month of July. Total cash outlay for these was \$281,389. \$77,663 was expensed and \$203,726 was capitalized. Days cash on hand at July 31, 2019 was 102. We finalized the ambulance specs for the grant and forwarded the invoice to USDA. They have extended the grant period to February 16, 2020. The grant was for \$145k. We budgeted \$50k out-of-pocket. The invoice came in approximately \$5k over budget.

14. CEO Report:

Mr. Plimpton provided information regarding AB 2190 and the January 1, 2030 deadline for compliance with its regulations and standards. Ms. Preston will draft the attestation letter to the Office of Statewide Planning and Development informing them that the board of directors is aware that the hospital building is required to meet the January 1, 2030 deadline for substantial compliance with those regulations and standards.

Mr. Plimpton submit two options of logos for discussion and opinions. Discussion was held.

15. Board Comments:

None.

16. Closed Session:

None.

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

None.

Adjournment: Director McGrath subsequently adjourned the meeting at 10:50 am.

Approval

Date