

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

**Thursday, August 25, 2016**

**10:00 A.M.**

**EPHC Education Center, Portola, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 10:01 am by Jay Skutt.

**2. Roll Call.**

Present: Dr. Paul Swanson, Janie McBride, Jay Skutt, Gail McGrath, and Lucie Kreth.

Absent: Jeri Nelson, CFO

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

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

**3. Consent Calendar.**

Ms. McGrath motioned to approve the consent calendar. A second was made by Ms. McBride. None opposed, the motion was approved.

**4. Board Chair Comments.**

Mr. Skutt reported on the recent Med Staff Quarterly Meeting stating there was good dialogue and interaction by all who were present. Mr. Skutt reported that the recent Hoedown for the Hospital fundraiser went well raising almost \$27,000.00 for the hospital. Mr. Skutt also reported on a letter sent to Plumas County LAFCO asking that they reconsider their decision regarding monthly reporting of financials by all the hospital districts.

**5. Board Comments.**

None

**6. Public Comment.**

None

**7. Auxiliary Report**

Ms. Balestri reported that the Nifty Thrifty grossed \$17,461.00 in June and had 976 volunteer hours and 29 lobby hours.

Mr. Hayes reported that the Auxiliary has donated \$140,000.00 to replace cardiac monitors in the Acute, ED and Ambulance departments.

**8. Strategy Discussion**

Mr. Hayes reported that the strategy question had been discussed at the Quarterly Med Staff Meeting and all present feel that the organization should focus on increasing surgeries, continuing to provide ER care and expand physician services.

**9. Chief of Staff Report**

Dr. Bugna reported that operations in the clinic are going well. Dr. Bugna feels that the organization continues to advance despite all the obstacles by insurance companies and the government.

**10. Committee Reports**

**• Finance Committee**

Dr. Swanson reported a net income of \$246,849.00 for the month of July. Dr. Swanson reported that net revenue is up \$166,000.00 from last year mainly due to ER and Inpatient census. Dr. Swanson also reported that total expenses are down, there is 40 days cash on hand and A/R days are at 64; 12 of those days are due to outsourcing coding and the new system calculating differently.

**• Planning Committee**

Ms. McGrath reported that the committee went over the preliminary draft from the architect for the new Behavioral Health Clinic. Ms. McGrath noted that there are a few minor changes to the plan. Overall, the meeting was very productive and the new clinic planning is off to a good start.

Mr. Hayes reported that one of the boilers has been rebuilt and is expected to extend the life of that boiler by approximately ten years.

**11. Management Report: Mischelle Dillon, Radiology**

Ms. Dillon reported that the Radiology department had the State and Federal Mammography inspection and passed. Ms. Dillon also reported that the department is expecting the accreditation inspection for the CT. Ms. Dillon reported that two employees in the department had recently taken and passed the national CT boards.

**12. Chief Nursing Officer Report:**

- Ms. Rohan reported on the purchase of two Auto Pulse machines which were funded by the Foundation.
- Ms. Rohan reported that the Auxiliary has been very generous in helping purchase cardiac monitors for the ER, Acute and the Ambulance department.
- Ms. Rohan reported that both the Loyalton and Portola SNF have been able to hire nursing staff. The increase in pay has been helpful with the hiring process.

**13. Clinic Director Report**

Mr. Hayes reported on behalf of Ms. Grandi stating that a Dermatologist candidate had come in this morning and is very interested in practicing at EPHC. Mr. Hayes also reported that Ms. Grandi has been working on the PRIME grant for the Behavioral Health Clinic.

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

Ms. McBride reported that she had reviewed the policies and recommends them for approval. A motion was made by Ms. McBride to approve the following policies.

- **Pain Management Policy**
- **Aid in Dying Policy**
- **Pine Street Policy Manual**
- **NP/PA Supervision and Standardized Procedures  
with updated Collaborative Agreement, Delegation of  
Services Agreement and Competency Assessment Tool.**

A second was made by Ms. McGrath. None opposed, the motion is approved.

**15. CFO Report:**

- Mr. Hayes reported on behalf of Ms. Nelson stating that revenue was good for the month of July which was driven mainly by the Acute and ED departments.
- Mr. Hayes reported that the ER had 450 visits in the month of July.
- Mr. Hayes reported that contractals were down but expenses were down also.

**16. CEO Report:**

- Mr. Hayes reported on the Operations Plan, stating that we were close to budget, completed many projects. He is working on the plan for next year.
- Mr. Hayes reported that the Loyaltan property is selling for \$85,000.00 and will close escrow soon.
- Mr. Hayes reported that HR is creating a workplace violence policy and a non-smoking policy.

Following Mr. Hayes report, Ms. McBride presented her letter of resignation to the Board of Directors effective August 31, 2016.

Mr. Skutt thanked Ms. McBride for her 8.5 years as a Board Member and as an employee of the organization.

Ms. McGrath noted that Ms. McBride was instrumental on the Board and will be greatly missed.

**17. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 11:27 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 12:15 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.

Ms. McGrath 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. **One Year Provisional Privileges**
  - **Gail Leann Watkins, PA-C**      **Physician Assistant**
- b. **Two Year Courtesy Privileges**
  - **Anne Williams, MD**      **Family Medicine**
- c. **Temporary Privileges**
  - **Benson McFarland, MD**      **Psychiatry**

**III. Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:17 pm.

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Approval

\_\_\_\_\_  
Date