

**EASTERN PLUMAS HEALTH CARE DISTRICT  
MEETING OF THE BOARD OF DIRECTORS  
Thursday, October 26, 2017  
10:00 A.M.  
EPHC Education Center, Portola, CA  
Minutes**

**1. Call to Order.**

The meeting was called to order at 10:04 am by Mr. Skutt.

**2. Roll Call.**

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath and Harvey West.

Absent: Lucie Kreth, Shawn Rohan, CNO

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Katherine Pairish, Assistant CFO, Eric Bugna, M.D., Alanna Wilson, Administrative Assistant

Visitors: Approximately 6 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 Dr. Swanson. None opposed, the motion was approved.

**4. Board Chair Comments.**

Mr. Skutt introduced and welcomed Katherine Pairish, Assistant CFO. Ms. Pairish will take Ms. Nelson's place as CFO upon her retirement.

**5. Board Comments.**

None

**6. Public Comment.**

None

**7. Auxiliary Report**

Ms. White reported gross sales for the month of September were \$13,443.06, net was \$8,822.89. There were 809.5 volunteer hours at the Nifty Thrifty and 10.5 in the hospital.

**8. Audit Report**

Mr. Tucker from TCA Partners, LLP introduced himself. Mr. Tucker stated the overall audit had gone well and the organization has received an unmodified opinion. Mr. Tucker presented a draft audit to the Board for approval.

**The following is a brief overview of the results:**

- Received an unmodified opinion
- There were no material weaknesses or significant deficiencies identified relating to the Hospital's internal controls and no reportable findings.
- There were no audit adjustments and no late entries.

- There were no difficulties encountered with management in performing the audit and there were no disputes or disagreements.
- The following significant Accounting/Audit issue are:
  - Continuing IGT Programs

Ms. McGrath motioned to approve the audit report. A second was made by Dr. Swanson. None opposed, the motion was approved.

**9. Chief of Staff Report**

Dr. Bugna reported that the new phone system has been installed throughout the organization and feedback has been positive.

**10. Committee Reports**

**Finance Committee**

Dr. Swanson reported that the committee had a good discussion with Mr. Tucker regarding the audit. The audit was good with no concerns. Dr. Swanson reported that clinic and hospital volumes were down in September. Dr. Swanson reported a net loss for September of \$190,890.00 and a year to date loss of \$332,893.00.

**11. Management Report:**

Mr. Boyd reported on the new phone system. New phones and hardware have been installed throughout the organization. The new system runs on fiber optic. Mr. Boyd stated that if the fiber optic goes down then AT&T would take over as backup. Mr. Boyd also reported that a new Centriq Server has been installed.

There was a discussion regarding vulnerability testing of the software. Mr. Hayes will look for a company that can perform this test.

**12. Chief Nursing Officer Report:**

None

**13. Clinic Director Report**

Ms. Grandi reported that Pine Street Clinic is open. The clinic is taking scheduled appointments in the morning and walk-ins in the afternoon.

Ms. Grandi reported that the Behavioral Health Clinic has a new LMFT, Trish Foley, starting November 6th. Ms. Grandi reported that Rigpa Shunya, Psych NP will be moving to a per diem status. Ms. Grandi will be looking for a new full time Psych NP.

Ms. Grandi reported that she has submitted additional information for the PRIME program.

Ms. Grandi reported that the Health Reminder System has been put on hold while some minor changes are made.

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

A motion was made to approve the following policies by Ms. McGrath. A second was made by Dr. Swanson. None opposed, the following policies were approved.

Pharmacy-Compounding Sterile Preparations

Biomed

**15. CFO Report:**

Ms. Nelson stated that the audit went well.

Ms. Nelson reported on September financials. All departments are down except the Radiology department.

Ms. Nelson reported that expenses were over budget to the State license, construction fees and the purchase of flu vaccines.

Ms. Nelson reported that the organization has funded a total of \$2 million in IGTø. Reimbursement is expected by the end of November.

Ms. Nelson reported that Bank of The West has improved an increase to the line of credit for \$2 million.

Ms. Nelson reported that the organization is looking at increasing the compensation for Radiology Technicians.

**16. CEO Report:**

Mr. Hayes reported that Ms. Yoakum, HR manager, has been working with Plumas County Health Department to create a non-smoking policy. The policy will be put in to place January 1, 2018.

Mr. Hayes reported that Dr. Kim will be resigning due to medical issues. Mr. Hayes will be speaking with Dr. Kim about seeing patients on a telemed basis.

Mr. Hayes reported that Dr. Dan Stoll will be joining EPHC next summer. Dr. Stoll will practice part time at Eastern Plumas Health Care and part time at Tahoe Forest Healthcare District.

Mr. Hayes reported that he has given an offer letter to Dr. Aggarwall. Dr. Aggarwall will be available to start seeing patients fall of 2018.

Mr. Hayes reported that he is speaking to Dr. Patterson from Reno to perform epidurals and RFA procedures.

Mr. Hayes reported that he will meet with Sierra Valley Hospital District in November to discuss the next steps in combining with Eastern Plumas Health Care District.

Mr. Hayes reported that the Plumas County Board of Directors voted 5-0 in favor of extending the Cannabis Moratorium.

Mr. Hayes gave an update on the Portola and Loyalton boiler projects. The second boiler in Portola has been rebuilt. The boiler rebuild in Loyalton will start soon and is expected to be done in mid December.

Mr. Hayes reported that the clinic expansion completion date has been revised to the end of March.

**17. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 11:52 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

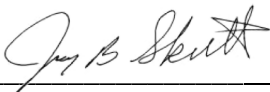
**18. Open Session Report of Actions Taken in Closed Session.**

The Board returned at approximately 12:19 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.  
None

III. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:20 pm.

  
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Approval

12.7.17  
Date