

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

**Thursday, October 27, 2016**

**10:00 A.M.**

**EPHC Education Center, Portola, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 10:02 am by Jay Skutt.

**2. Roll Call.**

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

Absent: None

Staff: Eric Bugna, MD, Tom Hayes, CEO, Jeri Nelson, CFO, 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 Dr. Swanson. None opposed, the motion was approved.

**4. Board Chair Comments.**

Mr. Skutt reported on a recent meeting at the City of Portola regarding the legalization of marijuana.

**5. Board Comments.**

The Board commented they are happy that Mr. Hayes has returned to work.

**6. Public Comment.**

None.

**7. Auxiliary Report**

Ms. White reported that the sales for the month of September totaled \$15,394.16. Volunteer hours at the Nifty Thrifty totaled 791.5 and 12.1 in the hospital lobby.

**8. Strategy Discussion**

Mr. Hayes will present the Strategy question at the next management and provider meeting and report back to the Board.

**9. Chief of Staff Report**

Dr. Bugna reported that providers are excited for the new Behavioral Health Clinic. Dr. Bugna stated that clinic operations are good.

A discussion was had regarding Proposition 52. This proposition will allow facilities to continue to receive funds via the IGT mechanism.

**10. Committee Reports**

• **Finance Committee**

Dr. Swanson reported that the finance committee had reviewed the audit with Mr. Tucker. Dr. Swanson stated that the net income for the 2015/16 Fiscal Year was \$2,510,260.00 due mostly to the clawback and is not actual cash. Dr. Swanson noted that Mr. Tucker will discuss more during his report.

**11. Management Report: No report this month.**

**12. Chief Nursing Officer Report:**

- Ms. Rohan reported that the State has been at both Skilled Nursing Facilities for a survey. There were only a couple small minor issues.
- Ms. Rohan stated that she has put in a request to the Auxiliary to purchase the second group of cardiac monitors.
- Ms. Rohan reported that the Acute/Swing census is down which is normal for the winter months.
- Ms. Rohan gave a report on Quality Assurance core measures and department indicators.

**13. Clinic Director Report**

- Ms. Grandi reported that Anthem Blue Cross had come for a facility site review. Overall the inspections at all clinics went very well.
- Ms. Grandi reported that we are working on the checklist of items for the new Rural Health Clinic in preparation for the survey.
- Ms. Grandi reported that Dr. Petrini resigned effective December 5, 2016. Dr. Garibotti and Dr. Vanpelt are filling in at the Portola Clinic.
- Ms. Grandi gave an update on the PRIME program.

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

Ms. Rohan reported that the Department Policies had been reviewed and approved by the MEC.

A motion was made by Ms. McGrath to approve the following polices.

- Transport of Medical Waste
- Hazardous Materials Management

A second was made by Dr. Swanson. None opposed, the motion is approved.

**15. Audit Presentation**

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 2 late client entries and no audit adjustments.
- 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:
  - PRIME Program-IGT
  - Hospital Fee Program-IGT
  - DP SNF ‘clawback’ liability and related supplemental safety-net program

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

**16. CFO Report:**

- Ms. Nelson reported that the organization had a good first quarter. The clinics continue to improve and the current volumes are remaining steady.
- Ms. Nelson reported that the net income for the year is \$414, 396.00 due mainly to the Acute/Swing census.
- Ms. Nelson reported that A/R days are up and the Billing Office is working to lower those days.
- Ms. Nelson reported that the first part of the PRIME IGT was funded and she is expecting to send of the next payment soon.
- Ms. Nelson reported that the QAF IGT and MediCal IGT are coming soon in the amount of 1.2 million total.

**17. CEO Report:**

- Mr. Hayes presented a draft copy of the Operations Plan to the Board and asks that they review it and give him feedback.
- Mr. Hayes reported on the recent LAFCO meeting. During this meeting LAFCO rescinded the vote asking hospitals to submit their monthly financials to be reviewed by LAFCO.
- Mr. Hayes reported that a new Dermatologist, Dr. John Hibler, will be coming on board at the Portola Clinic in early December.
- Mr. Hayes reported that the first phase of the PRIME project has begun.
- Mr. Hayes reported that the Loyaltan Medical Clinic is starting the remodeling process. The boilers in Loyaltan are also having issues.
- Mr. Hayes noted that the organization is continuously working on recruiting a full time provider.

**18. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 11:05 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 11:37 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.

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**

- John Hibler, DO                                  Dermatology

III. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 11:39 am.

  
Approval \_\_\_\_\_

12.1.16  
Date \_\_\_\_\_