

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

Thursday, April 25, 2013

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:00 am by Gail McGrath

2. Roll Call.

Present: Gail McGrath, Larry Fites, Janie McBride, Lucie Kreth, and Jay Skutt

Absent:

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Dr. Eric Bugna, Chief of Staff, and Tiffany Williams, Administrative Assistant.

Visitors: Approximately 2 visitors were present at the start of the meeting

3. Consent Calendar.

Ms. McGrath stated that we need to remove three items from the agenda; agenda item #8 Outpatient Clinic Update, and under agenda Item #12, Fentanyl Patch (Physician Order) and Light Sensitive Medications and the NPPA Standard Procedures, all of which are not ready for approval.

Mr. Fites motioned to accept the consent calendar with the exception of the Agenda. Also, he asked to remove Item A from the consent calendar and to address it separately. A second was made by Ms. McBride. None opposed, the motion was approved.

Mr. Fites motioned to approve Item A: Agenda 4.25.13 Regular Board Meeting with the removal of the following items; agenda item #8 Outpatient Clinic Update, and under agenda Item #12, Fentanyl Patch (Physician Order) and Light Sensitive Medications and the NPPA Standard Procedures. A second was made by Ms. Kreth. None opposed, the motion was approved.

4. Board Chair Comments.

None

5. Board Comments.

None

6. Public Comment.

None

7. Auxiliary Report

Ms. Davis stated that the Auxiliary will be hosting a Blood Drive on June 27 and September 3. Ms. Davis reported they currently have \$102,000 in the bank. The Nifty Thrifty grossed \$13,332 for March which is up 9% from 2012.

8. Outpatient Clinic Update

Removed from Agenda

9. Chief of Staff

Dr. Bugna reported that EMR training is going well.

10. Quality and Performance Improvement Plan

Ms. McGrath stated that she and Ms. McBride reviewed the Quality and Performance Improvement Plan. There was a brief discussion. Mr. Fites stated that there are several typos in the document. Ms. McGrath motioned to approve the Quality and Performance Improvement Plan with the above mentioned typos fixed. A second was made by Ms. McBride. None opposed, the motion was approved.

11. Resolution 240:

Confidential Closed Session Minutes

Ms. McGrath and Mr. Hayes explained that the State Surveyor's need documentation of Quality review. Mr. Hayes stated that he consulted Steve Gross, Attorney and California Evidence Code 1157 protects the closed session minutes. The closed session minute book is confidential and only the directors would have access to the minutes. Mr. Hayes and Ms. Kreth both stated that they would be willing to take the minutes. There was a brief discussion of the pros and cons. Jay Skutt made a motion to approve Resolution 240. A second was made by Mr. Fites. Resolution 240 was approved by the following roll call vote:

Chairman McGrath	<u>AYE</u>	Vice-Chairman Fites	<u>AYE</u>
Director McBride	<u>AYE</u>	Director Skutt	<u>AYE</u>
Secretary Kreth	<u>AYE</u>		

12. Policies and Procedures

Ms. McGrath stated that she and Ms. McBride reviewed the following policies:

- Infection Control Plan
- Infection Control Committee
- Emtala Patient Transfer Policy#AD22
- Equianalgesic Table
- **HIM:**
 - Medical Record Abbreviations #HIM302
 - Release of Info Copying Costs #HIM313
 - Filing of Medical Records #HIM324
- **Dietary:**
 - Food Storage Policy
 - Calibration of Thermometer
 - Menus
 - Nutrition Screening and Assessment
 - General Food Preparation
 - Defrosting Meats
 - Food Storage
 - Emergency Services

- CT Procedures Binder
- Laboratory Policy Binders:
 - OneTouch Service
 - Microbiology
 - Blood Bank
 - Hematology

- HCIS Disaster Binder
- Radiology Policy Binder
- Materials Management. Binder
- Hazardous Materials & Waste
- Instrument cleaning, clinic (processing instruments for autoclave sterilization)
- Inpatient cleaning procedures
- Policy and Procedure, Management of

Ms. McGrath stated that all policies are reviewed in detail before coming to the Board for approval. Ms. McGrath motioned to approve the policies listed above. A second was provided by Mr. Fites. None opposed, the motion approved.

13. **Committee Reports**

- **Quality Committee**

Ms. McGrath stated that they discussed patient satisfaction questionnaire results. There are five different questionnaires being used to measure patient satisfaction. Mr. Schweyer will be communicating results to employees at staff meetings and through email. Ms. McGrath also reported that core measures will be put on a one page dashboard and on the website to keep the public informed. The core measures will be presented at the next regular board meeting.

- **Finance Committee**

Mr. Skutt stated that the Finance Committee met on April 23, 2013. He reported that if we continue as we are we may break even. Ms Nelson will provide a more detailed report.

14. **CFO Report**

Ms. Nelson reported that our Acute and Skilled average daily census continues to be low. We received the contribution from the Auxiliary for the CT scanner of \$151,674 which is included in March's non-operating income. We had a good collection month on accounts receivable that maintained strength on the balance sheet. The clinics are collectively seeing patient volumes 7% higher than last year.

15. **CEO Report**

- **DP/SNF Reimbursement Cuts:** Mr. Hayes reported that he along with Ms. Satchwell, and Jon Kennedy, Plumas County Supervisor traveled to Sacramento to testify at the Health Committee. SB646 was modified to include all DP-SNF's rather than just rural DP/SNF's.
- **CT scanner replacement schedule:** Mr. Hayes reported that everyone is happy with the new equipment. Images are much better and scans are quicker.

- **Employee Satisfaction Committee Update:** Mr. Hayes reported we had received approximately 130 surveys. We will be scheduling a meeting of the Ad Hoc committee to review the results and to get input as to how to improve.
- **Project List:** Mr. Hayes provided an update on the progress of the Project List.
- **California Department of Public Health Recertification Survey:** Mr. Hayes reported that we would be submitting the Plan of Correction to the State today.
- **Other**
 - Mr. Hayes stated that he should be receiving the Topography report for the Master Plan next week.

16. Closed Session.

Ms. McGrath announced the Board would move into closed session at 11:25 am., pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 12:40 pm and announced the following:

- I. Health and Safety Code 32155, to review reports on Quality Assurance.**
No reportable action.
- II. Government Code Section 54957, to consider the following appointments to the medical staff:**
 - A. Recommendation for Two Year Courtesy Privileges**
 - Peter Bloomfield, MD (ER/Hospitalist)
 - Marc Walter, M.D. (ER/Hospitalist)
 -

Dr. Bugna, Chief of Staff presented the above recommendations for appointments to the medical as well as recommendation for privileges to the Board. The Board reviewed each Medical Staff file as submitted and approved the appointments to the medical staff and the recommendations for two year courtesy privileges.

B. Update of Schedule 1- Virtual Radiology

Dr. Bugna, Chief of Staff presented the above recommendations for appointments to the medical as well as recommendation for privileges to the Board. The Board reviewed the update of schedule 1- virtual radiology as submitted and approved the appointments to the medical staff and the recommendations privileges.

18. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:40 p.m.


Approval

7.25.13
Date