

**EASTERN PLUMAS HEALTH CARE DISTRICT  
ADJOURNED MEETING OF THE BOARD OF DIRECTORS  
Thursday, April 4, 2019  
9:30 A.M.  
EPHC Education Center, Portola Campus, Portola, CA  
Minutes**

**1. Call to Order.**

The meeting was called to order at 9:30 am by Director Skutt.

**2. Roll Call.**

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath, and Teresa Whitfield.

Absent: Harvey West and Nicole Johnson

Staff: Todd Plimpton, CEO, Katherine Pairish, CFO, Jayne O’Flanagan, HR Director, Rhonda Grandi, Director of Clinics, Sharon DiNicholas, CNO, Alanna Wilson, Executive Assistant

Visitors: Approximately 13 visitors were present at the start of the meeting.

**3. Consent Calendar.**

Director McGrath motioned to approve the consent calendar noting a change in the Finance minutes. The number 802 should read 80 clinic visits. Dr. Swanson seconded. None opposed, the motion was approved.

**4. Board Chair Comments**

Director Skutt presented his resignation letter. Director Skutt stated he is happy to see the organization is heading in the right direction and things are looking up.

**5. Public Comment.**

Director Whitfield stated she had been notified of railroad crossing closures that may affect the ambulances. DeeDee Clark stated she was aware of the closings and had notified the ambulance staff.

**6. Auxiliary Report**

Ms. McBride reported Nifty Thrifty volunteer hours for the month of January were 460. Inclement weather caused the store to be closed at times in February which lowered the volunteer hours. Volunteer hours in the hospital totaled 8.4 in February. Gross sales for the month of February were \$7,109.96. Expenses were \$5,667.23. Net profit for February was \$1,442.73. The checking account balance is \$25,059.35 after \$116,000.00 donation.

**7. Chief of Staff Report**

None

**8. Committee Reports**

• **Finance Committee**

Director Swanson reported the committee discussed upcoming projection and plans for revenue. Gross patient revenue was over budget by \$206,000.00.

**9. Policies**

The CAH Committee and Medical Executive Committee have reviewed the following policies and recommend them for approval by the Board of Directors:

- Clinic Uniforms
- Licensure and Certification
- New Employee Orientation
- Firearms and Weapons
- Outpatient Policy, Quality Assurance and Program Evaluation

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

**10. Chief Nursing Officer Report:**

Ms. DiNicholas reported the State is on campus to follow up from the survey in June and December. The dietician left yesterday and found 1 issue. The other surveyors will leave today. They have been very complimentary of the Executive Team's and the Board of Directors oversight.

Ms. DiNicholas reported a full time Dietician and Case Manager have been hired. The registration department will now report to Nursing Administration. The collaboration between Medical Staff and Nursing has been wonderful.

**11. Clinic Director Report**

Ms. Grandi stated she completed the PRIME reporting for this last period. Ms. Grandi reported on staffing changes in the front office of the clinic. The operator position will be reinstated in the clinic. This will help with routing calls and customer service.

As part of customer service, employees are calling patients back directly if the patient did not have a good experience during their clinic visit.

Ms. Grandi reported the organization is part of the Rural Community Opioid Response Grant.

**12. HR Director Report:**

Ms. O'Flanagan reported on a new employee benefit with Golden 1 Credit Union.

Ms. O'Flanagan reported that the first employees of the quarter have been chosen. Boon Tyrone from our maintenance department and Kate Cook, RN from the Acute Floor. Ms.

O'Flanagan reported the organization has hired a Case Manager and is recruiting for a new HR Director.

### 13. CFO Report:

Ms. Eastern Plumas Health Care posted a net profit for the month of February in the amount of \$82k. This was due primarily to the receipt of donations from the Auxiliary in the amount of \$116k and reduction in contractual adjustments.

Gross inpatient revenue is over budget by \$206k. Our inpatient revenue has been averaging around \$275k. February's inpatient revenue was \$597k. Gross outpatient revenue was under budget \$348k. Total operating expenses for the month were \$2.1 mil. Year-to-date operating expenses were under budget by \$42k.

Salaries and Benefits: Salaries and Benefits were under budget for the month by \$44k and under budget year-to-date by \$379k. When comparing Benefits to prior year-to-date we saw an increase. This was due to the prior year refunds/audit results for workers comp in the amount of \$160k. We paid travelers \$52k in February. Year-to-date payments to travelers are over budget by \$350k.

Pro Fees: Professional fees were over budget for the month by \$9k and under budget year-to-date by \$63k.

Repairs and Maintenance: Repairs and Maintenance are under budget for the month by \$3k and over budget year-to-date by \$100k due primarily to the finalization of the Portola dental clinic.

Gross Accounts Receivable ended the month at \$5.8M, which was a \$149k increase over last month. Gross Accounts Receivable days increased from 58 to 59. There is a direct correlation between the increase in charges/revenue and Accounts Receivable days.

#### 19-20 Budget

JWT and Associates will be on-site April 10th -April 11th to conduct fieldwork to aid in the forecasting of revenues. In the meantime we will work with all departments to establish the 19-20 fiscal year budget. The budget will be presented to the Finance Committee and Board at the June meetings.

#### Additional Information

Days cash on hand at the end of February was 29. Last year at this time days cash on hand was 23. We funded the HQAF (Hospital Quality Assurance Fee) IGT to the Department of Health Care Services in the amount of \$991,003 on March 1st. We will receive \$3.2mil back in mid May. We are scheduled to fund \$1.5mil to the DHCS for the 17-18 Rate Range Program These funds are due by April 1<sup>st</sup>. We will receive \$2.9mil back before the end of the fiscal year.

All present discussed an increase on the collection rate. It has gone from 48% to 53%. This impacts cash on hand.

**14. Management Report**

Mr. Boyd stated he is sorry to see Director Skutt resign.

Mr. Boyd reported Plumas Bank has given the hospital a safety deposit box free of charge to store the backup drives. The organization has received a new telemed cart. The base station radios have been installed at the Graeagle Clinic. Mr. Boyd reported that the IT department is cross training their employees. They are also working on updating servers, pc's and the fiber system. The goal is to replace 10 pc's a month and take the 1 gig wifi to 10 gig wifi throughout the entire campus.

Mr. Peiler thanked Director Skutt for his years of service. Mr. Peiler has created a project tracking tool for engineering. The department is currently working on the chiller. Ms. McBride stated the engineering department has done a great job responding to needs at the Nifty Thrifty.

**15. CEO Report:**

Mr. Plimpton reported he had recently attended a conference in Oroville with area CEO's. They did a walkthrough of the paradise fire. Our organization will be reviewing the current plan and making sure we are prepared in case we encounter a similar emergency. At this time Mr. Plimpton asked any managers present if they would like to give an update to the Board Directors.

Mariana Ugarte, Dental Manager reported Dr. Gould is seeing children. On average Dr. Gould sees 16-18 patients a day. Dr. Hoffman is seeing 15-24 patients a day. Walk-ins are accepted daily. The remodel is almost complete and is expected to be done by the end of April.

DeeDee Clark reported on the Noro Virus outbreak. The HICS system has been deactivated as of Wednesday. The virus was brought in from the outside. A total of 48 employees and 11 Skilled Nursing residents were sick.

Deb Mancebo reported the next CNA course starts on April 8<sup>th</sup> and will end May 9<sup>th</sup>. Ten students will be participating in this class.

Mr. Plimpton reported the organization is looking for a new Family Medicine Practitioner. Mr. Plimpton will be participating in the Community Health Assessment along with other CEO's in the area. Director McGrath thanked Mr. Plimpton for working closely with all the CEO's in the area and for being involved with legislation in Sacramento.

Mr. Plimpton thanked all the employees for the hard work they have done over the last 90 days. Mr. Plimpton stated his focus on the organization was internal for the first 90 days. Now he will be focusing more on the public needs.

**16. Board Comments**

Director Skutt stated during the 8 years he has served on the Board of Directors he has seen a lot of change such as new software and a new clinic. Mr. Skutt stated the employees need credit for the hard work they have done. The employee presence at meetings is great and needs to continue.

**17. Closed Session.**

Director Skutt announced the Board would move into closed session at 10:50 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 12:07 pm and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.

Quality Assurance report was reviewed by the Board of Directors. Minutes from the February MEC Meeting were reviewed.

II. With respect to Health and Safety Code 54956, to review pending litigation. No reportable action.

III. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.

After discussion, Director McGrath motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges.

**a. Recommendation for One Year Provisional Privileges**

- Schedule 1 Radiology StatRad
- Jennifer Vimbor, RD Allied Health

A second was provided by Director Whitfield. None opposed, the motion approved.

After discussion, Director McGrath motioned to approve an extension of privileges for the following providers allowing them to complete the privileging process:

- Frederick Feil, OD Optometry
- Roxanne Gould, DDS Dentistry
- Robert Leckie, MD Radiology
- Leon Jackson, MD Radiology
- Nicholas Carlevato, MD Radiology
- Eric Goldberg, MD Radiology

A second was provided by Director Whitfield. None opposed, the motion approved.

**Adjournment.** Director Skutt subsequently adjourned the meeting at 11:27 am.



Approval

4.25.19

Date