

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

Thursday, May 22, 2014

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

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

2. Roll Call.

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

Absent: Lucie Kreth

Staff: Tom Hayes, CEO, Eric Bugna, MD, and Tiffany Williams, Administrative Assistant.

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

3. Consent Calendar.

Ms. McGrath stated that policy 0008 listed under #12 needed to be removed from the agenda as it is a duplicate of policy 0006. Dr. Swanson motioned to accept the consent calendar as submitted with the above mentioned change. A second was made by Ms. McBride. None opposed, the motion was approved.

4. Board Chair Comments.

- **Self Evaluation Follow up.** Ms. McGrath reported the Board discussed the Board Self Evaluation format at the recent Board Retreat. It was discussed that the current format from ACHD was too lengthy and allowed for too much interpretation and is not supplying the Board with valuable information. Mr. Hayes and Ms. McGrath will work on developing a draft format for discussion. Dr. Swanson stated that we need a format that will provoke discussion. Mr. Skutt stated that we need to set goals and measures for the Board.

5. Board Comments.

Mr. Skutt reported that he and Ms. McGrath recently attended the Estes Park Institute conference which presented experts in Health Care who were very knowledgeable. Mr. Skutt stated that the following highlights of discussion included:

- Accept that healthcare needs to change
- What are you doing to make changes?
- Do not rely on the government
- Consider utilizing "Healthcare Coaches"

Ms. McGrath stated that this was a high quality conference.

6. Public Comment.

Mr. Gregory reported that Portola Medical Clinic will be having its first Saturday Community Health Clinic for mammography in June. He also stated volumes are up and that we are becoming more efficient.

7. Auxiliary Report

Ms. Tanner reported that Nifty Thrifty grossed \$15,800 in April. Ms. Tanner stated that she would like to thank Tiffany Williams, Volunteer Coordinator and other staff members for the Volunteer Tea Luncheon. Ms. Tanner stated that the Auxiliary could possibly help with certain aspects of a Healthcare Coaching Program.

8. Chief of Staff Report

Dr. Bugna reported that over the years there has been a struggle with pain management treatment. Dr. Wendy Flapan and Dr. Perot are working together to refine the pain management program. Mr. Gregory stated that he has been getting patient complaints because the providers are holding their ground. Mr. Gregory will be taking the calls from patients.

Mr. Hayes stated that Dr. Flapan recently gave a presentation to the Clinic Medical Staff regarding Pain Management and he has passed her presentation on to Dr. Kepple at Plumas District Hospital. Mr. Hayes stated that we are not abandoning our pain management patients. We are providing alternatives for pain management and will continue to treat for primary care.

Ms. McBride asked Mr. Gregory if he has felt threatened. Mr. Gregory responded that he feels safe.

9. Committee Reports

- **Finance Committee**

Ms. McBride reported that we had a \$110,000 loss in April. Revenue was almost at budget but we had higher expenses and overtime. There has been a structural increase in overtime due to the new time clocks management system. There has been an emphasis on reducing overtime and implementing a new scheduling system.

AR days are up to 62.

The draft budget is being reviewed by the Executive Team and will be submitted to the Board in June for approval.

- **QA Committee**

Ms. McGrath stated that Ms. Rohan will provide a detailed report during the QA Report.

10. Director of Nursing Report: Ms. Jameson reported the following:

- Ms. Jameson recently participated in a CHA webinar regarding State and Federal surveys which included the appeal process as well as the exit interviews.
- Pam Valencia is on campus providing training for our upcoming Annual SNF Survey and is completing a mock survey. She is providing a tool for assessments of patient admits and care plans.

- We are adding new QA indicators for Skilled Nursing; weight loss, falls, restraints, and chronic pain.
- We are still working on purchasing a C-Arm
- Ms. Jameson stated she is meeting with Mr. Hayes later today to discuss a plan to reduce overtime.

11. QA Report

Ms. Rohan reported that QA core measures for April look good. She reviewed in retail the department indicators. For indicators that have met their goal for three months we will continue to monitor and reviewed quarterly and new indicators will be developed. Ms. Rohan provided corrective action plans for department indicators that did not meet our goals.

OSHPD will be posting data from core measures rating on their website. Ms. Rohan stated that she had a call with Merry Holliday from OSHPD and reported that our 2012 data needs to be corrected.

12. Recommendation for Approval of Policies and Privilege Cards

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

- PH060 Monitoring the Effects of Drugs Adverse Drug Reactions
- PH061 Monitoring the Effects of Drugs-Med Error Reporting
- PH062 Medication Error Reduction Plan
- PH063 Adverse Drug Reaction Form
- PH064 Medication Incident Report
- PH019 Crash Carts, Medication, Restocking, Sealing
- Clinic 0006 Patient Appointment Failure
- Clinic 0007 Nurse Practitioner & Physician Assistant Supervision
- Clinic 0009 Inappropriate Patient Behavior
- Clinic 0010 Late Patient
- Admitting Policy & Procedure Binder Annual Review
- Updated Psychiatry Privilege card

After a brief discussion Mr. Skutt motioned to approve the listed policies. A second was made by Dr. Swanson. None opposed, the motion was approved.

13. CFO Report:

Ms. Nelson's was not in attendance. Ms. Nelson's report was covered in the Finance Committee Report.

14. CEO Report: Mr. Hayes reported the following:

- Mr. Hayes provided an update of the Operations Plan.
- Mr. Hayes provided an update of the Projects List. He stated that some of the projects have been put on hold due to the cost. The Loyaltan Medical Clinic move has been eliminated due to extensive OSHPD requirements and the cost. We are also currently working on an ADA compliance plan.
- A Strategic Plan meeting is being scheduled for the fall.

- The Telemedicine Profit and Loss was reviewed. The report was for a nine month period and had a \$2,500 net profit. This report did not include any ancillary testing as a result of telemedicine. He stated that Mr. Gregory has renegotiated the Doctor fees which will lower the expenses for the program. Also, the not show rate is improving.
- We are currently recruiting a general surgeon with Plumas District Hospital and he could start as early as July.
- Lori Crown is researching the possibility of a smoke free campus.

15. Closed Session.

Ms. McGrath announced the Board would move into closed session at 12:15 p.m., pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 1:00 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.

After discussion, Dr. Swanson motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges pending approval of MEC.

- a. Recommendation for One Year Provisional Privileges
 - Katherine Hemela, MD (Telemedicine-Psychiatry)

A second was provided by Mr. Skutt. None opposed, the motion approved.

After discussion, Ms. McGrath motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges pending approval of MEC.

- b. Recommendation for Two Year Courtesy Privileges
 - Melanie Buckley, PA (Allied Health)

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

- III. With respect to Health and Safety Code Section 32106, Trade Secrets, Discussion will include proposed new services or programs; estimated disclosure: September 2014. No reportable action.

IV. Adjournment. Ms. McGrath subsequently adjourned the meeting at 1:00 p.m.



 Approval

6.26.14

 Date