

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

**Thursday, January 23, 2014**

**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, Janie McBride, Lucie Kreth, and Jay Skutt

Absent: Dr. Paul Swanson

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

Visitors: Approximately 4 visitors were present at the start of the meeting

**3. Consent Calendar.**

Mr. Skutt motioned to accept the consent calendar as submitted.

A second was made by Ms. McBride. None opposed, the motion was approved.

**4. Board Chair Comments.**

- Ms. McGrath reported that Dr. Paul Swanson was currently attending Board training.
- Ms. McGrath reported on the upcoming ACHD and CHA conferences. There was a brief discussion on the importance of attendance. Board Members will let Ms. Williams know which conference they are interested in attending.
- Ms. McGrath stated that it is time again for Board Self Evaluations. Last year we used an ACHD Evaluation which was very detailed and complete. Ms. Williams will send out the link to the Board for completion.

**5. Board Comments.**

None.

**6. Public Comment.**

None

**7. Auxiliary Report**

Ms. Addington to the Auxiliary provided the monthly report in absence of Ms. Tanner. Ms. Addington reported that Nifty Thrifty grossed approximately \$16,000 in November and approximately \$12,000 in December. The Auxiliary voted at the last meeting to donate \$50,000 toward the Hospitals new ambulance. During the February meeting the Auxiliary will be discussing and voting on other “wish list” items.

Mr. Hayes thanked the Auxiliary for the \$50,000 donation and their continued support.

Ms. McGrath stated that the Nifty Thrifty is a huge community asset.

## **8. Chief of Staff Report**

Dr. Bugna reported that he is providing Low Level Laser treatments in the Portola Clinic for muscular and skeletal issues. Dr. Bugna stated that Mr. Gregory will give a more thorough report on the Clinic.

## **9. Committee Reports Finance Committee**

Mr. Skutt stated that the Finance Committee met on Tuesday. Mr. Skutt stated that we need more revenue and are down almost half a million to budget in December. Low patient volumes combined with low cash collections has put a strain on our reserves. He stated that denials were reviewed as well as authorizations. Ms. Skutt explained that insurers are not paying as quickly.

Mr. Hayes stated that we are watching what we spend and looking for new income opportunities.

Ms. Nelson will give a presentation at the February Board meeting regarding the process for billing, tracking, the number of insurance companies, and re billing.

## **10. Director of Nursing Report**

Ms. Jameson reported the following:

- Tracy Allara, RN Manager oversees Surgery, Acute and ER as well as managing the QA program. Ms. Jameson stated that she is a pillar of strength. Mr. Hayes stated that both Ms. Allara and Ms. Jameson have stepped up to the plate and both should be commended.
- Lorraine Noble, RN returned to EPHC on Monday as Portola's Skilled Nursing DON. Ms. Noble provides strong leadership and has already admitted two patients.

## **11. Clinic Report**

Mr. Gregory reported the following:

- Dr. Wendy Flapan, DO- Psychiatrist will begin working in the Graeagle Medical Clinic around the middle of March. Dr. Bugna explained that a Psychiatrist is an overlap of Orthopedic and Neurology, trigger point injections, physical therapy, pain management and acupuncture.
- We will soon begin offering Child, General, and Geriatric psychiatry services through telemedicine.
- A Psychologist group out of Reno is interested in providing services beginning early spring and will be coming for a tour of our facilities in a few weeks.
- We are currently utilizing Neurology services through our Telemedicine program. We are looking for a replacement for Dr. Collins.
- Chris Spencer, FNP is coming back and will be providing 1-2 days per week.
- Christina Potter, FNP is back from leave, and Robin Jauquez, FNP is providing 2 days per week. Robin Jauquez, FNP is working with our tele-oncology program.
- Dr. Kim piloted a "same day" clinic at the Portola Medical Clinic. We opened her schedule for four hours for walk ins/sick visits and all four hours were filled with same day appointments for non-urgent patients.

- Clinic numbers were down in December due to Doctor's vacations as well as the Dental Clinic being closed for two weeks.
- Loyaltan and Graeagle Medical clinics will be opening 5 days per week.
- After the Diabetic Education class our no show rate has decreased. We currently have a 100% show rate.

**12. Recommendation for Approval of Policies and Privilege Cards**

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

- AD075 Revised Sentinel Event Management
- AD026 Revised Event Reporting
- EH013 Revised Influenza Vaccination for Health Care Personnel
- PH049 Revised Medication Distribution
- PH053 Revised Automatic Renal Dosing
- PH054 Revised Automatic Renal Dosing Service App A
- SNF98 Revised Abuse Prevention
- SNF99 Revised Elder or Dependent Adult Abuse Reporting
- SNF99A Revised Guidelines for Elder & Dependent Adult Abuse
- SNF Resident Fall Policy
- SNF Resident Post Fall Policy
- IC5027 Medical Supplies in Patient Rooms
- LAB Precision Xceed Pro Point of Care System for Blood Glucose
- HR001 New Hire Process
- QA Quality Review/Complaint Policy and Form
- PH052 Medication Warmer Cabinet
- Annual Review of Employee Health Policy and Procedure Binder
- Annual Review of Infection Control Policy and Procedure Binder

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

**13. CFO Report:**

Mr. Skutt reported during the Finance Committee report in absence of Ms. Nelson.

**14. CEO Report:** Mr. Hayes reported on the following items

- **DHCS certification surveys update- SNF/Acute:** Mr. Hayes stated that the Skilled Nursing survey has been completed and we are now cleared to admit SNF patients. We have had the Acute survey over the last few days. Staff worked very hard to get processes in place and we received a good report. The final Plan of Correction should arrive in the next 2-3 weeks.
- **Project List:** The provided project list was reviewed and discussed. Mr. Hayes stated that Stan Peiler is back to help with the Loyaltan Medical Clinic project.
- **Operations Plan update:** The provided Operations Plan update was reviewed and discussed.
- **Other**

- Cathy Conant, HR Director, is retiring in February. We have started the recruitment process and have not received many applications. Ms. Conant agreed to help a couple of days per week while recruiting.
- Sierra Institute is still pursuing a Bio Mass Boiler plan with the City and the School District.
- A Management Planning session has been scheduled for next week. A Board retreat will be scheduled.

**15. Closed Session.**

Ms. McGrath announced the Board would move into closed session at 11:20 a.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 12:30 pm and announced with respect to

- I. With respect to Government Code Section 54957, Public Employee Performance Expectations and Evaluation, CEO, a public employee, Ms. McGrath reported that it was an extremely positive evaluation. No reportable action was taken.
- II. With respect to Health and Safety Code 32155, to review reports on Quality Assurance no reportable action.
- III. Government Code Section 54957, The Board reviewed the Medical Staff file as submitted including but not limited to: privileges, peer review, background, malpractice claims information, and AMA/Education.

Ms. Kreth motioned to approve the following privileges and appointments to the medical staff as submitted.

- A. Recommendation for Two Year Courtesy Privileges
  - Charles Cox, MD (Gastroenterology)

A second was provided by Ms. McBride. None opposed, the motion approved.

The Board returned to Open Session at approximately 1:25 pm No other reportable action.

**17. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 1:25 p.m.

  
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 Approval

1.27.14  
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 Date