

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
Thursday, December 3, 2015
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 Jay Skutt.

- 2. Roll Call.**
Present: Dr. Paul Swanson, Janie McBride, Jay Skutt, Eric Bugna MD and Gail McGrath.
Absent: Lucie Kreth
Staff: Tom Hayes, CEO, Jeri Nelson, CFO, and Alanna Wilson, Administrative Assistant.
Visitors: Approximately 4 visitors were present at the start of the meeting.

- 3. Consent Calendar.**
The following changes will be made to the consent calendar: Page 3, item 7 should state grossed rather than made. With the changes noted 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 stated that he was looking forward to his new position as Chairman of the Board of Directors.

- 5. Board Comments.**
None

- 6. Public Comment.**
None

- 7. Auxiliary Report**
Ms. Tanner reported that the Nifty Thrifty grossed \$16,116.91 for the month of November with 800 volunteer hours and 22 volunteer hours in the hospital lobby. Ms. Tanner thanked Ms. McGrath for her job as Chairman.

- 8. Chief of Staff Report**
Dr. Bugna reported that providers are still getting used to the new EMR system however, overall they are happy. Dr Bugna also reported on new providers that have joined and will be joining the staff.

- 9. Resolution 250**
Mr. Hayes briefly discussed Resolution 250 and its purpose to purchase property on Commercial Street in Portola, CA. A roll call vote was taken. Resolution 250 passed with unanimous ayes from all members.

10. Committee Reports

• Finance Committee

Dr. Swanson reported that there is a \$ 107,524 loss for the month of October and loss of \$367,236 for the fiscal year. Much of the loss is because of the slow down as a result of the recent EMR conversion. A/R days are at 62. A brief discussion was had on the need to cut expenses. Clinic, inpatient and ancillary services are down as well which is also believed to be caused by the conversion. Dr. Swanson reported on a brief discussion about using scribes in the clinics.

11. Clinic Report:

- Mr. Gregory reported that the Portola Clinic had received their twenty year inspection from the state and had done well.
- Mr. Gregory reported that we have two new physicians starting next week; Dr. Hunt, General Surgeon and Dr. Scott, Urologist. Dr. Riley, Dermatologist will be starting in February.
- Mr. Gregory also reported the organization is now managing Dr. Garibotti's practice and is expected to open the new dental and medical clinic on Pine Street in February of 2016.
- Mr. Gregory gave an update on the EMR conversion in the clinics noting that provider vacations and a decline in seasonal residents contributes to the lower clinic volumes. Mr. Gregory stated that all providers are back to seeing the same number of patients as they saw prior to the conversion.

12. Recommendation for Approval of Policies:

None

13. CFO Report:

- Ms. Nelson reported that we are down \$1.6 million in gross patient revenue over four months.
- Ms Nelson reported that the month of October brought continued training on the EMR conversion and the implementation of ICD-10. We are still learning about the new system. The system has made it harder to order ancillary services however; work arounds are being created to address any issues. Mr. Hayes noted that we are focusing on reports to identify where we can improve.
- There was a brief discussion about the graphs. Most departments showing a down turn except ER.
- Ms. Nelson briefly discussed the new IGT program.

14. CEO Report:

- Mr. Hayes introduced HR Director Lori Crown. Ms. Crown reported on the Employee Satisfaction Survey. Eighty-Two percent of full time employees responded to the survey. Employees responded honestly and all responses were addressed by HR. Some of the concerns employees had were communication and teamwork. Ms. Crown reported that the Employee Satisfaction Survey will be completed biannually.
- Mr. Hayes reported that the Operation Plan will be reported on at the January Board Meeting.
- Mr. Hayes reported that the organization is actively recruiting for a new CNO. Mr. Hayes also reported that Shawn Rohan is filling in as interim CNO and doing a great job.

- Mr. Hayes reported that escrow on the Loyaltan donation has closed. The house is being cleaned up and will be listed for sale.
- Mr. Hayes reported on the Boiler project. The Architect is trying to find a contractor to give us an estimated price and then we can begin searching for financing options.
- Mr. Hayes also reported that the nurse call system installation is underway.

15. Closed Session.

Mr. Skutt announced the Board would move into closed session at 11:15 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 11:45 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.

a. Approval of One Year Provisional Privileges

- **John Scott, MD Urology**

b. Approval of Two Year Courtesy Privileges

None

III. Adjournment. Mr. Skutt subsequently adjourned the meeting at 11:46 a.m.

Approval 

1.28.16
Date