

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

**Thursday, February 27, 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, Dr. Paul Swanson, and Jay Skutt

Absent: Janie McBride, Lucie Kreth

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 Dr. Swanson. None opposed, the motion was approved.

**4. Board Chair Comments.**

- Ms. McGrath reported that Ms. Kreth and Ms. McBride were currently attending a CHA Board conference.
- Ms. McGrath stated that the Board will be updating the Board photo on the website sometime next week.
- Ms. McGrath stated that she would like to appoint an Adhoc committee to discuss and review the recent Board Self Assessment. She also would like committee assignments to be put on the March agenda. There was a brief discussion regarding the overwhelming, complex ACHD assessment.

**5. Board Comments.**

None.

**6. Public Comment.**

None

**7. Auxiliary Report**

Ms. Tanner reported that Nifty Thrifty grossed approximately \$13,000 in January. The Auxiliary donated \$50,000 toward the new ambulance. During the February meeting the Auxiliary also voted to donate \$49,000 to purchase; long term beds, trauma stretchers, gurneys, cell washer, and dental assistant chairs.

Mr. Hayes and Ms. McGrath thanked the Auxiliary for their recent donations and their continued support.

## 8. Chief of Staff Report

Dr. Bugna stated that Mr. Gregory will give a more thorough report on the Clinic. Dr. Bugna reported of “new polio” like sickness in California. There have been 20 reported cases in California, none of which were in Plumas County.

## 9. Committee Reports

- **Finance Committee**

Mr. Skutt stated that the Finance Committee met on Tuesday. Mr. Skutt reported that our revenue was up due to several payments from prior year cost reports. Clinic volumes are still below budget but are beginning to increase. Expenses are over budget. Also, benefits are over budget due to unemployment and health insurance being higher. Unemployment is \$51,000 over budget and health insurance is \$37,000 over.

Accounts payable is holding however operating cash is down.

Mr. Skutt also reported that the Finance Committee will review the current loans at the March Finance Meeting.

- **Quality Committee**

Ms. McGrath stated that Ms. Allara will provide a thorough report during the Quality Report.

## 10. Director of Nursing Report

Ms. Jameson reported the following:

- Ms. Jameson thanked the Auxiliary for the ongoing donations and explained that they are essential for functionality within the Hospital. She stated that we are working on pricing for a C-Arm which would be used in orthopedic surgery as well as cardiology procedures.
- Both the March, 2013 and the January 2014 Plan of Corrections were approved yesterday. The accepted Plan of Corrections will now be sent to CMS by the State for final approval.
- Ms. Allara has temporarily assumed the responsibilities of the quality position. We are looking to develop a full time utilization review and quality coordinator to focus on the quality of the facility as a whole as well as discharge planning.

## 11. Clinic Report

Mr. Gregory reported the following:

- Volumes are increasing and we are focusing on efficiency.
- Shawna Leal, MA was recently promoted to Clinical Lead. Shawna has worked at EPHC for over 20 years. Together with Brenna Martin, Front Office lead, Mr. Gregory stated he feels he has a very strong operational team.
- Co-Pays are being collected at the time of service.
- We completed our Blue Cross/Blue Shield site survey and are exempt for the next three years with no corrective action plan required.
- Dr. Wendy Flapan has relocated to the Whitehawk area and will begin seeing patients in the Graeagle Medical Clinic on March 18<sup>th</sup>. She already has 131 referrals and will

start with three days per week in Graeagle with the intention of adding a fourth day in the Portola Medical Clinic.

- We have recruited a new Family Nurse Practitioner from Truckee. She will be per diem and provide one day a week coverage at the Graeagle Medical Clinic and one day per month at the Indian Valley Medical Clinic for Female Physicals.
- Mr. Gregory will be meeting with UNR to work on a potential Rural Health Rotation for their Family Practice Resident Program.
- We are discussing moving pain management out of our Primary Care practices and into a specialized Pain Management program with Dr. Porot, Dr. Flappan as well as a Psychiatry provider.

## **12. QA Report**

Ms. Allara reported the following:

- All Quality Indicators are being measured and reported monthly for three months. If goals are not met a corrective action plan will be developed.
- As Quality Indicators goals are met, new Quality Indicators are developed.
- Each department will have Quality Indicators as part of the Performance Improvement Plan.
- The current Quality Indicators have shown huge improvement.
- Quality Indicators and Core Measures are reported to MEC/QA monthly and to the Board quarterly.
- Return on patient satisfaction surveys was better in February. Satisfaction surveys are now given to patients prior to discharge resulting in a higher return. This new process was reviewed with nursing staff.

## **13. IT Report**

Mr. Boyd reported the following:

- Centrique, the new web based version for Healthland is not ready to meet Stage 2 Meaningful use. Healthland is preparing the Classic version and still needs to certify it for the October 2014 deadline to meet stage 2. We are completing updates, which require several scheduled downtimes with the longest being 9-16 hours. This will allow for us to also prepare for a potential disaster in case the system goes down in the future.
- Mr. Boyd briefly discussed several other areas of focus:
  - Patient portals
  - Secure messaging
  - Language services
  - Interface replacements,
  - Health Information Exchange
  - Skilled Nursing Module
  - Internet security

## **14. Recommendation for Approval of Policies and Privilege Cards**

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

- #1006 Storage of Clean Supplies and Equipment
- Code Gray Policy
- Holiday Decorations Policy

Annual Review for:

- Ambulance
- Surgery
- PACU
- Cardiopulmonary
- Pharmacy

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.

**15. CFO Report:**

Ms. Nelson stated that Mr. Skutt gave a complete report during the finance committee report. Ms. Nelson reported that we are beginning the budget process over the next several weeks.

Ms. Nelson briefly discussed several other areas of focus:

- Compliance
- Policies
- How we are getting paid
- Medi-Cal, managed care and the Insurance Exchange
- ICD-10
- Accounts Payable
- Billing Cycle
- Clean Claim filing, correct coding

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

- Cathy Conant, HR Director is retiring March 27<sup>th</sup>. We have hired Lori Crown as the new HR Director and she is scheduled to begin on March 17<sup>th</sup>.
- Aspen Architects submitted a boiler replacement proposal which will allow us to submit plans for bid. We are holding off on the proposal until our income improves.
- Ms. Williams will be scheduling a Board Retreat sometime during the end of March, beginning of April to review management actions for the next year.
- Stan Peiler received a position with Saint Mary's but will continue to work with us on the Loyalton Medical Clinic move into the hospital building.

**17. Closed Session.**

Ms. McGrath announced the Board would move into closed session at 12:05 p.m., 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 1:30 pm and announced with respect to

- I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance. No reportable action.
- II. Government Code Section 54956.9(d) (2) conference with legal counsel, significant exposure litigation, 2 cases.

After discussion with legal counsel, upon motion by Mr. Skutt, second by Dr. Swanson, it was unanimously approved to reject the two submitted claims. A letter will be sent out to the two claimants incorporating all necessary legal language.

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.

1. The Board reviewed the Medical Staff file as submitted including but not limited to: privileges, peer review, background, malpractice claims information, and AMA/Education.

Mr. Skutt motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges pending approval of MEC. He also motioned to remove Ross Mandeville, MD from the agenda as he is listed on the Schedule 1- Clinicians Telemedicine

Recommendation for One Year Provisional Privileges

- Wendy Flapan, DO( Phys. Med/Rehab/Pain Management)

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

2-4. The Board reviewed the Medical Staff file as submitted including but not limited to: privileges, peer review, background, malpractice claims information, and AMA/Education.

Mr. Skutt motioned to approve the following privileges and appointments to the medical staff as submitted as well as the Schedule 1 Updates - Clinicians Telemedicine.

Recommendation for One Year Provisional Privileges - Allied Health

- Mark Cope, CRNA (Allied Health, CRNA)

Recommendation for Two Year Courtesy Privileges

- Hashim Kazmi, MD (Telemedicine Nephrology)
- Mushtaz Ahmed, MD (Telemedicine Pulmonology)

Schedule 1 Updates - Clinicians Telemedicine

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

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

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

  
Approval

3.27.14  
Date