

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

**Thursday, April 25, 2019**

**9:30 A.M.**

**EPHC Education Center, Portola Campus, Portola, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 9:43 am by Director Swanson.

**2. Roll Call.**

Present: Jay Swanson, Dr. Paul Swanson, Gail McGrath, Harvey West, Teresa Whitfield, Bill Copren and Nicole Johnson.

Absent: none

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 9 visitors were present at the start of the meeting.

**3. Consent Calendar.**

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

**4. Board Chair Comments**

Director Swanson asked the Board to consider reverting back to a seven member Board. The Board will discuss this at next month's meeting.

The Board requested an agenda item for Board Comments be placed at the beginning and end of the agenda.

**5. Public Comment.**

None.

**6. Auxiliary Report**

Gross sales for the month of March were \$12,144.00. Expenses were \$8,204.00. Ms. McBride reported the checking account currently has \$28,999.00.

**7. Chief of Staff Report**

Director Swanson requested that the Chief of Staff report have more detail about the clinic and clinic providers.

Dr. Bugna reported that an article he recently read that stated the number of physicians in the nation is declining. Dr. Bugna stated EPHC clinics have a good group of FNP and PA providers. The flu season is almost over. This season saw two strains.

## **8. Committee Reports**

### **• Finance Committee**

Director Swanson reported the organization will need to payback a liability from 2012 that will be around \$400,000.00. Dr. Swanson reported that over all things are going really well and the transparency from the Executive Team is great.

## **9. Policies**

Director Swanson reviewed the policies in the Medical Executive Committee and the CAH Committee and recommends the following policies to the Board for approval:

- Helicopter Transport of Patients
- Use of Restraints
- Pain Management
- Fall Prevention
- ER Triage & Registration
- Discharge Planning of Homeless Patients
- Infection Prevention Construction/Renovation Guidelines
- Visiting Animals Policy

Director West made a motion to approve the policies. A second was made by Director Johnson. None opposed, the motion was approved.

## **10. Chief Nursing Officer Report:**

Ms. DiNicholas reported the average census in Acute/Swing/Observation is 4.1 per day. The Loyalton SNF currently has 28 residents and Portola SNF has 26. Annette Horn and DeeDee Clark are working hard to fill beds in the Loyalton SNF. The organization will need to hire additional staff as the census increases.

Ms. DiNicholas reported their will be 9 CNA's graduating from the class this May. Some of the EPHC will be having a lunch meeting with the upcoming LVN graduates at Feather River College to discuss employment opportunities at Eastern Plumas Health Care.

Ms. DiNicholas introduced Tamika Wolterink, interim Portola Skilled Nursing Facility DON.

## **11. Clinic Director Report**

Ms. Grandi presented the Annual Program Evaluation. The evaluation showed a breakdown of clinic visits. The clinic is averaging two new patients a day. The Board asked Ms. Grandi to see if she could provide details as to why we are seeing so many new patients.

Ms. Grandi presented the Patient Satisfaction Survey. The survey is not broken down to provider level. The Pine Street Medical and Dental Clinics received good scores. The Board asked how lab results are provided to the patient when the ordering provider is not in the clinic. Ms. Leal reported as results come in Medical Records has folder for provider to follow up. If the provider will not be here for a longer period of time then the staff will follow up with patients over the phone after consulting with the provider. The Board asked if the clinic staff would look at the procedure as there seems to be a gap occurring in this process.

Mr. Plimpton noted the clinic has added a full time operator position to help with customer service.

**12. HR Director Report:**

Ms. O’Flanagan announced that that Lorraine Noble will be retiring to spend more time with her family. We will be planning a party to thank Ms. Noble for her years of service caring for our residents.

Ms. O’Flanagan reported that Anne Yoakum and Ryan Nowling have created a longer and more extensive new hire orientation. The orientation will focus on customer service and relationships. Ms. O’Flanagan reported that Lori Tange will be coming on as the new HR Director. Ms. Wilson will be moving to HR and continuing with Community Outreach and PR. The organization will be hiring a new Executive Assistant.

**13. CFO Report:**

Eastern Plumas Health Care posted a net loss for the month of March in the amount of \$758k. We accrued \$411k for the 2012-2013 final reconciliation of DPNF Supplemental Reimbursement Program. We are working with the State to negotiate a payback plan. Without the \$411k accrual we would have posted a net loss in the amount of \$347k. Last year March 31, 2018 we posted a net loss in the amount of \$418.

**Revenues**

Gross revenue for the month of March was \$3.4 mil. Our inpatient revenue has been averaging around \$275k. March's inpatient revenue was \$560k. We also saw an uptick in gross outpatient revenue. We posted \$2 mil in outpatient revenue. Monthly outpatient revenue had been averaging \$1.8 mil.

**Expenses**

Total operating expenses for the month were \$2.4mil. Salaries and Benefits: Salaries and Benefits were \$165k over last March. We converted two providers from contractors to employee status. Pro Fees: We paid \$243k in Professional fees - slightly down from the \$287k we paid last March. Supplies: Supplies are up for the month over last year by \$33k. This was due mainly to the work on finalizing the Portola Clinic.

**Revenue Cycle**

Gross Accounts Receivable ended the month at \$5.8M. Gross Accounts Receivable days remained at 59.

**19-20 Budget**

JWT and Associates assisted us with our budgeting process for revenues. Now that we have our revenue budgets completed, the Finance team, which includes the CEO, CFO and Controller, will meet with each manager to finalize the expenses budgets; the goal being to close the gap so that expenses are more in line with expected revenues.

**Additional Information**

Days cash on hand at the end of March was 20. Last year at this time days cash on hand was 18. Timing of the IGT funding is the main cause of the fluctuations in days cash on hand.

**14. Manager Report:**

Mr. Boyd reported the Telemed cart from Renown is up and running. The UHF radios have been installed and are working in the Graeagle and Loyalton Clinics.

**15. CEO Report:**

Mr. Plimpton reported the HAM radio equipment has been installed in the Ed Center. John Mitchell will be the HAM Radio Coordinator representing Eastern Plumas Health Care. It has hired a System Administrator, Stephen Lara, who will start May 13<sup>th</sup>. IT will be working on remote access for the providers.

Ms. Clark reported on the After Action Review for the Norovirus outbreak. The state wants two disaster drills a year. The electric outage and the outbreak will count as two for this year. EPHC will also be participating in the active shooter drill. Multiple agencies in Plumas County will be involved. Ms. Romero reported that patient zero for the Norovirus outbreak was seen in the ER. The HICS team was activated and California Department of Public Health and Plumas County Public Health were notified.

**16. Board Comments**

Ms. DiNicholas reported a grant has been received to start a CNA program in Loyalton. The Board noted they are happy to see the organization growing their own staff. Mr. Plimpton reported on collaboration with FRC and Butte for ongoing education with the staff. Director McGrath stated that she really enjoys seeing so many staff members at the Board Meeting. Director Swanson stated the organization is in a new era and it is very exciting. Director Swanson also reported the received and email from Zach Revene at PCPH noting Ms. Grandi's participation in the Opioid Response Program.

**17. Closed Session.**

Director Swanson announced the Board would move into closed session at 11:16 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 regarding the Norovirus Outbreak was reviewed by the Board of Directors.

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.

**Recommendation for Two Year Courtesy Privileges**

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

