

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

Thursday, May 23, 2019

9:30 A.M.

**Loyalton Skilled Nursing Facility
Conference Room, Loyalton, CA**

Minutes

1. Call to Order.

The meeting was called to order at 9:29 am by Director McGrath.

2. Roll Call.

Present: Dr. Paul Swanson, Gail McGrath, Harvey West, Teresa Whitfield and Nichole Johnson.

Absent: none

Staff: Todd Plimpton, CEO, Katherine Pairish, CFO, Lori Tange, HR Director, Rhonda Grandi, Director of Clinics, Sharon DiNicholas, CNO, Eric Bugna, Chief of Staff, and Alanna Wilson, Executive Assistant

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

3. Consent Calendar.

Director McGrath motioned to approve the consent noting a change to the Organizational Meeting minutes. Director Johnson will be added to the Planning Committee. A second was made by Director Swanson. None opposed, the motion was approved.

4. Board Chair Comments.

Director McGrath stated the work and progress on the Loyalton Campus is amazing.

5. Board Comments.

6. Public Comment.

None.

7. Auxiliary Report.

None.

8. Chief of Staff Report.

Dr. Bugna reported that an article he recently read stated physician across the nation are frustrated with EMR's, loans, etc. The clinic is looking good and is almost done. Director Whitfield asked about a succession plan for mid level providers. Dr. Bugna stated there is always room for growth and change. Director McGrath noted the organization has younger providers coming on more often.

9. Committee Reports.

- Finance Committee

Director Swanson reported the recent IGT puts us in the black. Ms. Parish will give more information in her report.

10. Resolutions.

- Resolution 273-Purchase of Property at 661 Rio Grande
At this time Mr. Plimpton requested Resolution 273 be removed from the agenda and put on hold.
- Resolution 274-Purchase of Parcel #126143003
Dr. Swanson made a motion to approve Resolution 274. Director Johnson made a second. A roll call vote was taken. Resolution 274 passed with a unanimous decision.

11. Chief Nursing Officer Report:

Ms. DiNicholas reported the Swing census is at 5. Portola Skilled Nursing Census is at 26 and the Loyalton Skilled Nursing is at 30. Two patients are in the admitting process for the Loyalton Facility. The CNA graduates are training for both facilities. Ms. DiNicholas reported the case manager has started and is rounding daily with our ER providers and speaks daily to Renown and Tahoe Forest.

Ms. DiNicholas reported that employee health month went really well.

Mr. Plimpton reported the pain management policy is being looked at again and will take 2-3 months to fine tune.

Ms. DiNicholas reported the CAH Committee is currently working on approximately 15 policies.

12. Clinic Director Report

Ms. Grandi reported there have been 193 new patients since January. This amounts to approximately 2 new patients a day. Ms. Grandi reported the clinic is working on fine tuning Pain Management practices. Provider input will be needed as well as chart reviews. It will take 60-90 days for approval.

All present discussed the new Opioid standards being put in place county wide. Director West asked if these standards are the new normal. Ms. Grandi detailed the normal process in EPHC's clinics stating that the policy and procedures follow the CDC guidelines.

Ms. Grandi reported Engineering is currently working on the center portion of the clinic remodel. New dental software has been purchased and will help increase efficiency and productivity. Director McGrath asked about the issues with no one answering the phone when you call in. Ms. Grandi stated a full time operator has been hired and they are currently working on fine tuning the process and addressing any issues.

13. HR Director Report:

Ms. Tange updated the Board of Directors on the areas the HR team will be focusing. Staffing will be the number one priority, with the goal of being more strategic in succession planning and staffing. Human Resources will also be focusing on overtime, performance in the workplace and support for managers. Ms. Tange reported Leadership Training will be another area of focus as well as streamlining processes and making employees aware of how these processes work. Ms. Tange will be reviewing compensation across the board starting with the ER nurses.

14. CFO Report:

- Eastern Plumas Health Care posted a net loss for the month of April in the amount of \$468k, due mainly to an increase in write offs of Pine Street clinic receivables and improvements/repairs around the campus. Last year April 30, 2018 we posted a net loss in the amount of \$282k. Gross revenue for the month of April was \$3.6 mil. Our inpatient revenue has been averaging around \$359k. March's inpatient revenue was \$515k. For the second month in a row we posted \$2 mil in outpatient revenue.

Expenses

Total operating expenses for the month were \$2.4mil. In April of 2018, overhead was \$2mil.

Salaries and Benefits: Salaries and Benefits were \$149k over last April. We converted two providers from contractors to employee status. Our employee benefits are higher than last year overall. Finance and HR will be working together in the upcoming fiscal year to reduce these costs.

Repairs & Maintenance: Repairs & Maintenance was up \$13k over April 2018. This was due primarily to the reclassification of expense from In-Progress on the balance sheet for the admin modular building.

Supplies: Supplies are up for the month over last year by \$65k. This was due mainly to the work on finalizing the Portola Clinic. Also, as we see increases in census, we will see increases in supplies.

Purchased Services:

Purchased Services are up over last April by \$55k. We had travelers in Lab, ER and Radiology. We also incurred consulting fees in IT for the wireless project.

Revenue Cycle

Gross Accounts Receivable ended the month at \$5.2M. Gross Accounts Receivable days at April 30, 2019 were 51. Best practice is 55.

19-20 Budget Update

Preliminary budgets are complete. We will work with management to fine-tune. The budgets will be presented to the Board at the June meeting.

Additional Information

Days cash on hand at the end of March was 12. Last year at this time days cash on hand was 11. We received \$4.9 mil IGT monies in May. We paid off the line of credit.

Projected days cash on hand for the end of May is 87.

Ms. Pairish reported she is meeting with Brokers to look at insurance across the board for the organization.

15. Manager Report:

Mr. Peiler reported on clinic, chiller, asphalt and OSHPD projects. Mr. Peiler presented samples of the SNF flooring. The project is currently being completed at the Portola Skilled Nursing Facility. The organization is looking at updating all areas of the hospital. Director McGrath requested that employee bathrooms in the hospital be looked at as well as public bathrooms.

Mr. Boyd reported a Centriq update is scheduled. Clinic re-wiring is the main priority at this time. Mr. Boyd reported the wireless fiber project is ongoing. There will be new remote in access for providers and key personnel. HAM radios have been installed at both facilities and a base station radio in Graeagle. Mr. Boyd stated that the new employee is doing great and is well liked by staff.

Mr. Plimpton stated that the IT budget will be close to \$600,000.00 to get up to current standards.

Director Whitfield asked how much equipment in the Biomed department is nearing end of life. Mr. Boyd stated it is not end of life yet for Telemetry however; it is getting close as parts become harder to find. The organization is currently looking at a new Phillips System.

16. CEO Report:

Mr. Plimpton reported he has received good feedback about the EMS crew being located on campus. It was previously reported that the new ambulance would be here in approximately 30 days. After research it is close to a year out.

Mr. Plimpton reported Dr. Phen has signed a new agreement and is now an employee. Dr. Phen will now round with Dr. Grier in the Skilled Nursing Facilities.

Mr. Plimpton reported the organization is getting ready to do a slow roll out of outpatient PT/OT services. Mr. Plimpton reported he is in contact with the State of California regarding the old courthouse looking into the possibility of pairing with the City of Portola to create a community wellness center.

17. Board Comments

Director Whitfield asked if there had been any discussions with the City of Portola regarding payment for their portion of the driveway repaving. Mr. Plimpton stated the City owns the bottom 20% of the driveway and we will probably need to get an encroachment permit and take the lead on repaving the road. Director Whitfield stated the City needs to be accountable and pay us back for the part of their road we fixed. Director McGrath noted we have had a good working relationship with the City and they have been helpful to us in the past.

18. Closed Session.

Director McGrath announced the Board would move into closed session at 11:09 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

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

The Board returned at approximately 11:19 am and announced:

- I. With respect to Health and Safety Code 54956, to review pending litigation. Director McGrath reported a settlement had been reached in the pending litigation. The case has been resolved and closed.

Adjournment. Director McGrath subsequently adjourned the meeting at 11:43 am.


Approval

6.20.19

Date