

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

**Thursday, June 28, 2018**

**10:00 A.M.**

**EPHC Loyalton Campus, Loyalton, CA**

**Minutes**

**1. Call to Order.**

The meeting was called to order at 10:01 am by Mr. Skutt.

**2. Roll Call.**

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath and Lucie Kreth.

Absent: Harvey West.

Staff: Eric Bugna, M.D., Tom Hayes, CEO, Katherine Pairish, CFO, Shawn Rohan, CNO, and Alanna Wilson, Administrative Assistant

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

**3. Consent Calendar.**

Ms. McGrath motioned to approve the consent calendar with a name change made to item #19. A second was made by Dr. Swanson. None opposed, the motion was approved.

**4. Board Chair Comments.**

None.

**5. Board Comments.**

None.

**6. Public Comment.**

None.

**7. Auxiliary Report**

Ms. McBride reported that manager Matt Hamilton is doing a great job. Gross sales for the month of September were \$15,222.00, net was \$9,543.91.

**8. James Wilson, Plumas County Behavioral Health**

Mr. Wilson presented an Opioid Survey Dashboard. Since 2012 Plumas County has seen a 2/3<sup>rd</sup> reduction of opioid prescriptions and death rates have gone down significantly. Mr. Wilson reported on an upcoming conference in Quincy August 28<sup>th</sup> and 29<sup>th</sup>, Tools and Strategies for Rural Opioid Use.

**9. Medical Staff Bylaws**

After review by the Board of Directors and recommendation of the Medical Executive Committee, Ms. McGrath motioned to approve the Medical Staff Bylaws. A second was given by Dr. Swanson. None opposed, the motion was approved.

**10. Chief of Staff Report**

Dr. Bugna reported the clinic addition is open and looks great. Dr. Bugna reported on a nationwide shortage of providers.

**11. Committee Reports**

**Finance Committee**

Dr. Swanson reported the committee had reviewed budgets for the upcoming year and they look positive. Ms. Pairish will report more.

**12. Management Report**

Ms. Satchwell reported on new Kaleidoscope screens that are being installed in the Portola Medical Clinic and Hospital Lobby. Ms. Satchwell reported that she is working on a mobile sign unit to be placed around the community, articles in the newspaper, ads for the hospital and foundation, and posting regularly on Facebook. Ms. Satchwell reported that a doctor candidate, Dr. Jasper Basit, will be visiting July 12<sup>th</sup> and 13<sup>th</sup>. Dr. Dan Stoll will be starting July 23<sup>rd</sup>.

**13. Chief Nursing Officer Report:**

Ms. Rohan reported she is working on collaboration with West Hills for behavioral health telemedicine services for ER patients. Ms. Rohan reported on an upcoming community Ham Radio drill involving Portola, Loyalton, Quincy and Susanville.

**14. Clinic Director Report**

None.

**15. Recommendation for Approval of Policies:**

After review by the Board of Directors, Ms. McGrath motioned to approve policies from the following departments:

- Administration
- Pharmacy
- Nursing
- Ambulance
- Employee Health
- Cardiopulmonary
- Infection Prevention
- Clinic
- EOP
- EOCC
- Lab

A second was made by Dr. Swanson. All were in favor and the policies were approved.

**16. Resolution 259**

Ms. McGrath made a motion to approve Resolution 259. A second was made by Dr. Swanson. The motion was passed by a roll call vote with no opposition.

**17. Resolution 260**

Ms. McGrath made a motion to approve Resolution 260. A second was made by Ms. Kreth. The motion was passed by a roll call vote with no opposition.

**18. Resolution 261**

Dr. Swanson made a motion to approve Resolution 261. A second was made by Ms. Kreth. The motion was passed by a roll call vote with no opposition.

**19. CFO Report:**

Ms. Parish thanked the Board for allowing her to serve as CFO at Eastern Plumas Health Care.

Ms. Parish reported that monthly net revenue is over budget by \$314,275.00. A/R days are at 57.

Ms. Parish reported that \$450,000.00 in IGT monies had been received bringing the year to date amount to \$1.95 million.

**Budget:**

Ms. Parish reported the Operating budget and Capital budget were reviewed with each manager in detail as well as with the Finance Committee.

Ms. Parish went over the Operating budget with the Board.

Dr. Swanson made a motion to approve the 2018/19 Operating budget as submitted. A second was provided by Ms Kreth.

None opposed, the budget was unanimously approved.

Ms. Parish reviewed the Capital Budget with the Board of Directors.

Dr. Swanson made a motion to approve the 2018/19 Capital budget as submitted. A second was provided by Ms. Kreth.

None opposed, the budget was unanimously approved.

**20. CEO Report:**

Mr. Hayes reported the permanent chiller is arriving soon and hopefully can be used in place of the temporary until it is fully hooked up.

Mr. Hayes reported that the remodel of the existing clinic has started. Dental will be the first department to get remodeled.

Mr. Hayes reported that WIPFLI is currently doing a cyber analysis of our system and a report will be given at next month's meeting.

Mr. Hayes reported that HIM will be relocating to the new modular building. Physical and occupational therapy will move into the old HIM offices.

Mr. Hayes reported that the Life Safety Plan of Corrections has been sent to the state. We have received the Hospital Survey and are currently working on the Plan of Corrections.

**21. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 11:25 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

**22. Open Session Report of Actions Taken in Closed Session.**

The Board returned at approximately 12:03 pm and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.

During closed session the Board discussed an issue with a provider and an incident that occurred in the Skilled Nursing Facility.

II. With respect to Government Code Section 54957 to consider the following privileges and appointments to the medical staff.

After discussion, Ms. McGrath motioned to approve the following privileges and appointments to the medical staff as submitted, and approve the procedural privileges.

**a. Recommendation for One Year Provisional Privileges**

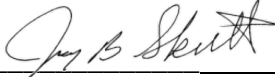
- Daniel Stoll, MD Family Practice

**b. Recommendation for Two Year Courtesy Privileges**

- Christine Spencer, FNP Allied Health
- Mario Garibotti, DDS Dentistry
- Kenneth Robinson, MD Emergency Services

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

I. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:00 pm.

  
Approval

7.26.18  
Date