

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

Thursday, July 25, 2013

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, Larry Fites, Janie McBride, and Lucie Kreth

Absent: Jay Skutt

Staff: Tom Hayes, CEO, Jeri Nelson, CFO, Dr. Eric Bugna, Chief of Staff, and Tiffany Williams, Administrative Assistant.

Visitors: Approximately 5 visitors were present at the start of the meeting

3. Consent Calendar.

Ms. McGrath made a motion to add 7a, Chief of Staff Report to the agenda. A second was made by Mr. Fites. None opposed, the motion was approved.

Mr. Fites motioned to accept the consent calendar as submitted. A second was made by Ms. McBride. None opposed, the motion was approved.

4. Board Chair Comments.

None

5. Board Comments.

Mr. Fites stated that going forward he would like to see more details in the minutes regarding discussions about State Medi-Cal cuts.

Ms. McGrath welcomed Linda Jameson, RN EPHC's new Director of Nursing.

6. Public Comment.

Ms. Nelson congratulated Carolyn Carter on her engagement.

Dr. Bugna, Chief of Staff stated that Dr. Kim is streamlining clinic processes. He also stated that the Board would be reviewing credentials for a new provider Dr. Anne Williams.

7. Auxiliary Report

Ms. Tanner reported that Nifty Thrifty grossed \$18,718 for June. Mr. Hayes stated that the Auxiliary recently donated \$14,000 for a new bath tub for the Portola Skilled Nursing Facility.

There was a brief discussion regarding recent maintenance of the Nifty Thrift Building which is owned by the Foundation.

7a. Dr. Bugna reported that Dr. Kopes-Kerr has resigned from the EPHC Medical Staff and that Dr. Anne Williams is beginning Saturday in the Portola Clinic, pending approval of her

privileges. He also reported that we are going to be recruiting another Family Practice physician as Dr. Kim is extremely busy. The Pain Management program is being reviewed and revised by Dr. Kim, Dr. Phen and Dr. Bugna.

8. Committee Reports

• Finance Committee

Ms. McBride stated that the Finance Committee met and reviewed the June Financials. She stated that EPHC has opened three accounts with Bank of the West including a \$500,000 operating line of credit. A \$500,000 Capitol Equipment line of credit has also been set up with Wells Fargo. Ms Nelson will provide a more detailed explanation during the CFO Report.

9. Quality Report

Kathy Valladon, RN presented the current Quality Program. She stated that we are current with CMS including the Plan of Correction Items and have developed quality forms for all departments.

Ms. Valladon reported on the Core Measures, Inpatient and Outpatient as well as MBQUIP, QCHI and NHSN. The Quality Inpatient and Outpatient Dashboards were reviewed and plan of corrections were discussed. Included in the Quality Packet were: incident reports spreadsheet for 2013, monthly performance improvement summary reports for the Lab, dietary, radiology, distribution, and HIM, patient satisfaction results and 2013 reportable injuries.

Ms. Jameson stated that she is thrilled to see the progress that is being made.

10. CFO Report

Ms. Nelson reported that we fell short of our budget goals for the year. The last five months were consistently down and flat in revenue. Operating expenses varied as we tried to adjust to the changes. AR days increased by four days due to Medicare and Medi-Cal claim payment delays at year end. Property tax revenue was adjusted down in June due to the shortfall in expected receipts from Plumas and Sierra Counties. Capital Expenses are being closely scrutinized.

Mr. Hayes stated that over the last six months volumes have been down and staff has done a good job controlling expenses, but will need to do more next year if volumes continue to be down.

Ms. Nelson stated that we have opened three bank accounts with Bank of the West: a savings, a general operations and a payroll account which will allow employees to have direct deposit even if they're with another bank. She reported we are getting a new intermediary for Medicare, Noridian Healthcare Solutions. This will be the natural time for the shift to Bank of the West. We also have a \$500,000 Operating Line of Credit through Bank of the West and a \$500,000 Capital Equipment Line of Credit through Wells Fargo.

11. Extension of CEO Contract

Mr. Fites stated that the current CEO contract dated January 2010 is due to expire January 2014. He explained that if we intend to extend the contract we are required to give notice six months in advance. Ms. McGrath, Mr. Hayes and Mr. Fites met to discuss the details of his contract. The new contract was reviewed and discussed by the Board. Mr. Fites stated that the compensation was staying the same and Mr. Hayes has agreed to work 33 hours per week. The only change was regarding health insurance. Mr. Fites explained that coverage for dental, vision, health insurance was provided until now by his previous employer. The contract includes reimbursement for Medicare Part B which is a cost saving alternative to being put on the EPHC Plan. Mr. Fites stated that the contract had been drafted by Steve Gross, Attorney and will become effective August 1, 2013 if approved.

Ms. McGrath motioned to approve the CEO contract dated August 1, 2013 as submitted. A second was made by Ms. Fites. None opposed, the motion was approved unanimously.

12. Resolution 241 Line of Credit

Ms. Nelson explained the Bank of the West is requesting a Board Resolution to open the \$500,000 operating line of credit. Ms. McGrath motioned to approve Resolution 241. A second was provided by Mr. Fites. Resolution 241 was approved by the following roll call vote:

Chairman McGrath	<u>Aye</u>	Vice Chairman Fites	<u>Aye</u>
Director McBride	<u>Aye</u>	Director Skutt	<u>Absent</u>
Secretary Kreth	<u>Aye</u>		

13. Resolution 242 Authorize Signatures for Bank of the West

Ms. Nelson explained the Bank of the West is requesting a Board Resolution for authorized signatures. Ms. McGrath motioned to approve Resolution 242. A second was provided by Ms. McBride. Resolution 242 was approved by the following roll call vote:

Chairman McGrath	<u>Aye</u>	Vice Chairman Fites	<u>Aye</u>
Director McBride	<u>Aye</u>	Director Skutt	<u>Absent</u>
Secretary Kreth	<u>Aye</u>		

14. CEO Report

- **DP/SNF Reimbursement Cuts:** Mr. Hayes reported that two of the three bills did not make it through the legislative process, however AB900 is still alive. Mr. Hayes stated that our request for an exemption has not yet been ruled on.
- **Organizational Chart:** Mr. Hayes provided a current copy of EPHC's organizational chart. Mr. Hayes welcomed Linda Jameson, RN, Director of Nursing.
- **Quality Performance Improvement Plan Update:** Mr. Hayes reported that the Quality Performance Improvement Plan has been updated to include all of the Quality Metrics from the recent Plan of Correction for the California Department of Public Health.
- **Employee Satisfaction Committee Results:** Mr. Hayes provided a hand out of the Employee Satisfaction results that was provided to us by Dink Rife, our independent

tabulator. He stated that Ms. Rife reviewed the results with Management Conference and will be scheduling follow up meetings with all departments to ask for input on corrective action. Mr. Hayes will report back to the Board.

- **California Department of Public Health Recertification Survey:** Mr. Hayes reported that we have had three acute re-visits and our annual SNF survey finished last Friday. And we are currently having our SNF Life Safety survey. Mr. Hayes stated that he voiced a complaint to the California Department of Public Health regarding the SNF surveyors and the Friday, 9:30 pm, exit conference. Mr. Hayes stated that staff is working very hard on all of the corrections.
- **Other:** Mr. Hayes reported that we had a Planning Committee meeting yesterday. The Master Plan was reviewed. He stated that the next step is to schedule an Advisory/Leadership meeting to review the plan. Mr. Fites will be also working on a lot line adjustment. Ms. McGrath explained that our deadline is 2030 and that this is a long process which can take 8-10 years to complete.

15. Closed Session.

Ms. McGrath announced the Board would move into closed session at 11:15 am., 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 12:15 pm and announced the following:

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

No reportable action.

II. Government Code Section 54957, to consider the following appointments to the medical staff:

Recommendation for Two Year Courtesy Privileges and re-Appointments:

Dr. Bugna stated that the MEC reviewed the privileges and background including claims history of Shiquan Ziong, MD, Mario Garibotti, DDS, and Troy Van Pelt, DDS. The MEC feels comfortable recommending the physician for Two Year Courtesy Privileges to the Board for Approval.

Dr. Bugna also stated that MEC reviewed the Updated Schedule 1 from Clinicians Telemedicine Group. The MEC feels comfortable recommending the approval of the updated schedule 1.

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

Ms. McGrath motioned to approve the following privileges and appointments to the medical staff as submitted.

Recommendation for Two Year Courtesy Privileges

- **Shiquan Xiong, MD (Psychiatry-Telemedicine)**
- **Mario Garibotti, DDS (Dentistry)**

- **Troy C. Van Pelt, DDS (Dentistry)**

Updated Schedule 1 – Clinicians Telemedicine Group

A second was provided by Mr. Fites. None opposed, the motion approved.

- 17. Adjournment.** Ms. McGrath subsequently adjourned the meeting at 12:30 p.m.



Approval

8.22.13

Date