

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

Thursday, September 27 2012

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 Larry Fites.

2. Roll Call.

Present: Larry Fites, Janie McBride, Lucie Kreth and Jay Skutt

Absent: Gail McGrath

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

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

3. Consent Calendar.

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

4. Board Vice-Chair Comments.

Mr. Fites commented on the recent Health Fair at PSREC. He stated that there were 36 employee volunteers that staffed the health fair and that it was a very positive experience.

- **Board Self Assessment- ACHD:** Mr. Fites discussed the new ACHD Board Self Evaluations. He stated that is a very in depth self assessment and feels the EPHC Board could benefit from utilizing it. Mr. Skutt agreed. Mr. Fites asked that Ms. Williams notify the Board the last week of December 2012 to complete in January.

5. Board Comments.

None

6. Public Comment.

None

7. Auxiliary Report

Ms. Davis reported that they currently have \$216,673 in the bank of which \$4,444 is in the memorial fund for employee scholarships. The Auxiliary has committed \$1,650 for this year's employee scholarships. \$32,825 is committed for the remainder of the new Ultrasound Machine. Nifty Thrifty grossed \$19,680 in August, and YTD is 13% ahead of last year. The Auxiliary logged 957 volunteer hours which included volunteer hours at the recent health fair.

8. Business Office Update

Aprel Martin, Business Office Manager reported that AR days are up do to staffing changes but are coming back down. She reported we have 60 days in AR currently. She also reported that they are working very hard to decrease denials. Ms. Martin also stated that she is

working with the Affordable Care Act Committee to implement the new Medicare preventive testing, and will soon be starting to call Medicare patients.

9. Audit Report

Ms. Nelson introduced Gerral Tucker, TCA Partners, LLP. Mr. Tucker commented that the audit went very well and EPHC had an excellent year.

The following is a brief overview of the Financial Audit results.

- Received an unqualified audit opinion.
- There were no material weaknesses, significant deficiencies or reportable conditions identified relating to the organization's internal controls.
- There were no audit adjustments.
- There were no difficulties encountered with management in performing the audit and we had no disputes or disagreements with management during the course of the audit.
- The significant Accounting/Auditing Issues reviewed included:
 - EMR payments
 - Hospital Fee Program Payments-IGT
 - FASB issued ASU 2011-07, Bad Debt Reporting

Ms. McBride made a motion to approve the 2011-2012 Audit Report. A second was made by Ms. Kreth. The motion was approved with no opposition.

10. Chief of Staff

Dr. Bugna stated that Dr. Blanco, Dentist will begin seeing patients on October 1st and Dr. Brooks, Podiatrist will begin seeing patients mid October. Mr. Hayes stated that Dr. Mardini, a locum gastroenterologist is seeing patients and has been well received by patients and staff.

11. Policies and Procedures

Ms. Whitfield stated that Director McBride reviewed the following policies and procedures: TPN with Hypoglycemia, General Admit Form, Heart Failure Orders, and Hypoglycemia. There was a brief discussion. Mr. Skutt motioned to approve the listed policies. A second was made by Ms. Kreth. None opposed, the motion was approved.

13. Committee Reports

• Finance Committee

Mr. Skutt reported that the Finance Committee met and reviewed the August financials and long term debt. He also reported that he had met with the Auditor and discussed the Finance Committee's responsibilities.

• PR Committee

Ms. McBride reported that the PR Committee was originally formed as an adhoc committee to create a new web site and an advertising plan. At the last meeting it was discussed and decided that the PR Committee's original tasks had been completed and the committee will now be dissolved. Ms. McBride would like the Board to receive PR updates periodically.

- **Planning Committee**

Mr. Fites reported that the Planning Committee met on 9/12 with Jack Bridge who is helping with exploring options for a new facilities site plan. There was discussion regarding modular construction as well as a discussion regarding Boiler options and alternative financing.

5. **CFO Report:** Ms. Nelson reported that the average daily census for inpatient services is down 18% to budget and 23% to last year. Skilled nursing is doing better than budget as we increase our census to 27 residents at each campus. Accounts receivable days increased to 60 due to the higher levels of revenue; cash receipts remained level and we managed a significant pay down of accounts payable. Ms. Nelson also reported that staff was notified of the 2 ½% wage increase.

14. **CEO Report**

- **Project List Update:**

- Ambulance Barn: Mr. Hayes reported that we have applied for a 2 year extension so that we can delay the removal of the ambulance barn to make it coincide with the new boiler project.
- Boiler replacement: Mr. Hayes reported that he had met with David Ainsworth to discuss the boiler options. Mr. Hayes also reported that he attended the City Council meeting to discuss the CDBG financing options.
- NPC modifications: Mr. Hayes reported that the bracing of the antenna is the only thing left to do for the NPC modifications. Once OSHPD approval is granted we can complete the work.

- **EMR Modules Update:** Mr. Hayes reported that the Clinic PPD Module is being installed.

- **Other:** Mr. Hayes reported that we will not be holding a drive through flu clinic this year due to limited vaccine. The Clinic will have scheduled days for flu vaccines for \$25 for self pay.

15. **Closed Session.**

Mr. Fites announced the Board would move into closed session at 11:45 a.m., 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 12:16 pm and announced with respect to Government Code Section 54957, appointments to the medical staff were approved as submitted. No other reportable action.

17. **Adjournment.** Mr. Fites subsequently adjourned the meeting at 12:16 p.m.


Approval

10/25/12
Date