LAST FRONTIER HEALTHCARE DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, February 25, 2016

Directors present: Michael Anderson, Jim Cavasso, Carol Cullins, Dick Steyer and Guy Martin Young
Directors absent: None
Staff in attendance: Kevin Kramer, CEO; Michele McQuillan, CNO; Jo Knoch, CFO; Amber Mason, Human Resources Manager; and Dee Blondo, District Clerk
Staff absent: None

1:00 pm – CALL TO ORDER
The meeting was called to order at 1:00 pm by Carol Cullins, Board Chair. The meeting location was the City Hall Council Chambers in Alturas, CA.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. AGENDA – Additions/Deletions to the Agenda
Kevin Kramer requested that the following policies in the Consent Agenda Item 5C.) be removed from the agenda.
   - Hospital Emergency Preparedness
     - Emergency Management Program
     - Emergency Operations Plan
     - Lockdown

   Marty Young moved to approve the Agenda as amended, Michael Anderson seconded and the motion carried, with all present voting “aye.”

3. PUBLIC COMMENT
There was no public comment.

REGULAR SESSION

4. DISCUSSION
K. Kramer – HRG January 2016 Financial Summary
Kevin reported from the Financial Dash Board.
   - January was a weak cash collections month.
   - AR days are flat at 64.
• Credit balances have been reduced by nearly a day.
• HRG have a written plan with goals and thresholds to meet regarding aging Medicare, Medi-Cal and Partnership accounts over 90 days.
• Other payers are sliding a bit also. Kevin is talking with HRG about this.
• The largest issue in January was the number of denials due to registration errors. Kevin will be developing a training program for all registrars, particularly in how insurance eligibility is confirmed. Staff will have to sign off on their understanding of the procedure and will be held accountable for their work.

B.) K. Kramer - Voucher Usage Year to Date
Kevin reported that as of February 19, 2016, $40,277 had been written off as vouchers that were used. As of February 25, 2016 230 voucher booklets had been collected by eligible tax payers.

C.) K. Kramer – Strategic Plan
Kevin reviewed the progress that has been made on the various strategic goals set six months ago.

D.) D. Blondo – Report on Tax Assessment Refunds
Dee reported that two more tax payers had appealed being taxed for more than one similarly title parcels. Kevin approved the refunds, which have been sent out.

E.) K. Kramer – Collaboration with the City of Alturas Regarding John Wall Trust Funds
There was a discussion about the letter that was sent to the City of Alturas informing them that LFHD was willing to donate a portion of their John Wall Trust monies to collaborate with and support the City’s use of their John Wall Trust monies.

The outcome of the discussion was to wait to see what the final allocation to the District would be from the John Wall Trust and to also identify any other needs the facility has that could be purchased with John Wall trust monies, prior to committing any amount to the City. It was also understood that any decision would wait until after the Community Needs Assessment was completed.

5. CONSENT AGENDA
A.) D. Blondo – Adoption of January 29, 2016 BOD Regular Meeting Minutes
B.) M. McQuillan – Departmental Policy Manuals
   • Central Supply
D.) M. McQuillan – Policies
   • Ambulance
     - Ambulance Vehicle Backing
   - Human Resources
     - Educational Assistance Loan Program
   - Policy Log

Marty Young moved to approve the Consent Agenda as amended, Michael Anderson seconded and the motion carried with all present voting “aye.”

6. CONSIDERATION/ACTION
A.) J. Knoch – January 2016 Financial Statement (unaudited)
Jo Knoch presented the January 2016 Financial Statement (unaudited):
• The financial results for January 2016 show an unfavorable variance of ($666,000) to budget. Year-to-date is favorable $855,000 to budget.
• Net Patient Service Revenue is unfavorable to budget by ($17,000); year-to-date is unfavorable ($13,000).
• Other Revenue Variance is favorable to budget by $6,972.
• Total Operating Expenses are favorable to budget by $125,000; year-to-date is favorable $42,278 to budget.
• Acute Patient Days are 26, which is unfavorable to budgeted days of 60.
• Swing Patient Days are 39, which is favorable to budgeted days of 15.
• SNF Patient Days are 1,047, which is unfavorable to budgeted days of 1,498.
• The ER generated 389 visits.
• The Clinic saw 805 patients.
• There were 8 Observation patients, 4 Surgeries and 15 Endoscopies.
• The Laboratory performed 1,886 tests.
• Radiology performed 300 x-rays, 63 CT scans, and 63 ultrasound procedures.
• Physical Therapy had 353 sessions.
• Days in Accounts Receivable were 64.5.
• Days in Accounts Payable were 11.1.

Michael Anderson moved to approve the January 2016 Financial Statement (unaudited), Dick Steyer seconded and the motion carried with all present voting “aye.”

B.) K. Kramer – Purchase of Warner Square
Kevin presented an opportunity to purchase the Warner Square building.

Jim Cavasso moved to purchase Warner Square as proposed by Kevin Kramer pending the performance of an appraisal, Dick Steyer seconded and the motion carried with Jim Cavasso, Michael Anderson and Dick Steyer voting “aye,” Marty Young voting “nay” and Carol Cullins abstaining.

C.) D. Blondo – Voucher Policy
To respond to a question posed by Dick Steyer at the previous meeting, a change was proposed to the Voucher policy to include “community organizations” in being able to assign their vouchers to a member of their organization for use at MMC.

Marty Young moved that the policy be approved as presented, Michael Anderson seconded and the motion carried with all present voting “aye.”

D.) K. Kramer – Recommendation to Invest
Kevin presented a recommendation to invest $2 million in LAIF.

Dick Steyer moved to approve the recommendation to invest as presented by Kevin Kramer, Michael Anderson seconded and the motion carried with all present voting “aye.”

7. VERBAL REPORTS
A.) K. Kramer – CEO Information to the Board.
• New Facility
  ○ Final feasibility study should be emailed to Mike Colbert of the USDA by tomorrow with stats to be updated when ready.
  ○ From there, we are hoping it goes to the State level of the USDA for review and then maybe on to National.
  ○ We had hoped to get this done before March was over, but that may not happen.
• Community Health Needs Assessment
  o We have partnered with Modoc County Public Health to have a Community Needs Assessment conducted. The consultant’s representatives have been on site and have conducted focus groups and interviews throughout the county. We are anticipating that the report will be issued sometime in March.

• Retail Pharmacy
  o Working on building prep and contracting work that needs to be done.
  o Second interviews with pharmacists tomorrow and Tuesday.
  o Still much more work that needs to be done.
  o There have been rumors that Shopko is planning to build next door to NAPA.

• Name Choices for New Retail Pharmacy
  o Last Frontier Pharmacy – The pharmacy will be named this.
  o MMC Family Pharmacy
  o Modoc Family Pharmacy
  o Modoc Everyday Pharmacy
  o Modoc’s Next Door Pharmacy

• IGT
  o Kevin mentioned that the IGT opportunity with Partnership HealthPlan of California was approaching and would provide further information on this at the next Board meeting.

• Richert Contract Amendment
  o Kevin had to make an amendment to Dr. Richert’s contract to extend his contract through March. The annual contract will be presented to the Board for approval next month.

B.) M. McQuillan – CNO Information to the Board.

• Census
  o SNF – 33 residents, two possible admissions next week.
  o Acute/ER – Staying brisk.
  o Swing – Several per week.

• Staffing
  o SNF – LVN staffing is good. CNA class will start next month at Lake District Hospital. We will start with 2 students and see how this arrangement goes.
  o Acute – 1 RN opening; continue to post openings.
  o ER – Currently have 2 full-time RN openings; continue to post openings.

• Training
  o Ongoing Mosby’s skills for nursing competencies.
  o Ongoing training for new equipment purchased with John Wall Trust funds.

• Programs
  o Contract signed with Renown for tele-cardiology services. They will be on site next Monday to set up the equipment and go over the program.
  o Michele will be reaching out to Behavioral Health to arrange a meeting to establish some collaboration of services. Awaiting their response.

• John Wall Trust Report
  o Major Projects at Warnerview
    ▪ Windows are complete, awaiting replacement of 5 broken panes.
    ▪ Painting will be completed today.
    ▪ Flooring to commence in resident bathrooms this week and the entire building next week.
    ▪ Shower remodels are still under review as we are waiting further pricing to complete.
C.) A. Mason – Human Resources Information to the Board
Nothing at this time.

D.) M. Anderson – Finance Committee Report
He had missed the meeting this month.

E.) J. Cavasso – Ad Hoc Committee Report.
- Jim reported that the Ad Hoc Committee has not met again since his last report; although the next meeting is coming up. The committee had discussed the Community Needs Assessment as one of the projects that needed to be accomplished. The committee met a couple of months ago with the Auxiliary and is stepping up to help them re-form.

F.) Board Member Reports
- Jim Cavasso – Asked some questions regarding the rumor that Shopco is planning on building a store next to NAPA.
- Dick Steyer – Nothing at this time.
- Michael Anderson – Nothing at this time.
- Marty Young – Nothing at this time.
- Carol Cullins – T.E.A.C.H. has gas vouchers and cards to help patients with transportation costs to medical appointments outside the area.

Marty Young moved to close the Regular Session of the Board and move to Executive Session, Dick Steyer seconded and the motion carried, with all present voting “aye.”

The Regular Session closed at 2:35 pm.

EXECUTIVE SESSION

Executive Session was called to order by Carol Cullins, Chair, at 2:40 pm.

8. CONSIDERATION/ACTION
A.) K. Kramer – Upcoming Litigation – Small Claims – per Gov’t Code Section 54956.9(b)(3)

Dick Steyer moved to adjourn from Executive Session and return to Regular Session, Michael Anderson seconded and the motion carried, with all present voting “aye.”

Executive Session was adjourned at 3:01 pm.

RESUME REGULAR SESSION

Regular Session was called back into order by Carol Cullins, Chair, at 3:05 pm.

9. CONSIDERATION/ACTION – RESULTS OF EXECUTIVE SESSION

10.) MOTION TO ADJOURN

Marty Young moved to adjourn the meeting at 3:06 pm, Jim Cavasso seconded and the motion carried, with all present voting “aye.”

The next meeting of the Last Frontier Healthcare District’s Board of Directors will be held on Thursday, March 31, 2016, at 1:00 pm in the Council Chambers of Alturas City Hall.