



REGULAR MEETING MINUTES LAST FRONTIER HEALTHCARE DISTRICT BOARD OF DIRECTORS

Thursday, December 7, 2023, at 1:00 pm
City Hall Chambers, 200 W North St.
Alturas, California

Directors present: **Edouard (Jim) Cavasso, Carol Madison, Paul Dolby, Rose Boulade, Mike Mason**
Directors absent:
Staff in attendance: **Kevin Kramer, CEO; Edward Johnson, CNO; Amber Vucina, CHRO; Patrick Fields, CFO; Adam Willoughby, COO; Denise King, LFHD Clerk.**
Staff absent:

CALL TO ORDER

Jim Cavasso, Chair called the meeting of the Last Frontier Healthcare District (LFHD) Board of Directors (Board) to order at 1:00 pm. The meeting location was City Hall, at 200 W. North Street in Alturas, California.

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

2. AGENDA – Additions/Deletions to the Agenda

Paul Dolby moved that the agenda be approved as presented, **Rose Boulade** seconded, and the motion carried with all present voting “aye.”

3. PUBLIC COMMENT

4. ANNUAL ORGANIZATIONAL MEETING

A.) K. Kramer - Acknowledgment of LFHD Board Chair, Jim Cavasso

B.) J. Cavasso - Election of Board Officers (*Newly elected officers will begin their tenure in office on January 1, 2024.*)

Carol Madison moved that the election of Board Members be kept the same as was organized when the New Board members were appointed in September 2023, **Rose Boulade** seconded, and the motion carried with all present voting “aye.”

The organization of the Board of Directors shall be as follows:

- Chair - **Jim Cavasso**
- Vice Chair - **Carol Madison**
- Secretary - **Paul Dolby**

C.) Chair - Appointment of Treasurer

- Treasurer - **Mike Mason** was appointed as Treasurer.

D.) Chair - Appointment of Board Members to Standing and Special Board Committees

- Finance Committee (*Under Brown Act – Meets every month the Wednesday of the week before the Board meeting at 1:00 pm in the Education Conference Room at MMC.*) **Rose Boulade** was appointed to represent the Board on the Finance Committee.

- **Quality Council** (Meets every other month on the 2nd Wednesday at 1:30 pm in the Education Conference Room at MMC.) **Paul Dolby** was appointed to represent the Board at the Quality Council.
- **Joint Conference Committee** (Education Conference Room at MMC.) **Carol Madison** and **Jim Cavasso** were appointed to represent the Board at this meeting.
- **New SNF/Hospital Addition Committee** (Education Conference Room at MMC.) **Carol Madison** and **Jim Cavasso** were appointed to represent the Board on this committee.

4. DISCUSSION

A.) A. Doss – Risk/Quality Report to the Board

Alicia Doss - presented the most recent Risk Management Report speaking from the information provided in the Board packet and answered any questions the Board had.

REGULAR SESSION

5. CONSENT AGENDA - Items under the Consent Agenda heading do not require discussion before a vote. If discussion is needed, that item needs to be moved to the Consideration/Action part of the Agenda where discussion is allowed.

A.) D. King - Adoption of LFHD Board of Directors Regular Meeting Minutes – October 26, 2023

B.) T. Ryan - Medical Staff Committee Meeting Minutes – November 29, 2023.

- **Medical Staff Committee Meeting Minutes –September 27, 2023.**
- **Pathology Report – July 31, 2023**
August 1, 2023
September 5, 2023

Carol Madison moved that the Consent Agenda be approved as presented with the correction of removing Carol Madison from being present for the October 26, 2023 meeting minutes, **Paul Dolby** seconded, and the motion carried with all present voting “aye.”

6. CONSIDERATION/ACTION

A.) P. Fields – October 2023 LFHD Financial Statement (unaudited).

Patrick Fields, CFO presented the *unaudited* Last Frontier Healthcare District Financial Statement for October 2023, from the narratives and financial statements provided in the Board meeting packet.

Carol Madison moved to approve the October 2023 LFHD Financial Statement (unaudited) as presented, **Paul Dolby** seconded, and the motion carried with all present voting “aye.”

B.) K. Kramer – Minimum Wage Transition Proposal Effective 01/01/2024

Kevin Kramer, CEO presented a summary of the anticipated costs of moving the sitter job classification up to \$16.00/hour to meet California’s minimum wage requirement as of 1/1/2024. This is the only job classification that would be moving up in wage.

Carol Madison moved to approve Minimum Wage Transition Proposal Effective 01/01/2024, **Rose Boulade** seconded, and the motion carried with all present voting “aye”.

C.) K. Kramer – CNA Wage Increase Proposal

Kevin Kramer, CEO presented to the Board the proposal to increase wages for CNAs. This increase would be for the CNA wage classification only. Kevin explained to the Board HR gathered market data from six Northern Hospitals and we would need to increase our starting wage to \$21.00/hour to stay competitive with Surprise Valley Hospital.

Mike Mason moved to approve CNA Wage Increase Proposal with a starting wage increase to \$22.00/hour instead of the initial \$21.00/hour, **Carol Madison** seconded, and the motion carried with all present voting “aye”.

7. VERBAL REPORTS

A.) K. Kramer – CEO Report to the Board **Provider Recruitment**

- Still looking for a permanent dentist. Conducted a site visit for a permanent candidate but did not feel the person would be a good fit. Going to extend the current locums’ provider we have.

- Going to post a job for a hospitalist/clinic FNP or PA position to see if others are interested in the same schedule or similar schedule as Dr. Hagge. If any of our clinic providers want to try this schedule, we will place one of them on this type of schedule and backfill with a permanent full-time clinic provider.
- In conversations with local FNP regarding working the walk-in clinic one day per week starting in 2024.

SNF Project

- The building pad was completed with the site work contractor (Liberty). Green stuff is soil stabilizer and is required by California SWPPP, in case you get asked that question.
- Overall, the project is still overbudget by around 4.3 million (assuming Swinerton will use up all the escalation that the contract allows them to use). The contractor and ourselves have been able to drive that overrun down to that number from \$8 million about 6 months ago. Overall rebidding the project seems to have been a good decision in driving the cost down.
- We are in discussions with Swinerton to try to negotiate some middle ground. The market has drastically changed since they submitted their initial GMP on this project. We feel it is in our best interests to try to work with Swinerton on this overrun and not try to force them to build at a \$4 million loss.
- The geothermal system was redesigned to reduce flow. Anderson Engineering is exploring some options for expanding the capacity of reinjection within the system. These options may include drilling our own well and paying for some upgrades to be done to an existing well near the high school that could potentially be used to discharge geothermal water used by the high school.
- USDA has informed us that Davis Bacon will not apply to our project now, since the grant is being used for equipment only. This should help Amendment 5 to be approved by Swinerton with minimal cost impacts to us.

Other Items

- Healthcare Minimum Wage analysis is still in process and getting refined.
- Still helping with some revenue cycle items where I can.
- Working through an NHSC recertification so that we can offer loan forgiveness to applicants that want to apply to that program. This has been a fairly in-depth review and we are on our second round of modifications to our program to ensure we are complying with their requirements.
- Working with an external 340B audit firm to verify that our 340B program is in compliance and operating the way it should be. We have identified several areas where our program can be modified to ensure compliance and better performance within the 340B program.
- Will start work on Civil Rights Audit for the USDA which is also scheduled to happen in January 2024.

B.) E. Johnson – CNO Report to the Board

Warnerview

- Dropped at 3-star CMS rating.
- Census is currently at 48.
- Resident activities
 - o Christmas Party is scheduled for some time in December – date to be determined.
 - o Light Parade scheduled for Saturday, December 2nd.
- We are still working our way through the Cerner Implementation, it is rocky, but we are managing.
- We had a plan of correction that we turned in the CDPH last Friday and they excepted it. The citation we received was for F741 Sufficient/Competent Staff – Behavior Health Needs – Patient-Centered Care Plan, Misconduct in front of resident, dignity, and psychological harm to residents.

Acute

- Census is at six today – we have been running a daily census of four to five patients.
- No active Respiratory Isolation on the floor currently.

ER

- Census is currently at 15.

Lab

- One of our International Lab CLS will be here sometime in January.

Radiology

- The Department Manager is out on leave until March.

Pharmacy

- We are searching for a Retail Pharmacist, due to our current pharmacist putting in his resignation notice as of December 15th.

Physical Therapy

- Searching for a Department Manager for Physical Therapy.
- Stephanie's last day was December 1st.
- We are also losing a part-time Physical Therapist who is leaving with her husband.

PPC

- Save the date for the Christmas Party – December 16th.

B.) P. Fields – CFO Report to the Board

Accounting

- Cost report is complete, expecting a draft of the audit anytime, we are now processing AP through the Cerner/Multiview interface for standard Pos out of purchasing for inventory.
- Deposits are more challenging now with cash needing to be split between HRG and R1 so that accounts receivable can be posted to the appropriate system.
- We all mostly have the workflow dialed in.

Medical Records

- Working through Cerner conversion and the new workflow processes.
- Have also been wrapping up any needs that HRG has on the Centriq and ECW AR.

Revenue Cycle

- Posted Revenue Cycle/Accounting Aide position.
- All efforts have been centered on the Cerner conversion and to making corrections to charges and trying to get registration staff to adapt to the new workflows and accuracy.
 - This has been a very heavy lift with all hands-on deck, department managers, Revenue Cycle, Medical Records, Adam and Kevin involved.
- R1 has been a huge asset through this process bringing their knowledge and expertise.
- HRG continues to work down the legacy AR in Centriq and ECW.

Purchasing

- Cerner conversion and seems to be doing well.

Floaters

- Currently have one full-time office worker, four extra office workers, with two on long term assignments.
- Of the other two one is supporting Revenue Cycle and doing a great job.

D.) A. Willoughby – COO Report to the Board

EHR

- Cerner did officially go live as scheduled on 10/23/23.
- Some issues that occurred during the go-live were some general laboratory tests that were still not built by go-live, so outpatient lab didn't technically go-live until the following day, 10/24.
 - This was a huge deal, and we had the Cerner lab Reps working until 2:00 am that morning to get those lab tests built.
- For the most part, our departments are doing okay now but Lab, Radiology, and SNF are going to warrant onsite help from the Cerner team as they are still struggling with cumbersome workflows and knowledge gaps.
- There are peer facilities of ours that went live back in April and are still working through issues so I'm sure we'll be working through issues and workflows for a while moving forward.

PACS

- The PACS implementation project is completely done at this point.
- All loose ends have been taken care of.
- There are still some intermittent issues with the Radiology reports crossing over from Infinitt to Cerner, but those types of issues are made top priority and taken care of as fast as possible.

Ellkay – Archival Solution

- We are in the final stages of implementation.
- The final data extracts from our legacy EMRs were sent over to Ellkay last week and the final patient list extract was completed and sent over to Ellkay the day before Thanksgiving.
 - Ellkay then converts the data to the format that Cerner requires. That should be completed before the end of the month.
- There will be a patient cleanup for the patients that had to be created as new in Cerner and had been created in one of our legacy EMRs after the initial patient list extract.

- The full consolidated archive that incorporates all of our legacy EMRs should be available in January or February.

Canby

- Susan and I are starting to get back to our normal schedule out there, which had changed with the Cerner implementation.
- Dr. Chen is still practicing as our Dentist and his assignment was set to end at the end of this month, but he is planning to extend. The hope is that he would extend for an additional 3 months.
 - Currently, we are not scheduling dental patients into January until we have confirmation that Dr. Chen is going to extend.
- On the medical side, we are going to convert one of the old provider offices (that was designed as a storage room originally) into a draw room (for lab blood draws), which consists of removing the carpet and replacing it with a hard surface flooring that can be cleaned up to infection control standards.
- Maintenance will perform a majority of the work and then we'll have a flooring contractor put in the new flooring if needed.
- Pushing IT to complete the phone upgrade in Canby as well as the current phone system out there is antiquated and cumbersome.

Maintenance

- Working on procuring and setting up a smoking hut at the new facility.
- We are looking at the possibility of implementing a "Maintenance Lead" position.

PPC

- The Christmas Party is scheduled for 12/16 which we are coordinating, and we have a lot of fun activities planned for that event.
- We are at the maximum number of attendees for keeping it to the one big dining room, so we had a good turnout for signups.
- We will also be putting on a cocoa and cookies event just before the year ends for one last offering to the staff after a long, tough year we have just gone through.

C.) A. Vucina – CHRO Report to the Board

Permanent/Travel Staff

- 257 total staff
- 23 travel staff (excluding SNF registry)
- N/A contracted staff – this is located in Admin.

Compliance

- Performance Evaluations 83% compliant
- TB 93% compliant
- Physicals 96% compliant

Union Updates

- Dress Code updated effective 12/1/23.
 - The piercing section was updated, allowing more freedom with piercings.
 - The language regarding shoes was amended to include "tasteful and appropriate"

Legal Updates

- **CA minimum wage**
 - \$16/hr effective 1/1/24.
 - Adjusting our Sitter wage scale to comply with this increase.
- **CA Health Care Minimum Wage (SB 525)**
 - \$18/hr. effective 6/1/24
 - MMC has proposed adding \$2.00 to each job classification at step 1 effective 6/1/24 to comply with this bill (pending Union approval)
 - MMC will increase its minimum wage by 3.5% annually until we hit a minimum of \$25/hr. based on requirements set forth in the bill (pending Union approval)
- **CA Paid Sick Leave (SB 616)**
 - Effective 1/1/24, Paid Sick Leave (PSL) accrual rates and carryover cap will increase. Accrual will update from 3 (24 hrs.) days to 5 days (40 hrs.). Carry over cap will increase to 80 hours.
- **CA Food Handlers (SB 476)**

- Effective 1/1/24, all food service workers are to be compensated for any cost associated with obtaining a food handler card. This bill considers the time it takes the employee to complete the training and cert program to be compensable as hour worked.
- **CA Reproductive Loss Leave (SB 848)**
 - Provide at a minimum 5 days of leave. Not required to be paid leave.
 - Time must be used within 3 months of loss event.
 - If multiple loss events are present within a 12-month period, time allowed is capped at 20 days.
 - Events include failed assisted reproduction, failed adoption, failed surrogacy, miscarriage, still birth, unsuccessful assisted reproduction.

F.) Board Member Reports

- **Jim Cavasso** – Nothing to report.
- **Carol Madison** – Nothing to report. Would like to make a comment on the care her brother received while at Modoc Medical Center and how it was far better than UC Davis.
- **Paul Dolby** – Nothing to report.
- **Mike Mason** – Nothing to report.
- **Rose Boulade** – Attended the Finance Committee Meeting.

Carol Madison moved to close the Regular Session of the Board of Directors, **Mike Mason** seconded, and the motion carried with all voting “aye.”

The Regular Session of the Last Frontier Healthcare District Board of Directors was adjourned at 2:26 pm.

EXECUTIVE SESSION

Executive Session was called to order by **Jim Cavasso, Chair**, at 2:27 pm.

7. CONSIDERATION / ACTION

A.) **T. Ryan – Medical Executive Committee Minutes & Credentialing Items – September 27, 2023– (Per Evidence Code 1157).**

• **Medical Executive Committee Minutes & Credentialing Items OPPE 2019B –August 30, 2023.**
Based upon character, competence, training, experience and judgment, favorable recommendation by peers and credentialing criteria fulfillments, the Medical Executive Committee recommended the following appointments for Last Frontier Healthcare District Board of Directors’ acceptance:

- **Matthew Kappen, MD** – Recommend reappointment of Limited Active privileges in the Emergency Medicine category.
- **Chelsea Pearson, PA-C** – Recommends reappointment of Allied Health status/privileges in the Family Medicine Category.
- **Bretton Breazeale, MD** – Recommends reappointment of provisional privileges in the Interventional Radiology category.
- **Dale Syverson, MD** – Recommends reappointment of Courtesy privileges in the General Surgery category.
- **Lisanne Burkholder, MD** – Recommends appointment of Limited Active privileges in the Hospitalist category.
- **Joshua McCollam, RPA** – Recommends appointment of Allied Health status/privileges in the Interventional Radiology category.

Carol Madison moved to close the Executive Session and resume the Regular Session of the LFHD Board of Director’s meeting, **Rose Boulade** seconded, and the motion carried with all voting “aye.”

The Executive Session of the Board of Directors was adjourned at 2:36 pm.

RESUME REGULAR SESSION

The Regular Session of the Board of Directors was called back to session by **Jim Cavasso, Chair**, at 2:37 pm.

8. CONSIDERATION / ACTION

A.) **T. Ryan – Medical Executive Committee Minutes & Credentialing Items –November 29, 2023. (Per Evidence Code 1157)**

- **Medical Executive Committee Minutes & Credentialing Items OPPE 2019B – November 29, 2023.**

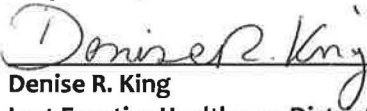
Carol Madison moved to approve and accept Minutes, Credentialing, and Privileging items as outlined above, **Rose Boulade** seconded, and the motion carried with all members voting “aye.”

11.) MOTION TO ADJOURN

Carol Madison moved to adjourn the meeting of the Last Frontier Healthcare District Board of Directors at 2:38 pm, **Rose Boulade** 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 January 25, 2023, at 1:00 pm in the Alturas City Council Chambers at City Hall in Alturas, California.

Respectfully Submitted:



Denise R. King
Last Frontier Healthcare District Clerk



Date:

12/1/2023