



REGULAR MEETING MINUTES LAST FRONTIER HEALTHCARE DISTRICT BOARD OF DIRECTORS

Thursday, February 29, 2024, at 1:00 pm
City Hall Chambers, 200 W North St.
Alturas, California

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

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

Kevin Kramer requested that AGENDA ITEM 7C. A. Vucina-CHRO REPORT TO THE BOARD be removed from the agenda. **Jim Cavasso** requested CONSENT AGENDA ITEM 5C.) POLICY AND PROCEDURES be moved to CONSIDERATION/ACTION AGENDA ITEM 6F.

Paul Dolby moved that the agenda be approved as amended, **Mike Mason** seconded, and the motion carried with all present voting “aye.”

3. PUBLIC COMMENT

NO Public Comment

4. DISCUSSION

A.) K. Kramer – 340B Audit Results

Kevin Kramer, CEO, presented the results and status of the 340B Audit Results to the Board. He also answered any questions they may have 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 – January 25, 2024

B.) T. Ryan - Medical Staff Committee Meeting Minutes –January 31, 2024.

- **Medical Staff Committee Meeting Minutes –November 29, 2023.**

- **Pathology Report – October 19, 2023**
November 30, 2023
December 1, 2023

- **Policy Review – Grievance Procedure**

C.) E. Johnson – Policy and Procedures (Moved to CONSIDERATION/ACTION ITEM 6F.).

- **Continuity of Operations Plan**

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

6. CONSIDERATION/ACTION

A.) E. Johnson – Departmental Policy Manuals

- **Quality Assurance – Alicia Doss, Quality, Risk, Compliance Director**
- **Risk Management - Alicia Doss, Quality, Risk, Compliance Director**
- **Swing Bed Utilization Review - Alicia Doss, Quality, Risk, Compliance Director**
- **Compliance - Alicia Doss, Quality, Risk, Compliance Director**

Alicia Doss discussed the Quality Assurance, Risk Management, and Compliance Policy Manuals as being reviewed; no changes are needed. She will update forms in the Utilization Review Policy Manual.

Rose Boulade moved to approve the Departmental Policy Manuals as amended, **Paul Dolby** seconded, and the motion carried with all present voting “aye”.

B.) P. Fields – January 2024 LFHD Financial Statement (unaudited).

Patrick Fields, CFO presented the *unaudited* Last Frontier Healthcare District Financial Statement for January 2024, from the narratives and financial statements provided in the Board meeting packet.

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

C.) P. Fields – Large Account Write Off

Patrick Fields, CFO discussed the cleanup of legacy AR accounts, most of which were VA accounts, which were not appealed within the timely filing limit. Patients did not follow through with the appeals process and getting authorizations. Going forward, a staff member will work with the patient and help them with the process.

Mike Mason moved to approve the Large Account Write Off as presented, **Rose Boulade** seconded, and the motion carried with all present voting “aye.”

D.) K. Kramer – Change Order No. 3 from Swinerton

Kevin Kramer, CEO presented to the Board the Change Order No. 3 from Swinerton and advised this Change Order was occurring due to Escalation and Changed Market Conditions. Swinerton’s attorneys have added the Davis Bacon clause back into the contract.

Paul Dolby moved to Change Order No.3 from Swinerton as presented, **Rose Boulade** seconded, and the motion carried with all present voting “aye.”

E.) P. Fields – LFHD FY 2023 Final Audit

Patrick Fields, CFO discussed the audit and addressed the board's questions regarding the increase in Salaries and benefits. Right now, long-term investment interest rates are lower than short-term investments. It may be April 2025 before we add long-term investments to our portfolio.

Rose Boulade moved to approve **LFH FY 2023 Final Audit** **Mike Mason** seconded, and the motion carried with all present voting "aye”.

F.) E. Johnson – Policy and Procedures

- **Consideration/Action Item 5C POLICY AND PROCEDURES – Continuity of Operations Plan**
 - **Corrections to the Contact Information in the Policy**

Mike Mason moved to table **Policy and Procedures – Continuity of Operations Plan**, **Rose Boulade** seconded, and the motion carried with all present voting "aye”.

7. VERBAL REPORTS

A.) K. Kramer – CEO Report to the Board

Provider Recruitment

- Conducted another site visit for a permanent dentist. He has decided not to join our team. The search will continue.
- Rose Moeller has been selected to work as a hospitalist and clinic provider. We are beginning the search for a permanent full-time FNP for the Alturas clinic to backfill her position so she can begin to work a hospitalist shift once every three weeks and get on the same rotation as Dr. Hagge and Dr. Burkholder.

SNF Project

- Reviewed the data for a materials escalation change order based on the variance that occurred from 2021 to 2023. Based on that data, Swinerton has successfully shown a significant increase in material prices. Based on this data, they will be eligible for a little over \$1.5 million in additional GMP. That change order will come to the Board next month.
- This will leave the project over budget by roughly \$3.2 million. Swinerton still has to meet and determine how much they can cut their fee to make up some of this difference. My hope is that they will still cover at least half of the gap and take some ownership of the budget overrun. Based on market data, I still feel that we should make up some of this difference as well, as the market has inflated beyond what anyone would have predicted from 2021 to 2023.
- A formal request has been made to the USDA to waive interim financing, along with all the information and data they requested from us.
- Swinerton wants to include Davis Bacon in the contract. Their attorneys now indicate that based on their legal research, our grant would require Davis Bacon to be followed. It is going back into our contract amendment, and we are just hoping that the USDA will approve it and Swinerton will sign so we can move forward. Due to this, we will likely realize a change order for an increased GMP.
- Met with City and School and we collectively decided to move forward with trying to obtain a grant from the Department of Energy to drill an additional injection well. The city has some property that would probably be better suited for this well based on proximity to the production well. For now, we will have Anderson Engineering apply for a technical assistance grant for \$10,000. This would help fund the preparation of the actual grant. The actual grant is for up to \$1.5 million with no matching requirements. An injection well and piping would likely cost closer to \$2-\$2.5 million, meaning we would also have to inject cash into this project. I will keep you posted on this progress as it progresses.

Other Items

- We pulled Adam back into the Revenue Cycle full time and met with Patrick and Adam. We have delegated various functions and projects related to accounting and revenue cycle to the three of us so that we can hopefully make quicker progress in fixing the current issues we have with many of our processes, which are fairly significant and need immediate attention.
- Making some changes with registration and patient financial services to reduce registration wait times and accommodate better communication with patients and patient financial services. For other patient complaints related to unanswered phone calls, please connect those patients to Alicia Doss so she can follow up on the concerns and find a resolution for those complaints.
- Please let us know of any other potential finance committee members you feel would be good for us to speak with so we can fill that committee vacancy as soon as possible.

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

Warnerview

- We are currently at a 3-star CMS rating.
- Our current census is at 50 today.
- We are still working our way through the Cerner Implementation, it is rocky, but we are managing.
- Paul Mitchell donated to Warnerview, and we will host two Warnerview staff and family Movie days at the theater with his donation.
- We have two employees at Warnerview positive for COVID.

Acute

- Census is at five today – we have been running a daily census of four to five patients.
- Currently, there are no active Respiratory Isolation on the floor.

- A Respiratory Therapist from Mayers came to train the nursing staff on the vent and high-flow oxygen machine.
- We have one employee in the Acute positive for COVID.

ER

- The average census is 13 per day.

Lab

- One of our International Clinical Lab Scientists (CLS) is here and in training.

Pharmacy

- We are searching for a Retail Pharmacist.
- We had a traveling pharmacist start on Tuesday and will be here for 13 weeks.

Physical Therapy

- We are seeking a permanent Physical Therapy (PT) Director and Physical Therapist. Currently, our PT Department is full staff minus the director.
- We do have Michele Wolfe, who agreed to become the interim PT Director.
- Two travelers will end their contracts in March, so we will be looking for two more Physical Therapists.

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

Accounting

- Single audit data has all been sent to auditors.
- Fine-tuning cash balancing processes and creating reports in Multiview to aid in the completion of HCAI quarterly reporting, which is much more automated than in the past.

Medical Records

- We have R1 bringing on supporting coders to assist our staff in working through the DNFB backlog and getting claims out the door.

Revenue Cycle

- Both Kevin and Adam are putting in major efforts to build outstanding charges, review edits in SSI to increase clean claims rates, get claims out the door, and get cash flowing back in.

Purchasing

- Purchasing has implemented its Cerner conversion and seems to be the one area of Cerner that is working correctly.

Floater

- We currently have one full-time office worker who is dedicated to supporting Accounting, Revenue Cycle, and Maintenance back-office tasks.
- We currently have two extra office workers.
- Demands for more office workers constantly.
- We will be hiring more extras to fill staffing shortages in departments.

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

Cerner

- Working full-time in the Revenue Cycle to build out the Chargemaster and Rules since our change to Cerner and R1.

Canby

- In Canby one day a week due to working full-time in the Revenue Cycle.

Marketing

- Hired a new Marketing Coordinator who is onboarding this week.

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

Permanent/Travel Staff

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

Compliance

- Performance Evaluations % compliant
- TB % compliant
- Physicals % compliant

F.) Board Member Reports

- **Jim Cavasso** – Commended staff for all they are doing through these changes.
- **Carol Madison** – Not Present.
- **Paul Dolby** – Nothing to report.
- **Mike Mason**—Thanked Patrick Fields for his report and all of the work being done to support the current changes made at Modoc Medical Center. Mike Mason spoke about a June 15, 2024 Car Show to support Cancer Research.
- **Rose Boulade**—Attended the Finance Committee meeting and acknowledged all the work that went into the audit.

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

The Regular Session of the Last Frontier Healthcare District Board of Directors was adjourned at 2:28 pm.

RESUME REGULAR SESSION

The Regular Session of the Board of Directors was called back to session by **Jim Cavasso, Chair**, at 2:43 pm.

8. CONSIDERATION / ACTION

A.) T. Ryan – Medical Executive Committee Minutes & Credentialing Items –January 31, 2024.
(Per Evidence Code 1157)

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

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

11.) MOTION TO ADJOURN

Rose Boulade moved to adjourn the meeting of the Last Frontier Healthcare District Board of Directors at 2:44 pm, **Paul Dolby** 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 March 28, 2024, at 1:00 pm in the Alturas City Council Chambers at City Hall in Alturas, California.

Respectfully Submitted:



Samantha Farr
Last Frontier Healthcare District Assistant to the CEO



3/1/24

Date