



REGULAR MEETING MINUTES

LAST FRONTIER HEALTHCARE DISTRICT BOARD OF DIRECTORS

Thursday, May 30, 2024, 1:00 pm
City Council Chambers
200 W. North St.
Alturas, California

Directors present: Edouard (Jim) Cavasso, Rose Boulade, Mike Mason, Paul Dolby, Carol Madison
Directors absent:
Staff present: Kevin Kramer, CEO; Edward Johnson, CNO; Patrick Fields, CFO; Adam Willoughby, COO; Samantha Farr, CNO Assistant; Amber Vucina, CHRO; Maria Morales, Medical Records Director; Andreas Camacho, Information Technology Director.
Staff absent: Marty Schaffer, Facilities Director

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 APPROVAL - Additions/Deletions to the Agenda

Paul Dolby moved that the agenda be approved as amended, **Carol Madison** seconded, and the motion carried with all present voting "aye."

3. PUBLIC COMMENT

No public comment

4. DISCUSSION

A. A. Willoughby – SNF and HA Project Monthly Report

Adam Willoughby, COO reviewed the monthly Skilled Nursing Facility and Hospital Addition Report with the board and answered any questions they had.

B. A. Willoughby – Revenue Cycle Update -Cerner

Adam Willoughby, COO reviewed the Lights on Dashboard with the board and answered any questions they had.

C. K. Kramer – Swinerton Negotiations Update

Kevin Kramer reviewed the Swinerton negotiations with the board and answered any questions they had.

REGULAR SESSION

5. CONSENT AGENDA

- A. S. Farr - Adoption of LFHD Board of Directors Regular Meeting Minutes – April 25, 2024,**
- B. S. Farr - Adoption of LFHD Board of Directors Special Meeting Minutes – May 16, 2024,**
- C. T. Ryan - Medical Staff Committee Meeting Minutes –March 27, 2024.**
 - **EOC Committee Meeting Minutes –January 2, 2024**

- **Water Management Program Meeting – January 2, 2024**
- D. **E. Johnson – Policy and Procedures**
 - **Policy Review –**
 - **Alturas Clinic**
 - **Medication Expire**
 - **Facilities/Engineering**
 - **Asbestos**
 - **Biomedical Equipment Failure**
 - **Biomedical Equipment Selection**
 - **Compressed Medical Gas and Oxygen**
 - **Construction Management and Safety**
 - **Emergency Management**
 - **Continuity of Operations Plan**

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

6. CONSIDERATION/ACTION

A. **E. Johnson – Departmental Policy Manuals**

- **Human Resources – Amber Vucina, Human Resources Director** –Board requested for the Human Resources Policy Manual to be brought back to the board at the beginning of next year.
- **Information Technology (IT) Department - Andreas Camacho, IT Director**
- **Health Information Management – Maria Morales, Medical Records Director**
- **Engineering- Marty Shaffer- Director of Facilities**

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

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

Carol Madison moved to approve the **April 2024 LFHD Financial Statement (unaudited)** as presented, **Mike Mason** seconded, and the motion carried with all present voting “aye.”

C. **K. Kramer –C-Suite Wage Adjustment**

Carol Madison moved to approve the **C Suite Wage Adjustment** as presented, **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

- Signed Offer Letter for Canby Dentist and should be here by August.
- Signed Offer Letter for FNP and should be here by August.

SNF Project

- Bond documents are the next step in financing.
- The new hospital addition will qualify for the New Tax Credit and will net approximately one million. USDA

Other Items

- 340B update, working on getting notices out.
- QIP 90% of data has been extracted and we need to analyze the data.
- MMC provided three \$2000 scholarships.
- Healthcare minimum wage, a bill has been presented to extend the start date to July 1,2024 and is waiting for a signature.

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

Warnerview

- Warnerview currently has a 3 Star CMS rating.
- Currently the census is at 47 with one admission and two discharges.
- Resident activities one resident participated in Special Olympics. Upcoming events are Father's Day Steak Dinner and Country Drives.
- We have a new van and Warnerview residents are getting a lot of use out of it.
- The 2023 Long Term Care Quality Improvement Program we received seventy out of one hundred points and \$107,000.
- Meeting with the Union to discuss changing the nursing staffing times.

Acute

- There is an average of seven patients in the hospital, but patients are staying longer than usual.
- Inpatient Census 4.75 with an average length of stay at 7.21.
- Swing Census is 2.97 with an average length of stay at 8.40.
- Admissions are at 19 acute and ten swing.
- There were twenty-five surgeries this month.

ER

- A total of twenty-five patients were seen with an average of 19.5 per day with an increase in acuity level.

Lab

- Will be fully staffed with employees in August.

Pharmacy

- We have a site visit for a new pharmacist tomorrow.
- Filled 2598 prescriptions.

Physical Therapy

- Two Physical Therapy candidates and Michele Wolfe is currently the interim Physical Therapy Director.

Radiology

- The department manager has returned from Leave of Absence.
- This month we had 297 X-rays, 89 Ultrasounds, 195, CT Scans, and 30 MRIs.

Wound Care

- New Wound Care nurse is local and working with the traveler for the next three months.
- Currently seeing patients in Outpatient Physical Therapy, Acute and the Skilled Nursing Facility

Health Fair

- We have twenty-six outside vendors and twelve internal vendors attending.

C. P. Fields – CFO Report to the Board

Accounting

- Starting the budget process.
- New accounting technician is starting and is training with the controller.

Purchasing

- Starting to work on inventory.
- Discrepancies have decreased since moving to the new facility.

Floater

- Currently we have one fulltime floater assisting in revenue cycle and maintenance, one in admitting helping with the lag times, one is in radiology, and one is limited on her time.
- Two applications from viable candidates have been submitted.

Medical Records

- Hiring a new coder and opened the position to for remote staffing.
- Continuing to work the DNFB backlog.

D. A. Vucina – CHRO Report to the Board

Permanent/Travel Staff

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

Compliance

- Performance Evaluations 82 % compliant
- TB 88% compliant
- Physicals 98% compliant

Union

- Approved health care minimum wage increase.

E. A. Willoughby – COO Report to the Board

Cerner

- The final Project Management meeting with the Cerner PM team has been held.
- Cerner still has some outstanding tickets that support is working on.

Ellkay

- Ellkay has fully consolidated the archive and needs to be validated.
- Training material and workflows are being developed for staff.

Canby

- The Canby Clinic Manager interviews are completed and will have a decision by the end of the week.
- A permanent dentist has signed on and is working on getting his CA license.
- One of our two Registered Dental Hygienists is no longer going to work for us as a Registered Dental Hygienist (RDH) on a regular basis.
- The current RDH works two days a week.
- Flying a position for an additional RDH.

Clinic

- Our new manager is doing a great job and has settled in nicely.
- We are fully staffed outside of needing a Licensed Clinical Social Worker (LCSW) and admitting clerk.
- A new provider has signed a contract and will be providing services in the clinic.

SNF

- We have drone photos and videos and will provide the board access if they want to see them.
- We are also formulating plans for some of the operational hinderances that are coming up due to construction activities.

Revenue Cycle

- Hired a Revenue Cycle Director, she oversees our Business Office, which includes our Revenue Cycle Director, Hospital Admitting Clerk, Patient Financial Services and Receptionist
- She is going to work remotely for the most part but will come onsite for a week each quarter.

Marketing

- The Marketing Coordinator is involved in a lot of different community and facility events, both in coordination and participation, including the Topping Off event for the new SNF project, the Cancer Awareness event, and the Health Fair.
- She coordinated elementary school field trips over the past couple of weeks, which went well and was appreciated by the kids and teachers.

PPC

- Hospital week went well, and the staff were appreciative.

F. Board Member Reports

Jim Cavasso

- We need to do something about the employee parking at the hospital.

Carol Madison

- On May 14th Tom O'Malley went to the county board meeting to discuss the old hospital building being turned into a homeless shelter. The county is looking into providing housing and probation is moving into the building. We have a housing problem in Modoc County and need to address it.

Paul Dolby

- Nothing to report

Mike Mason

- Post a sign indicating public and staff parking areas to address the parking concern at the hospital.

Rose Boulade

- Inquired about the door near the pharmacy being locked and asked if we could post signage indicating it is locked.



EXECUTIVE SESSION

Executive Session was called to order by **Jim Cavasso, Chair**, at 2:22 pm.

8. CONSIDERATION / ACTION

A. T. Ryan – Medical Executive Committee Minutes & Credentialing Items –March 27, 2024.
(Per Evidence Code 1157)

- **Medical Executive Committee Minutes & Credentialing Items OPPE 2019B –April 24, 2024.**

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

RESUME REGULAR SESSION

The Regular Session of the Board of Directors was called back to session by **Jim Cavasso, Chair**, at 2:25 pm.

REGULAR SESSION

9. CONSIDERATION / ACTION

A. T. Ryan – Medical Executive Committee Minutes & Credentialing Items –March 27, 2024. (Per Evidence Code 1157)

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:

Reappointments:

- Edward Richert, MD Family/Emergency Medicine

By Proxy Telemedicine Reappointment – Direct Radiology

- Matthew Allen, MD

B. Medical Executive Committee Minutes & Credentialing Items OPPE 2019B – April 24,2024

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

8. MOTION TO ADJOURN

Carol Madison moved to adjourn the meeting of the Last Frontier Healthcare District Board of Directors at 2:26 pm, 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 June 27, 2024, at 1:00 pm in the Alturas City Council Chambers at City Hall in Alturas, California.

Respectfully Submitted:

Samantha Farr
Chief Nursing Officer Assistant



June 27, 2024