



REGULAR MEETING MINUTES

LAST FRONTIER HEALTHCARE DISTRICT BOARD OF DIRECTORS

Thursday, July 25, 2024, 1:00 pm

City Council Chambers

200 w North St.

Alturas, California

Directors present: Edouard (Jim) Cavasso, Mike Mason, Paul Dolby, Carol Madison
Directors absent: Rose Boulade
Staff present: Kevin Kramer, CEO; Edward Johnson, CNO; Jin Lin, Finance Director, CFO; Adam Willoughby, COO; Samantha Farr, Interim LFHD Clerk, Amber Vucina, CHRO
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 APPROVAL - Additions/Deletions to the Agenda

Carol Madison moved that the agenda be approved as presented, **Mike Mason** 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
- B. A. Willoughby – Revenue Cycle Update -Cerner
- C. A. Willoughby- Small Balance Write-Off, Administrative Write-Off, and Prompt Pay Discount Policies

REGULAR SESSION

5. CONSENT AGENDA

- A. S. Farr - Adoption of LFHD Board of Directors Regular Meeting Minutes – June 27, 2024
- B. S. Farr – Adoption of LFHD Board of Directors Special Meeting Minutes – July 11, 2024
- C. T. Ryan - Medical Staff Committee Meeting Minutes –April 24, 2024.
 - Environment Of Care Committee Meeting Minutes –June 26, 2024
 - Pathology Report
 - May 1, 2024

Mike Mason 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

- Ambulance (Emergency Medical Services)
- Emergency Department
- EMTALA
- Infection Control- Acute
- Infection Control -SNF
- Med/Surg Nursing
- Operating Room/Surgery

Paul Dolby moved to approve the **Department Policy Manuals** as presented, **Mike Mason** seconded, and the motion carried with all present voting “aye.”

B. K. Kramer: Resolution Authorizing the Commencement of Proceedings in Connection with the Proposed Issuance of Bond Anticipation Notes: Resolution #24.03

Paul Dolby moved to approve **Resolution #24.03: Authorizing the Commencement of Proceedings in Connection with the Proposed Issuance of Bond Anticipation Notes** as presented, **board will review final documents prior to submission**, **Mike Mason** seconded, and the motion carried with all present voting “aye.”

LFHD Board Members	Aye	Nay	Absent	Abstain
Edouard (Jim) Cavasso	X			
Paul Dolby	X			
Carol Madison	X			
Mike Mason	X			
Rose Boulade			X	

C. K. Kramer : Resolution Approving the Form and Authorizing the Execution and Delivery of an Indenture and Note Purchase Agreement and Approving the Preparation and Authorizing the Distribution of Required Disclosure Documents, all in Connection with the Issuance, Sale, and Delivery of Bond Anticipation Notes to Finance a Portion of a new 50 Bed Skilled Nursing Facility and Approving Certain Other Actions. Resolution #24.04

Paul Dolby moved to approve **Resolution # 24.04 Approving the Form and Authorizing the Execution and Delivery of an Indenture and Note Purchase Agreement and Approving the Preparation and Authorizing the Distribution of Required Disclosure Documents, all in Connection with the Issuance, Sale, and Delivery of Bond Anticipation Notes to Finance a Portion of a new 50 Bed Skilled Nursing Facility and Approving Certain Other Actions.** **as presented the board will review final documents before submission**, **Mike Mason** seconded, and the motion carried with all present voting “aye.”

LFHD Board Members	Aye	Nay	Absent	Abstain
Edouard (Jim) Cavasso	X			
Paul Dolby	X			
Carol Madison	X			
Mike Mason	X			
Rose Boulade			X	

C. K. Kramer: Resolution for Tax Collection. Resolution 24.05

Paul Dolby moved to approve the **K. Kramer: Resolution for Tax Collection. Resolution 24.05 Order** as presented, **Carol Madison** seconded, and the motion carried with all present voting “aye.”

LFHD Board Members	Aye	Nay	Absent	Abstain
Edouard (Jim) Cavasso	X			
Paul Dolby	X			
Carol Madison	X			
Mike Mason	X			
Rose Boulade			X	

D. K. Kramer: Ordinance Approving a Formal Agreement for the Sale of Last Frontier Healthcare District Bond Anticipation Notes. Ordinance #24.01

Paul Dolby moved to approve K. Kramer: Ordinance Approving a Formal Agreement for the Sale of Last Frontier Healthcare District Bond Anticipation Notes. Ordinance #24.01 as presented the board will review final documents before submission Paul Dolby seconded, and the motion carried with all present voting “aye.”

LFHD Board Members	Aye	Nay	Absent	Abstain
Edouard (Jim) Cavasso	X			
Paul Dolby	X			
Carol Madison	X			
Mike Mason	X			
Rose Boulade			X	

E. J. Lin – June 2024 LFHD Financial Statement (unaudited)

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

7. VERBAL REPORTS

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

- Dr. Chen is returning for a few months to cover Canby Dental while we look for a permanent provider.
- We had a site visit with another dentist that has not panned out yet.
- An FNP for Alturas Clinic should be here in September, he is waiting for his license.
- One of Alturas Clinic’s providers is not renewing her contract, so we will need to look for another FNP or NP to fill her position.

SNF Project

- Finalizing interim financing for this New SNF project.
- Working on USDA Pay Applications and finalizing change orders.

Other Items

- CFO transition to Finance Director is going well.
- Working on OSHPD, Finance Audit and QIP.
- There has not been an update from the school board on the geothermal well proposal.
- We have not been able to find a contractor to test the geothermal well to see if it would work as a reinjection well.

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

- 3-star CMS rating
- Census: 49
- Admission: one pending

Acute

- Census: Four
- Admissions
 - Three Acute
 - Seven Swing
- Surgeries
 - Twenty-eight Surgeries

ER

- Census Avg twenty-eight per day.

Radiology

No issues

Pharmacy

- 2351 Scripts filled this month

Physical Therapy

- The new Physical Therapy Director has signed the contract and is waiting for his California license to be approved.

Ambulance

- 81 calls

Wound Care

- Seen 75 patients with only three no-shows.
- Scheduling a monthly Wound Care meeting with Dr. Hagge and the wound care nurse.

C. J. Lin – Finance Director Report to the Board

Accounting

- We hired an accounting tech/AP Clerk; and we made an offer for the controller position today.
- Current AP tech has accepted a position as the Canby Manager.
- Audit CAM has been assigned and we plan on submitting it to the Auditors by the end of August.
- Auditors will be on-site the week of Sept 16

D. A. Vucina – CHRO Report to the Board

Permanent/Travel Staff

- 261 Total staff
- 30 Travel staff (excluding SNF registry)
- N/A contracted staff – this is located in Admin.

Compliance

- Performance Evaluations 85% compliant
- TB 89% compliant
- Physicals 96% compliant

Union Updates

- Approved dietary shift meal and new pay class for Physical Therapy Lead Office Worker.
- Adding language to the MOU for Emergency Medical Services Staff to account for their normal 48 hour work week.

E. A. Willoughby – COO Report to the Board

- Elkay Implementation
 - Final validation is still underway, hoping to finish validation and roll this out to all staff soon.

Clinic

- Alturas

o Things are going well and we're doing some work with the Care Coordinators on the Partnership QIP front so that we can try to meet the quality incentive benchmarks set forth that bring back increased reimbursement of an additional \$300,000 to the facility if we meet all 4 of the benchmarks.

- Canby
 - o Our new manager, Julie Carrillo, has started working partial days out in Canby.
 - o Her current position has been backfilled and she will begin training next week.
 - o On the dental side, we have Dr. Chen slated to start right as Dr. Zollman's assignment ends near the end of August.
 - o Dental hygienist will be working 3 days per week (Tuesday – Thursday).
- Revenue Cycle
 - o There are a few system issues with Cerner and their claim rules, most of which have been working and all of the sudden started not working, which is perplexing.
 - o Our aged over 90 days has been continually increasing, although the increases have been decreasing from month to month.
 - o We are trying to capture as much of that reimbursement as possible before having to write off accounts due to untimeliness.
 - o Our new PFS Counselor, is now full-time.
- Marketing Coordinator
 - o Went to Burney to participate in Pit River Health's Health Fair back in mid-July which was received very well and has established some good connections with some folks down there.
- SNF
 - o Swinerton has begun some of the construction work on the hospital addition which means that we have lost our Hospital Physical Therapy room and grieving room at the southeast corner of the Hospital.
 - o We have come up with alternative spaces for those rooms.
- II
 - o We just finished up the interviews for backfilling that position.
 - o We have some really good candidates and are in the process of making an offer to the candidate we ended up selecting.

F. Board Member Reports

- **Jim Cavasso**
 - o Nothing to report
- **Paul Mason**
 - o Nothing to report
- **Rose Boulade**
 - o Nothing to report
- **Carol Madison**
 - o Teach is looking for sponsorships for their Color Run
- **Mike Mason**
 - o Nothing to report

Mike Mason moved to close the Regular Session of the Board of Directors, **Paul Dolby** seconded, and the motion carried with all voting "aye."

The Regular Session of the Last Frontier Healthcare District Board of Directors was adjourned at 1:25 pm.

EXECUTIVE SESSION

Executive Session was called to order by Jim Cavasso, Chair, at 1:25 pm.

8. CONSIDERATION / ACTION

- A. T. Ryan – Medical Executive Committee Minutes & Credentialing Items –June 26, 2024. (Per Evidence Code 1157) Medical Executive Committee Minutes & Credentialing Items OPPE 2023 A & B –May 29, 2024. Attachment K

Mike Mason 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 voting “aye.”

The Executive Session of the Board of Directors was adjourned at 2:40 pm.

REGULAR SESSION

9. CONSIDERATION / ACTION

- B. T. Ryan – Medical Executive Committee Minutes & Credentialing Items –June 26, 2024. (Per Evidence Code 1157)

Carol Madison 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

Carol Madison moved to adjourn the meeting of the Last Frontier Healthcare District Board of Directors at 2:40 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 August 29, 2024, at 1:00 pm in the Alturas City Council Chambers at City Hall in Alturas, California.

Respectfully Submitted:

Dorothy King For Samantha Farr
 Samantha Farr
 Chief Nursing Officer Assistant



- 8. MOTION TO ADJOURN – J. Cavasso – Chair