



REGULAR MEETING MINUTES

LAST FRONTIER HEALTHCARE DISTRICT BOARD OF DIRECTORS

Thursday September 26, 2024, at 1:00 pm
City Hall Chambers, 200 W North St.
Alturas, California

Directors present: **Edouard (Jim) Cavasso, Rose Boulade, Mike Mason**
Directors absent: **Carol Madison, Paul Dolby**
Staff in attendance: **Kevin Kramer, CEO; Edward Johnson, CNO; Jin Lin, Finance Director; Adam Willoughby, COO; Amber Vucina, CHRO, 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

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

3. PUBLIC COMMENT

4. DISCUSSION

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

Adam Willoughby, COO advised the Board of the progress for the New SNF and HA and answered any questions the Board had.

B.) A. Willoughby – Revenue Cycle Update – Cerner

Adam Willoughby, COO provided the Board with the Lights On Dashboard and answered any questions they had. **Rose Boulade** requested that **Adam** send the report to the Board at the beginning of the month so they can see the report after month end and have complete data to reference.

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 –August 29, 2024

B.) D. King - Adoption of LFHD Board of Directors Special Meeting Minutes – September 19, 2024

C.) T. Ryan - Medical Staff Committee Meeting Minutes –August 28, 2024.

- **Medical Staff Committee Meeting Minutes –July 31, 2023.**
- **Pathology Report – July 2, 2024**
- **Policy Review – August 2024**

C.) E. Johnson – Policy and Procedures

- **Alturas and Canby Clinic Business Office**
- **Central Supply**

- Dietary SNF Emergency Department
- Engineering Infection Control – SNF
- Information Technology
- Infusion Laboratory
- Operating Room
- Physical Therapy
- Radiology
- Radiology CT
- Radiology IR
- Radiology Ultrasound

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

6. CONSIDERATION/ACTION

A.) E. Johnson – Departmental Policy Manuals

- Canby Clinic – Medical and Dental
- Alturas Clinic

Ed Johnson, CNO introduced Alturas Clinic Manger, Jon Crnkovic to the Board. Ed advised the Board that we are trying to mirror Alturas Clinic policy manuals and are in the process of revising the Canby Dental policy manuals.

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

B.) J. Lin – August 2024 LFHD Financial Statement (unaudited).

J. Lin, Finance Director presented the *unaudited* Last Frontier Healthcare District Financial Statement for August 2024, from the narratives and financial statements provided in the Board meeting packet.

Rose Boulade moved to accept the August 2024 LFHD Financial Statement (unaudited) as presented, **Mike Mason** seconded, and the motion carried with all present voting “aye.”

C.) C. Cavasso – Board Meeting Time Change

Jim Cavasso, Chair proposed the idea of changing the Board Meeting times to start at 3:30 pm starting on October 31st at the next scheduled Regular Meeting. A discussion was also held regarding a restructure of the agenda to have Board Reports in the beginning of the meeting and all other items following in case meetings run late and individuals have to leave to pick up children or fulfill other obligations.

Mike Mason moved to accept the proposal of the time change for all future Board Meetings, **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

- Ryan Ciantar is scheduled to take his national exams. After passing that he can license as a FNP in California. We anticipate that he will likely start near the end of the calendar year at this point.
- We have another candidate interested in the full-time job in Canby. I will send that candidate an offer this week and she will decide if she would like to come out for a site visit to see the Canby Clinic. She was an applicant that was also interested in the Alturas position when we extended an offer to Ryan Ciantar.
- We had a site visit with a permanent dentist candidate last week and have another one tomorrow with an interested candidate as well. Hoping that one of these two candidates will commit to being here so we can have a permanent dentist in Canby.

SNF Project

- Some interim Financing documents are being signed this week so that we can close in October.

- Will likely put some of our capital expenditures on hold this fiscal year until we are able to reach our goal of \$14 million in reserves after we expend all the District funds that are planned to be spent on the New SNF and Hospital Expansion project (About \$36.9 million). We have already spent \$18 million on the project out of our own reserves. We have about \$19 million left to fund according to our budget for the project. Projects put on hold will likely include the generator project, office building project, and others that are larger in dollar amount.

QIP Project

- Audit is completed and they uncovered no issues. Final performance rates have been filed. We will know the amount of money we have earned later this calendar year, and these funds will be paid out in February, but everything went very well during the audit.

340B Compliance

- Macro Helix has been unable to validate quantities dispensed for some NDCs that were dispensed and accumulated to 340B incorrectly. This is because of some of our mapping of NDCs to charge codes that was incorrect. We are working with them to figure out a good path forward.

Ambulance Donation

- I have not been able to reach out to local fire departments to ask if they need an ambulance, but will try to prioritize that in October.

Old SNF/Warnerview Update

- Ed and I have asked CDPH if we can continue to operate the SNF at 225 W. McDowell as a composite DP/SNF. If they agree that it can remain a DP/SNF and we don't have to retrofit the building, we will likely keep it licensed for 25 beds and convert them to private rooms.
- If CDPH approves this, we will do a very rough financial analysis to ensure that we can make money by keeping those beds open and will proceed with an implementation plan to accommodate that goal as we transition to the new SNF. This would increase our total licensed SNF beds from 50 to 75.

Clinic Scope of Change

- We are planning on converting Brian Bernard's old office in the clinic into a wound care room. We would like to run a wound care/visiting nurse program out of our Alturas Clinic. This will allow us to file for a scope of change in that clinic, which would cause for the state to have to re-establish our rate for the clinic. This would likely increase our rate in the clinic from MediCal significantly. Wipfli's rough estimate of the annual impact is between \$200k and \$300k per year in additional reimbursement.

Other Items

- DHLF and Partnership Healthplan of CA Site Visit today - went well.
- PHP would like us to focus on offering more services, including non-medical and prioritized the efforts listed below:
 - SNF expansion
 - Nonemergency Medical Transportation
 - Transitional Housing
 - Quality Performance

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

Warnerview

- Increased Covid outbreak.
- Residents are scheduled to go to the football game.
- Star Rating remains at 3 Stars.
- Census of 49 with one person coming next week.

Radiology

- MRI notice received today that we will no longer have Mobile MRI available.

B.) J. Lin – Finance Director Report to the Board

Accounting

- Auditors were on-site last week and we submitted 129 items that they asked for.
- The Auditors were very happy that we were on top of everything.
- This week we move on to Sing Audit and there shouldn't be too much going on with that, one item may be regarding the old hospital that was transferred back to the County.
- The Cost Report has also been started.
- Our Controller only works two days a week until the end of October then she will resume her normal work schedule.

- We made an offer for our AP Tech position today – Thank you Julie for your continuing support in the Accounting Department.

Purchasing

- Staying busy.

Office Workers

- We have a new extra Office Worker, hoping she can start next week.

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

- Busy working through Revenue Cycle.

C.) A. Vucina – CHRO Report to the Board Permanent/Travel Staff

- 266 total staff
- 20 travel staff (excluding SNF registry)

Compliance

- Performance Evaluations 81% compliant
- TB 88% compliant
- Physicals 89% compliant

Recruiter

- Will be hiring a recruiter for the HR Department in the near future.

F.) Board Member Reports

- **Jim Cavasso** – Nothing to report.
- **Carol Madison** – Absent.
- **Paul Dolby** – Absent.
- **Mike Mason** – Excited about the New SNF and the progress.
- **Rose Boulade** – Nothing to report.

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 1:59 pm.

EXECUTIVE SESSION

Executive Session was called to order by **Jim Cavasso, Chair**, at 2:00 pm.

7. CONSIDERATION / ACTION

A.) T. Ryan – Medical Executive Committee Minutes & Credentialing Items –August 28, 2024– (Per Evidence Code 1157).

- **Medical Executive Committee Minutes & Credentialing Items OPPE 2019B –July 31, 2024.**

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 Kilpatrick, MD – Recommend appointment of Consulting privileges in the Pathology category.
- Allen Mendez, MD – Recommends reappointment of Consulting privileges in the Pathology Category.
- Mindy Cooper-Smith, MD – Recommends reappointment of Consulting privileges in the Pathology Category.
- Matthew Farson, MD – Recommends appointment of Provisional privileges in the Emergency Medicine category.
- Julie Torman, MD – Recommends reappointment of Limited Active privileges in the General Surgery category.

Mike Mason 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 2:15 pm.

RESUME REGULAR SESSION

The Regular Session of the Board of Directors was called back to session by **Jim Cavasso, Chair**, at 2:15 pm.

8. CONSIDERATION / ACTION

A.) T. Ryan – Medical Executive Committee Minutes & Credentialing Items –August 29, 2024.
(Per Evidence Code 1157)

- **Medical Executive Committee Minutes & Credentialing Items OPPE 2019B – July 31, 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 members voting “aye.”

11.) MOTION TO ADJOURN

Rose Boulade moved to adjourn the meeting of the Last Frontier Healthcare District Board of Directors at 2:16 pm, **Mike Mason** 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 October 31, 2024, at 3:30 pm in the Education Conference Room, Modoc Medical Center in Alturas, California.

Respectfully Submitted:



Denise R. King
Last Frontier Healthcare District Clerk

