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## **REGULAR MEETING MINUTES**

### **LAST FRONTIER HEALTHCARE DISTRICT BOARD OF DIRECTORS**

Thursday December 12, 2024, at 3:30 pm  
Modoc Medical Center, Education Conference Room.  
Alturas, California

Directors present:           **Edouard (Jim) Cavasso, Rose Boulade, Mike Mason, Carol Madison, Paul Dolby, Keith Weber**

Directors absent:

Staff in attendance:       **Kevin Kramer, CEO; Jin Lin, Finance Director; Adam Willoughby, COO; Amber Vucina, CHRO, Denise King, LFHD Clerk.**

Staff absent:               **Edward Johnson, CNO**

#### **CALL TO ORDER**

**Jim Cavasso, Chair** called the meeting of the Last Frontier Healthcare District (LFHD) Board of Directors (Board) to order at 3:30 pm. The meeting location was the Education Room at the new hospital building, located at 1111 N. Nagle 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** asked that a verbal report from Ed Johnson, CNO, be removed from item 4B. **Mike Mason** moved that the agenda be approved as amended, **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**

**Kevin Kramer** turned some time over to Carol Madison to recognize **Jim Cavasso** with a plaque for over 14 years of service as a Board Member.

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

**Jim Cavasso** made nominations for the following Board members to fill the following positions, **Mike Mason** seconded, and the motion carried with all present voting “aye.”

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

- **Chair - Carol Madison**
- **Vice Chair - Rose Boulade**
- **Secretary – Paul Dolby**

##### **C.) Chair - Appointment of Treasurer**

- **Jim Cavasso** appointed **Mike Mason** to be Treasurer of the Board.

##### **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 the Board meeting at 3:30 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 2<sup>nd</sup> Wednesday at 1:30 pm in the Education Conference Room at MMC.*) **Keith Weber** was appointed to represent the Board at the Quality Council.
- **New SNF/Hospital Addition Committee** (*Education Conference Room at MMC.*) **Mike Mason** and **Carol Madison** were appointed to represent the Board on this committee. **Jim Cavasso** was asked to stay on this committee as a community member as well since he has been on the committee from the beginning and has historical information that will be valuable to the success of the project.

#### **4. VERBAL REPORTS**

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

###### **Provider Recruitment**

- Miriam Arana has signed an offer to work at Canby Clinic as a PA. Ryan Ciantar is still set to come January 13, 2025 to work in the Alturas Clinic as a FNP.
- Dr. Licauco has also agreed to come work in the Canby Clinic in April 2025 pending approval of her contract.

###### **SNF Project**

- We are utilizing interim financing to pay Swinerton Pay Applications currently, so those funds are being drawn down.
- Amendment 5 is still being worked through, so no update on this change order yet.
- I have signed Amendment 6 pertaining to billable rates, which just put into place what we had previously agreed on.
- Amendment 7 is currently being reviewed and is an update to the insurance provisions in the contract to reflect what is being carried and to eliminate contradictory language that was in the original contract regarding builder's risk.
- Have furniture quotes and are currently evaluating those.

###### **Old SNF/Warnerview Update**

- Ed and I are still working on a formal proposal to send to CMS asking if we can keep this open.

###### **340B Compliance**

- Still in the process of adjusting accumulation levels down to eliminate mis-accumulations that were identified earlier in the year.

###### **Ambulance Donation**

- Megan Wright will reach out to fire departments this month and I will follow up with what they say about the ambulance in January.

###### **Clinic Scope of Change**

- Maintenance is working on a remodel to the space in the clinic to accommodate wound care in the clinic so we can file this. It is anticipated that we will be able to file this within this fiscal year and realize the financial benefit of a scope of change.

###### **MRI Services**

- Conducted a very high-level MRI analysis based on our volumes and referrals for MRI services. Based on that analysis we could net around \$300k per year from MRI. Given our current cash situation, we all felt that it would still be best to invest with the other five facilities in a mobile solution until we can rebuild our cash reserves. That is the path we are currently on. It is likely that we will contract with Heritage for mobile imaging services, while the group of 5 facilities establishes the legal structure that will dictate how purchase and sharing of MRI will work moving forward. All 5 facilities have verbally agreed to share in the legal expenses associated with establishing the structure that will exist to share that asset.

###### **IV Solution Shortage**

- We have cancelled our weekly meeting. IV solutions are becoming more available and we are not cancelling any surgeries or other services anymore to navigate this shortage. Things seem to be improving with allocations and supply.

#### **Potential Budget Amendments**

- Generator Project-still gathering information on this potential budget amendment.

#### **Other Items**

- Thank you Jim for all your service and leadership, we will miss you.

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

#### **C.) J. Lin – Finance Director Report to the Board**

##### **Accounting**

- Almost wrapping up Audit, spoke with Rachel last week and had to submit additional items. It should be done by the end of this month.
- Cost Report is done.
- Accounts Payable and Payroll are doing good, Jennifer, the Controller, is almost full-time, still working some part-time hours.

##### **Purchasing**

- Continues to function very well and has no current issues.

#### **E.) A. Vucina – CHRO Report to the Board**

##### **Permanent/Travel Staff**

- We currently have 265 total staff.
- We have a total of 16 travelers.

##### **Compliance**

- Performance Evaluations are 82% compliant
- TB testing is 88% compliant
- Physicals are 88% compliant

#### **F.) A. Willoughby – COO Report to the Board**

##### **Clinics**

- Alturas Clinic, the new wound care space is starting to take shape as Maintenance has started on that project of converting our current immunization/equipment room to the new, dedicated wound care room.
- Marty and team may have run into a snag on the new immunization room, which is Brian Bernard's old office, as we may have to have a sink in the immunization space.
- On the Canby Clinic front, Julie just got done with her first site survey from Partnership and she scored over 90% on the main survey front as well as the medical records portion of the survey as they're scored separately.
- There were no major deficiencies noted.
- Julie is also working on setting up our Enhanced Care Management program, which will consist of 2 Enhanced Care Coordinators managing higher acuity patients as determined by Partnership based upon their eligibility criteria.

##### **Revenue Cycle**

- All of the high level metrics are trending in the right direction and are looking really good.
- We collected \$2.84 million, our AR decreased by \$1.35 million, our AR days decreased by about 8 days, AR>90 reduced by almost \$200k, and our DNFB was the lowest it has been since go-live.
- We do have a big change coming up in the near future that is inevitable and that is to our Cerner Patient Accounting solution. Cerner is rolling out their replacement solution, RevElate, that we will eventually have to migrate to.
- We all attended the first webinar on this new solution and it looks really good.

##### **Maintenance**

- Just finished the cabinetry in the lab phlebotomy space and will have the flooring done next week so that project is moving along.

##### **Information Technology**

- IT is gearing up to procure all of the IT equipment for the new SNF and Hospital Addition as they are tasked with ordering WAPs, security cameras, and additional switches.
- Andy is gearing up to put in place a backup system that would completely backup all of our data. They're doing a server upgrade for support services as well.

#### **Marketing**

- Our Marketing Coordinator is going to be going out for a couple of weeks again and I will be filling that gap in her absence so I'll do the best I can there.

#### **G.) Board Member Reports**

- **Jim Cavasso** – Curious when the Christmas Party is this year. Denise advised that the Christmas Party is December 21<sup>st</sup>, anyone who would like to attend was asked to let Denise know.
- **Carol Madison** – Nothing to Report.
- **Paul Dolby** – Nothing to report.
- **Mike Mason** – Happy to see the AR going down.
- **Rose Boulade** – Attended the Finance Meeting.

### **5. 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 the questions the Board had, speaking from the monthly project report provided in the Board Packet.

#### **B.) J. Cavasso – Board Member Attendance Quarterly at Medical Staff Meetings**

**Jim Cavasso, Board Chair** appointed Carol Madison and Rose Boulade to attend the Joint Conference Committee meetings held at the beginning of Medical Staff Meetings quarterly.

#### **C.) J. Cavasso – Street Lighting at Intersection of 12<sup>th</sup> and Nagle**

**Jim Cavasso, Board Chair** would like for someone to look into getting lighting put at the intersection of 12<sup>th</sup> and Nagle. **Adam Willoughby, COO** will contact CalTrans about putting in a street light.

### **REGULAR SESSION**

**6. 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 31, 2024**

#### **B.) T. Ryan - Medical Staff Committee Meeting Minutes –October 30, 2024.**

- **Medical Staff Committee Meeting Minutes –September 25, 2023.**
- **Pathology Report – No Report**

**Carol Madison** 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.) J. Lin – October 2024 LFHD Financial Statement (unaudited).**

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

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

#### **B.) K. Kramer – Dr. Licauco Employment Agreement**

**K. Kramer, CEO**, presented the Employment Agreement for Dr. Licauco to the Board and answered any questions they may have had.

**Mike Mason** suggested to fix section C1 to reflect working a four to five day schedule, not a three day schedule as it reads currently.

**Carol Madison** moved to accept Dr. Licauco’s Employment Agreement with the changes that Mike Mason proposed, **Paul Dolby** seconded, and the motion carried with all present voting “aye.”

#### **C.) K. Kramer – Budget Amendments; Parking Lot Sealing and Striping, ER Provider Contract**

**K. Kramer, CEO**, presented the Budget Amendments to the Board and answered any questions they may have had.

**Mike Mason** would like for Kevin to obtain more bids for the parking lot sealing and striping budget item.

**Paul Dolby** moved to accept the Budget Amendments with the request for **Kevin Kramer, CEO** to get more bids for parking lot sealing and striping, once the bids have been collected Kevin will choose the lowest qualified bidder, **Mike Mason** seconded, and the motion carried with all present voting "aye."

**Paul Dolby** 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 4:44 pm.

### ***EXECUTIVE SESSION***

Executive Session was called to order by **Jim Cavasso, Chair**, at 4:45 pm.

#### **7. CONSIDERATION / ACTION**

**A.) T. Ryan – Medical Executive Committee Minutes & Credentialing Items – October 30, 2024– (Per Evidence Code 1157).**

- **Medical Executive Committee Minutes & Credentialing Items OPPE 2019B –September 25, 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:
  - **Kurtis Reitz, DDS** – Recommend appointment of Provisional privileges in the Dental category.
  - **Tony Reynolds, FNP-C** – Recommends reappointment of Allied Health status/privileges in the Family Medicine Category.
  - **Matthew Edmonds, MD** – Recommends reappointment of Active privileges in the Family Medicine Category.

**Rose Boulade** moved to close the Executive Session and resume the Regular Session of the LFHD Board of Director's meeting, **Keith Weber** seconded, and the motion carried with all voting "aye."

The Executive Session of the Board of Directors was adjourned at 4:47 pm.

### ***RESUME REGULAR SESSION***

The Regular Session of the Board of Directors was called back to session by **Jim Cavasso, Chair**, at 4:47 pm.

#### **8. CONSIDERATION / ACTION**

**A.) T. Ryan – Medical Executive Committee Minutes & Credentialing Items –October 30, 2024.**  
(Per Evidence Code 1157)

- **Medical Executive Committee Minutes & Credentialing Items OPPE 2019B – September 25, 2024.**

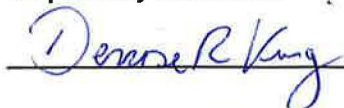
**Carol Madison** moved to approve and accept Minutes, Credentialing, and Privileging items as outlined above, **Mike Mason** seconded, and the motion carried with all members voting "aye."

#### **11.) MOTION TO ADJOURN**

**Carol Madison** moved to adjourn the meeting of the Last Frontier Healthcare District Board of Directors at 4:49 pm, **Rose Boulade** seconded, and the motion carried with all present voting "aye."

The next meeting of the Last Frontier Healthcare District Board of Directors will be held on January 30, 2024, at 3:30 pm in the Alturas City Chambers, City Hall in Alturas, California.

Respectfully Submitted:





Denise R. King  
Last Frontier Healthcare District Clerk

Date