



**BOARD OF DIRECTORS**  
**BOARD MEETING MINUTES**

AGENDA ITEM	DISCUSSIONS/CONCLUSIONS	ACTIONS/FOLLOW-UP/ RESPONSIBLE PARTY
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<b>PRESENT AT MEETING:</b>	<p><b>Board Members:</b> Roger Kahn, President; John Mohun, Vice President; Larry Long, Treasurer; Karen Sessler, M.D., Secretary; Dale Chamblin, Board Member</p> <p><b>Staff:</b> Bob Schapper, Chief Executive Officer; Virginia Razo, PharmD, Chief Operating Officer; Crystal Betts, Chief Financial Officer; Michelle Cook, Executive Assistant</p> <p><b>Others:</b> Steve Gross, Legal Counsel; Bill Abalona, Legal Counsel; Gina Barta, Chief of Staff</p>	
1. <b>Call to Order</b>	Mr. Kahn called the meeting to order at 4:00 p.m.	
2. <b>Roll Call</b>	Roll call reflected that all Board Members were present.	
3. <b>Clear the Agenda/Items Not On the Posted Agenda</b>	<ul style="list-style-type: none"> <li>• Mr. Kahn:                             <ul style="list-style-type: none"> <li>✓ Cleared the agenda;</li> <li>✓ Announced the items that will be heard in closed session this evening;</li> </ul> </li> </ul>	
4. <b>Input -- Audience Employee Associations</b>	Audience input was asked, but none was offered.	
5. <b>Closed Session:</b>	The meeting proceeded into closed session at 4:01 p.m.	
A. <b>Approval of closed session minutes of 7/23/13, 8/13/13, and 9/24/13</b>	A copy of the attachment is in the closed session packet.	<p><u>It was moved by Dr. Sessler and seconded by Mr. Mohun to approve the closed session minutes of 7/23/13, 8/13/13, and 9/24/13 as presented. Motion carried unanimously.</u></p>
B. <b>California Government Code Section 54956.9 (d)(4): Deciding whether to initiate litigation (1 case)</b>	Mr. Abalona joined the meeting for this agenda item to discuss a privileged legal matter. Discussion was held.	



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C. Government Code Section 54957: Chief Executive Officer Monthly Performance	Discussion was held.	
D. Health & Safety Code Section 32155: Medical Staff Credentials	Dr. Barta joined the meeting for this agenda item. Discussion was held.	<u>It was moved by Mr. Long and seconded by Dr. Sessler to approve the Medical Staff Credentials items 1-5 as listed on the Medical Staff Executive Committee agenda and listed in the closed session minutes, as presented and recommended for approval by the Medical Staff Executive Committee. Motion carried unanimously.</u>
6. Dinner Break	A dinner break was taken at 5:24 p.m.	
7. Open Session Call To Order	Mr. Kahn called the open session to order at 6:02 p.m.	
<b>PRESENT FOR OPEN SESSION:</b>	<p><b>Board Members:</b> Roger Kahn, President; John Mohun, Vice President; Larry Long, Treasurer; Karen Sessler, M.D., Secretary; Dale Chamblin, Board Member</p> <p><b>Staff:</b> Bob Schapper, Chief Executive Officer; Virginia Razo, PharmD, Chief Operating Officer; Crystal Betts, Chief Financial Officer; Terri Schnieder, Medical Staff Director; Judy Newland, RN, IVCH Administrator/Chief Nursing Officer; Linda Harman, RN, Director, Surgery; Alex MacLennan, Non-Clinical Educator; Ted Owens, Director, Community Development; Paige Thomason, Director, Marketing &amp; Communications; Janet Van Gelder, Director, Quality &amp; Regulations; Michelle Cook, Executive Assistant</p> <p><b>Others Present:</b> Steve Gross, Legal Counsel; Gina Barta,</p>	



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	M.D., Syndi Keats, M.D., Shawni Coll, D.O.	
8. <b>Clear The Agenda/Items Not on the Posted Agenda</b>	The agenda was cleared. Mr. Kahn asked if there were any changes to the posted agenda. Agenda item 16A was pulled from the Open Session.	
9. <b>Input – Audience</b>	Audience input was asked, but none was offered.	
10. <b>Input From Employee Associations</b>	There was no input from the Employee Associations.	
<b>11. Medical Staff Report</b> A. Department of Medicine: <ul style="list-style-type: none"> <li>• Community Medicine P&amp;T Committee</li> <li>• Di Invasive Procedure Orders (Revised)</li> <li>• Parenteral Nutrition Protocol (Revised)</li> </ul> C. Department of OB/Peds <ul style="list-style-type: none"> <li>• C Section Pre Op Orders (</li> </ul> D. Department of Surgery <ul style="list-style-type: none"> <li>• Sponges, Sharps, Miscellaneous Items, and Instruments Counts Policy (revised)</li> </ul>	Dr. Barta gave the Medical Staff Report, highlights as follows: <ul style="list-style-type: none"> <li>• The General Staff Meeting will be held 10/28/13 at the Lodge in Tahoe Donner to discuss the Preferred Provider Organization (PPO) Model;</li> <li>• Dr. Forner will be arriving in December and his office will be located at the Center for Health and Sports Performance;</li> <li>• Mr. Schapper gave his Chief Executive Officer Report. He discussed IT Optimizers, the new Interim Chief Information Officer, the Orthopedic Advisory Council (OAC), and the Affordable Care Act. He indicated that the Strategic Plan document is being finalized. Drs. Coll and Barta, and the physicians at Estes Park, will be meeting to discuss strategic planning and the health care exchange;</li> <li>• Ms. Razo reported that she continues to work with Ms. Newland and the management team to align the organizations cost structure with anticipated future reimbursement. She also mentioned that staff is planning for the upcoming construction moves;</li> <li>• Ms. Newland had reported:               <ul style="list-style-type: none"> <li>○ Tonight there will be a down time for IT to work on the phone systems. She spoke with staff and will be</li> </ul> </li> </ul>	<u>It was moved by Mr. Mohun and seconded by Mr. Long to approve agenda items 11(A)-(E).</u> <u>A roll call vote was taken as follows:</u> <u>Dr. Sessler, Aye,</u> <u>Mr. Mohun, Aye,</u> <u>Mr. Long, Aye,</u> <u>Mr. Chamblin, Aye,</u> <u>Mr. Kahn, Aye,</u> <u>Motion carried unanimously.</u>



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	<p>on-site;</p> <ul style="list-style-type: none"> <li>○ The Women and Family Manager position was eliminated and Missy Pursel, RN, has agreed to serve as the interim Clinical Supervisor for the unit;</li> <li>○ Further exploration is being done to get a clearer definition regarding the two midnight rules imposed by the Centers for Medicare and Medicaid Services (CMS), and the required certification of patients length of stay upon admission;</li> </ul> <ul style="list-style-type: none"> <li>● No Board report was provided;</li> <li>● The X3269 Log was reviewed and several issues were discussed;</li> <li>● Dr. Coll attended the Strategic Planning meeting with management. The draft plan is being worked on. Ms. Razo reported that there are three clinical management team members, who have been trained in Just Culture, and are available to help the medical staff on event investigation;</li> <li>● Dr. Barta met with Ms. Ford and she is assessing the various community wellness initiatives. They discussed how there are a huge number of programs, the feedback from primary care physicians, and the need for a central hub for mental health;</li> <li>● The School District has a funded insurance plan for high school students who experience concussions. The students are automatically part of this plan. Ms. Winans is trying to get the information out to the parents. This is part of Traumatic Brain Injury (TBI) research done by the Tahoe Institute for Rural Health Research and Mr. Hobday will be giving an update;</li> <li>● Dr. Dodd gave an update on the Orthopedic Advisory</li> </ul>	
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	<p>Council. Ms. Hobday is involving the community members and this council remains in the development phases.</p>	
<p>12. <b>Consent Calendar:</b>                      A. Minutes of Meetings of:                      B. Financial Report – July 2013</p>	<p>Mr. Kahn asked if anyone wanted to pull anything from the consent agenda.</p> <ul style="list-style-type: none"> <li>No agenda items were pulled.</li> </ul>	<p><u>It was moved by Dr. Sessler and seconded by Mr. Long to approve agenda items 12(A)-(B).</u>  <u>A roll call vote was taken as follows:</u>  <u>Dr. Sessler, Aye,</u>  <u>Mr. Mohun, Aye,</u>  <u>Mr. Long, Aye,</u>  <u>Mr. Chamblin, Aye,</u>  <u>Mr. Kahn, Aye,</u>  <u>Motion carried unanimously.</u></p>
<p>13. <b>Executive Officer’s Report</b>                      A. <b>COO Operations Report</b>                      B. <b>Nursing Report</b>                      C. <b>IVCH Report</b></p>	<p>Mr. Schapper added to his Chief Executive Officer’s written report the following:</p> <ul style="list-style-type: none"> <li>He attended, on behalf of the District, the funeral service for Maryanne Ingemanson;</li> </ul> <p>Ms. Razo had nothing to add to her Chief Operating Officer Report;</p> <p>Ms. Newland added the following to her written Nursing Report:</p> <ul style="list-style-type: none"> <li>Nursing Services is currently working on how to effectively optimize the staffing structure. They had changed the structure in the Medical Surgical unit and this has been very successful. There is a Medical Surgical Unit Supervisor available five days a week and Mr. Sturtevant has been very successful as the Director of Inpatient Services. They eliminated the Women and Manager and have replaced with</li> </ul>	



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	<p>a Nursing Supervisor for the unit;</p> <ul style="list-style-type: none"> <li>• The Incline Village Community Hospital Fall Donor Luncheon was successful. Dr. Skolnick gave a cardiac update and flu shots were given to the donors.</li> </ul>	
<p>14. Presentations/Staff Reports</p>		
<p><b>A. Community Development Report</b></p>	<p>Mr. Owens gave a presentation on Community Development, highlights as follows:</p> <ul style="list-style-type: none"> <li>• TFHD commissioned the University of Nevada, Reno (UNR), to utilize 2012 data for comparative analysis against a similar report commissioned in 2006. The Tahoe Forest Hospital (TFH) economic contribution is substantial;                             <ul style="list-style-type: none"> <li>○ Number of employees that live in the TFH District boundaries, 25.3% increase from 2006 to 2012, (450) 2006 and (564) 2012; In part due to the addition of the Multi-Specialty Clinics (MSC) under the TFHD umbrella.</li> <li>○ Direct and Indirect Jobs within the District, 21.2% increase. Due in part to the expansion of the cancer center; 2006 (713 jobs) and 2012 (864 jobs);</li> <li>○ TFHD Total impact on regional labor income inclusive of other Health Care related businesses – 2006 (\$23 million) and 2012 (\$46.3 million). TFHD plays a critical role in local economic development both through hospital operations and for generating employment and income in other business;                                     <ul style="list-style-type: none"> <li>▪ Dr. Coll asked Mr. Owens if construction employees are included;</li> <li>▪ Mr. Owens replied that these employees are not included; Construction employees are included in the report separately;</li> </ul> </li> <li>○ TFH is not the highest average paid entity in the District.</li> </ul> </li> </ul>	



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	<p>The utility districts are higher. The District is in fourth on this statistical list;</p> <ul style="list-style-type: none"> <li>○ Total Impact of TFHD on Regional Expenditures (Health and Social Services) increased 46% during the past six years. TFHD expended on local operations \$48 million in 2006 and increasing to \$70 million by 2012;</li> <li>○ Total Direct and Indirect Generation In-District Spending: 2006 (\$70.3 million), 2012 (\$97.6 million), a 38.8% increase;</li> <li>○ This does not include a full year operation of the new cancer center and does not include construction activity;</li> <li>○ In theory, there would be a \$97.6 million hole in the regional community if the District were not here;</li> <li>○ The number of construction employees living the TFH District boundaries was 66 in 2006 and 351 in 2012. The District helped contribute significantly to the community during the economic downturn;</li> <li>○ Total Construction Expenditure including indirect within the District, 2006 (\$9.8 million) and 2012 (\$50.5 million);</li> <li>● Mr. Owens provided information regarding The Town of Truckee sponsoring an Economic Development meeting at 7:00 p.m. on November 12, 2013 in the Town of Truckee, Town Hall Chambers. He encouraged the Board members to attend this meeting;</li> <li>● Mr. Owens provided a report on the Town of Truckee General Plan. He noted that the Plan references the Tahoe Forest Hospital District and healthcare services. He noted that given the interest and activity with the broad community regarding Economic Development, a review of the element is appropriate;</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Mr. Schapper explained the importance of this economic impact report for the community and to work with the Town of Truckee as a key partner;</li> <li>• Mr. Owens reviewed the General Plan and that which related to health care and TFH in particular:                             <ul style="list-style-type: none"> <li>○ The Town of Truckee identified specific goals and action items regarding TFHD;</li> <li>○ Reviewed and explained:                                     <ul style="list-style-type: none"> <li>▪ Section 6.9, Goal ED-4: Expand health-related services in Truckee to enhance the Town's position as a center for health care services for the North Lake Tahoe area;   <ul style="list-style-type: none"> <li>• Under Policies, P4.1: Provide adequate land, zoned appropriately, to provide expansion sites for the local health services sector near existing concentrations of such businesses;</li> <li>• Under Policies, P4.2: Support the development of industries in Truckee that support healthcare services, such as diagnostic laboratories, billing support and insurance, and long-term care facilities;</li> <li>• Under Actions, A4.1: Convene a focus group with representatives of Tahoe Forest Hospital and other local medical providers to identify the health sectors expansion needs and opportunities and work with local developers to accommodate those needs in pending commercial development projects;</li> </ul> </li> <li>▪ Mr. Owens recommended that the Board develop a letter requesting the Town of Truckee to convene the</li> </ul> </li> </ul> </li> </ul>	





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	focus group.	
15. Board Committee Reports/ Recommendations		
A. Finance Committee Meeting	<p>Mr. Long stated:</p> <ul style="list-style-type: none"> <li>• The Finance Committee met this morning;</li> <li>• They reviewed the July Financial Report in comparison to the budget from July 2012 and it was very favorable;</li> <li>• The Inpatient volumes were up, the EBIDA line is up, and the outpatient is down a little;</li> <li>• Briefly reviewed the revenue cycle and there was a lot of positive changes made to improve the collections of the Accounts Receivable;</li> <li>• The coding is almost caught up with the medical records;</li> <li>• He thanked Ms. Betts and her staff for their hard work;</li> <li>• Ms. Betts said they identified a company who can provide the hospital with 5-6 coders and Mr. Gerlach is doing reference checks. In the statements, there will be some switching between the contractual and bad debt due to payer mix;</li> <li>• Mr. Chamblin said the cost of this program is reasonable compared to the bad debt the District has incurred;</li> <li>• Ms. Betts said the Audit Presentation to the Board will be 3:00 p.m. on November 26 and she will do a quick report out later that night at the Regular Board of Director's Meeting. There will be a Special Meeting of the Board of Directors to discuss the Budget in November or in December in conjunction with the Strategic Plan.</li> </ul>	
16. Items for Board Discussion And/Or Action		



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<p><b>A. IT Consultant, Joe Deluca – Electronic Medica Record Systems</b></p>	<ul style="list-style-type: none"> <li>Agenda item was pulled from the agenda.</li> </ul>	
<p><b>B. Appoint the Citizen Oversight Committee Chair and Vice Chair</b></p>	<p>Mr. Chamblin stated:</p> <ol style="list-style-type: none"> <li>The Citizen Oversight Committee recommended the nominations of Paul Leyton as Vice Chair and Gerald Herrick as Chair;</li> <li>The Citizen Oversight Committee members recommended renewal of the Member’s Terms: Sherrin Field and Paul Leyton for an additional two years.</li> </ol>	<p><u>It was moved by Dr. Sessler and seconded by Mr. Mohun to approval the Citizen Oversight Committee’s recommendation to nominate Paul Leyton as Vice Chair and Gerald Herrick as Chair and the renewal of the Member’s Terms for an additional two years for Sherrin Field and Paul Leyton.</u></p> <p><u>A roll call vote was taken as follows:</u>  <u>Dr. Sessler, Aye,</u>  <u>Mr. Mohun, Aye,</u>  <u>Mr. Long, Aye,</u>  <u>Mr. Chamblin, Aye,</u>  <u>Mr. Kahn, Aye,</u>  <u>Motion carried unanimously.</u></p>
<p><b>17. Agenda Input For Upcoming Committee Meetings</b></p>	<ul style="list-style-type: none"> <li>Mr. Long and Mr. Kahn recommended that the Personnel/Retirement Committee be combined.</li> <li>Update on negotiations/closed session- Personnel/Retirement Committee</li> <li>Board Policies- Governance Committee</li> </ul>	<p><u>Ms. Cook will inform Ms. O’Flanagan about the recommendation to combine the Personnel Committee with the Retirement Committee.</u></p>
<p><b>18. Items for Next Meeting</b></p>	<ul style="list-style-type: none"> <li>None.</li> </ul>	
<p><b>19. Board Members Reports/Closing Remarks</b></p>	<ul style="list-style-type: none"> <li>Mr. Chamblin asked about the approval process for the</li> </ul>	



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	<p>Medical Staff Consent Agenda items. He suggested that a short descriptive be included with each policy in order for the Board members to understand what is being approved and for transparency for the public;</p> <ul style="list-style-type: none"> <li>• The Board members recommended Mr. Chamblin meet with Ms. Schnieder to discuss the procedure to bring items to the Consent Agenda;</li> <li>• Mr. Schapper recommended</li> </ul>	
<p>20. <b>Closed Session Continued, If Necessary</b></p>	<p>The meeting reconvened into closed session at 7:08 p.m.</p>	
<p>21. <b>Open Session</b></p>	<p>The meeting reconvened into open session at 8:17 p.m.</p>	
<p>22. <b>Report of any Reportable Actions Taken in closed session</b></p>	<p>Mr. Kahn reported that in closed session</p>	
<p>23. <b>Adjourn</b></p>	<p>The meeting adjourned at 8:18 p.m.</p>	

mcc