



# TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

## MINUTES

Wednesday, March 8, 2023 at 12:00 p.m.  
Human Resources Conference Room – Tahoe Forest Hospital  
10024 Pine Avenue, Truckee, CA 96161

### 1. CALL TO ORDER

Meeting was called to order at 12:00 p.m.

### 2. ROLL CALL

Board of Managers: Harry Weis, Louis Ward, Crystal Felix, Dr. Jeffrey Dodd

Staff in attendance: Courtney Leslie, Truckee Surgery Center Administrator; Jan Iida, Chief Nursing Officer; Karla Weeks, Administrative Director of Surgical Services

Via phone: Heidi Fedorchak

### 3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA

No changes were made to the agenda.

### 4. INPUT – AUDIENCE

No public comment was received.

### 5. APPROVAL OF MINUTES OF: 12/05/2022

**ACTION:** Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of December 5, 2022 as presented, seconded by Louis Ward.

**AYES:** Dodd, Felix, Ward, Weis

**Abstention:** None

**NAYS:** None

**Absent:** None

### 6. ITEMS FOR BOARD ACTION

#### 6.1. New Policy Review

Truckee Surgery Center Board of Managers reviewed the following new policies:

##### 6.1.1. Patient Capacity-Competency (GOV-2204)

This is a new policy for Truckee Surgery Center (TSC).

Motion will be made to include all policies.

## **6.2. Policies with Significant Changes**

Truckee Surgery Center Board of Managers reviewed the following policies that have significant changes:

### **6.2.1. Fire Safety in the Perioperative Setting (EOC-1911)**

### **6.2.2. Reporting Test Results (LAB-1906)**

Reporting Test Results (LAB-1906) policy has been edited to drop COVID testing requirement.

CFO asked if there is any desire to include risk statements in TSC policies. Courtney Leslie, TSC Administrator, noted the staff is not trained in writing risk statements and will follow up with Janet Van Gelder.

**ACTION: Motion made by Dr. Jeffrey Dodd, to approve items 6.1.1., 6.2.1. and 6.2.2. as presented, seconded by Louis Ward.**

**AYES: Dodd, Felix, Ward, Weis**

**Abstention: None**

**NAYS: None**

**Absent: None**

## **7. ITEMS FOR BOARD DISCUSSION**

### **7.1. Financial Reports**

Truckee Surgery Center Board of Managers reviewed the following financial reports:

#### **7.1.1. Q2 FY23 Financial Statement**

TSC Administrator reviewed the second quarter financials.

TSC needs to bring in more cases and revenue. Purchased services, including Optum and Chancellor, are over budget. Preventative maintenance has been high due to HVAC issues and repairs.

Anthem continues to be difficult to work with. Anthem would not agree to a one-year agreement.

CFO noted a draw was done last week.

#### **7.1.2. Surgical Notes Dashboard**

TSC Administrator reviewed the month end dashboard provided by the new billing company.

There is an issue with 60+ day. TSC believes there are a handful of cases that were mailed to Medbridge.

Case volumes dropped off significantly in January as expected. Currently at 65 days in Accounts Receivable. Days to bill is currently at seven.

COO asked about the cases for May. The gross charges were high. Discussion was held about orthopedic physician assistants bringing in additional cases.

Pediatric dentistry is bringing on an additional dentist which should increase their case volume.

### **7.2. Semi-Annual Contracted Services Review**

Truckee Surgery Center Board of Managers conducted a semi-annual review of contracted services.

EHIM and IIS Benefits scored low and not meeting expectations. The services will be cancelled once the old Blue Shield plan is reinstated. TSC continued to have issues with linen services.

Water delivery also score low. Dylan Crosby has since corrected the delivery issue.

### **7.3. Facility/Equipment Update**

Truckee Surgery Center Board of Managers received an update on facility and equipment needs.

Air Handling Unit above patient restroom has been installed.

Operating Room 2 air handler was repaired. An environmental hygienist was scheduled to investigate air quality.

The generator failed on January 31, 2023 which caused all cases to be canceled on February 1, 2023. It was a transfer switch issue and has been repaired.

TSC has ongoing high temperature issues related to CAMCO's chiller not being run properly. When TSC calls for cooling, it sends 75 degree heat. TSC is awaiting an update from the District's Facilities department and CAMCO. Patients and families complain of high temperatures in the lobby.

TSC continues to experience issues with equipment unreliability. The towers are very outdated and becoming obsolete. Recently, three of six scopes were out for repair. Repairs are expensive and the equipment quality is poor. Physicians have become more vocal about the poor image quality the system provides.

The accreditation window is open. TSC expects the surveyors to arrive any day.

### **7.4. Staffing Update**

Truckee Surgery Center Board of Managers received an update on staffing.

Hayley Riggins has accepted the part time housekeeping/patient care tach position. She started beginning of January.

**Open Session recessed at 12:22 p.m.**

## **8. CLOSED SESSION**

### **8.1. Approval of Closed Session Minutes**

*12/05/2022*

Discussion was held on a privileged item.

### **8.2. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Nerve Block Audit Report*

*Number of items: One (1)*

Discussion was held on a privileged item.

**8.3. Hearing (Health & Safety Code § 32155)**

*Subject Matter: 2022 Performance Improvement Project*

*Number of items: One (1)*

Discussion was held on a privileged item.

**8.4. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Fourth Quarter 2022 Infection Control Data Summary*

*Number of items: Five (5)*

Discussion was held on a privileged item.

**8.5. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Fourth Quarter 2022 Ambulatory Surgery Center Association (ASCA)*

*Clinical Benchmarking Survey*

*Number of items: One (1)*

Discussion was held on a privileged item.

**8.6. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Fourth Quarter 2022 Quality Assurance Performance Improvement Data*

*Number of items: Six (6)*

Discussion was held on a privileged item.

**8.7. Hearing (Health & Safety Code § 32155)**

*Subject Matter: 2022 Culture of Safety Survey*

*Number of items: One (1)*

Discussion was held on a privileged item.

**8.8. Hearing (Health & Safety Code § 32155)**

*Subject Matter: 2022 Annual Quality Report*

*Number of items: One (1)*

Discussion was held on a privileged item.

**8.9. Hearing (Health & Safety Code § 32155)**

*Subject Matter: 2023 Utility Risk Assessment*

*Number of items: One (1)*

Discussion was held on a privileged item.

**8.10. Hearing (Health & Safety Code § 32155)**

*Subject Matter: 2022-2023 Hazard and Vulnerability Assessments*

*Number of items: Two (2)*

Discussion was held on a privileged item.

**8.11. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Medical Staff Credentials Report*

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Discussion was held on a privileged item.

**Open Session reconvened at 12:42 p.m.**

**9. REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

Items 8.1. and 8.11. were approved on a 4-0 vote. There was no reportable action on items 8.2. through 8.10.

**10. ITEMS FOR NEXT MEETING**

-linen services and alternatives

**11. ADJOURN**

**Meeting adjourned at 12:44 p.m.**