



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Wednesday, March 31, 2021 at 12:00 p.m.

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, a Regular Meeting of the Truckee Surgery Center Board of Managers for March 31, 2021 will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Eskridge Conference Room will not be open for the meeting. Board Members will be participating telephonically and will not be physically present in the Eskridge Conference Room.

1. CALL TO ORDER

Meeting was called to order at 12:03 p.m.

2. ROLL CALL

Board of Managers: Dr. Jeffrey Dodd, Judy Newland, Crystal Betts, Harry Weis

Staff in attendance: Karen Baffone, Chief Nursing Officer; Karla Weeks, Director of Surgical Services; Matt Mushet, TFHD In-House Counsel; Courtney Leslie, TSC Administrator; Heidi Fedorchak, TSC Nursing Supervisor; Martina Rochefort, Clerk of the Board

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.

Open Session recessed at 12:04 p.m.

5. CLOSED SESSION

5.1. Approval of Closed Session Minutes

01/08/2021

Discussion was held on a privileged item.

5.2. Hearing (Health & Safety Code § 32155)

Subject Matter: Third & Fourth Quarter 2020 Infection Control Data Summary

Number of items: One (1)

Discussion was held on a privileged item.

5.3. Hearing (Health & Safety Code § 32155)

Subject Matter: Third & Fourth Quarter 2020 Quality Assessment Performance Improvement Data

Number of items: Three (3)

Discussion was held on a privileged item.

5.4. Hearing (Health & Safety Code § 32155)

Subject Matter: 2020 Quality Improvement Annual Evaluation

Number of items: One (1)

Discussion was held on a privileged item.

5.5. Hearing (Health & Safety Code § 32155)

Subject Matter: 2020 Annual QA/PI Report

Number of items: One (1)

Discussion was held on a privileged item.

5.6. Hearing (Health & Safety Code § 32155)

Subject Matter: Radiation Detection Report

Number of items: One (1)

Discussion was held on a privileged item.

Open Session reconvened at 12:18 p.m.

6. APPROVAL OF MINUTES: 01/08/2021

ACTION: Motion made by Dr. Dodd, seconded by Judy Newland, to approve the Truckee Surgery Center Open Session Minutes of January 8, 2021 as presented. Roll call vote taken.

Dodd – AYE

Newland – AYE

Betts – AYE

Weis – AYE

7. ITEMS FOR BOARD ACTION

7.1. Policy Review

Truckee Surgery Center (TSC) Board of Managers reviewed the following policies:

7.1.1. Bylaws

Matt Mushet, TFHD In-House Counsel, did not have any additional changes on the Bylaws.

Board of Managers did not have any additional edits and agreed to approve all policies in one motion.

7.1.2. Antibiotic Intravenous Administration

7.1.3. Perioperative Pregnancy Screening

7.1.4. Interpretation/Language line

7.1.5. Consent

ACTION: Motion made by Dr. Dodd, seconded by Judy Newland, to approve items 7.1.1. through 7.1.5. as presented. Roll call vote taken.

Dodd – AYE

Newland – AYE

Betts – AYE

Weis – AYE

8. ITEMS FOR BOARD DISCUSSION

8.1. Financial Reports

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

8.1.1. Q4 2020 Medbridge Report

No discussion was held.

8.2. Billing Update

Courtney Leslie, Truckee Surgery Center Administrator, provided an update on aging Accounts Receivable, billing audit, and HELP Financial.

Accounts Receivable days have been high.

Administrator is waiting to hear back from National on the billing audit.

HELP Financial has been implemented for patient payment plans. Administrator will have a conference call with Medbridge and HELP tomorrow to finalize data.

There are several accounts with the collections agency.

8.3. Contracted Services Review

TSC Board of Managers conducted a semi-annual review of contracted services.

Administrator has been working closely with Aramark District Manager. The issues were with the delivery driver so the route and delivery days have been switched.

TFHD Facilities Department has been working on Emcor. Other contractors are being sought to replace Emcor.

8.4. Facility/Equipment Update

TSC Administrator provided an update on facility and equipment needs.

Anesthesia machine trials begin on April 5, 2021. TSC will trial with Dräger for two weeks and then Getinge for two weeks. GE may trial at TFH.

HVAC in Sterile Processing continues to be a problem. It is consistently hot and humidity levels are always low.

8.5. Staffing Update

TSC Administrator provided an update on staffing.

Heidi Fedorchak started on March 1, 2021 as Nursing Supervisor.

The following positions are currently on leave:

- OR Circulating RN is on Maternity leave and will return on April 27, 2021.
- Preop/PACU RN will go on maternity leave on April 26, 2021. We have secured a temporary part-time RN to cover this leave.
- Sterile Processing Lead/Clerical Support is on a leave of absence returning 5/24/2021. TFH is filling in for sterile processing in the meantime.

There is a per diem person that can help with front office tasks.

TSC has a part-time OR Circulating RN position open. Administrator has connected with TFHS Human Resources but there are no available applicants at this time.

8.6. Marketing

TSC Administrator would like to resume marketing efforts for TSC.

President & CEO commented the revenues per visit are low. CFO said Kelly has continued to work on this and she had not commented the revenues are unusually low.

CNO noted there have been a lot of discussions on ENT but the service line has not yet been added.

President & CEO would like to have additional sidebar discussions on marketing to ensure the operating room space is used.

9. ADJOURN

Meeting adjourned at 12:40 p.m.