



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Monday, March 7, 2022 at 12:00 p.m.

Pursuant to Assembly Bill 361 and Resolution 2022-04 approved by the Tahoe Forest Hospital District, the Regular Meeting of the Truckee Surgery Center Board of Managers for March 7, 2022 will be conducted telephonically through Zoom. Please be advised that pursuant to legislation 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 12:00 p.m.

2. ROLL CALL

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

Staff in attendance: Courtney Leslie, TSC Administrator; Louis Ward, Chief Operating Officer; Karla Weeks, Director of Surgical Services; Matt Mushet, In-House Counsel; 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.

5. APPROVAL OF MINUTES OF: 11/08/2021, 01/27/2022

ACTION: Motion made by Dr. Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of November 8, 2021 and January 27, 2022 as presented, seconded by Judy Newland. Roll call vote taken.

Dodd – AYE

Newland – AYE

Betts – AYE

Weis – AYE

6. ITEMS FOR BOARD ACTION

6.1. Policy/Procedure Review

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

6.1.1. Sentinel Alert Analysis

TSC Administrator recommended retiring policy.

6.1.2. Discharge Criteria

The Aldrete Scoring System was updated in the policy.

6.1.3. Tuition Assistance

TSC Administrator noted this is a new policy that is mirrored from the Tahoe Forest Hospital policy.

6.1.4. Approved Abbreviations

TSC Administrator noted this is a new policy and a requirement of Healthcare Facilities Accreditation Program (HFAP).

TSC Board of Managers did not have any additional changes to the above policies.

Jan Iida, Chief Nursing Officer, joined the meeting at 12:04 p.m.

ACTION: Motion made by Dr. Jeffrey Dodd to approve items 6.1.1. through 6.1.4. as presented, seconded by Judy Newland. Roll call vote taken.
Dodd – AYE
Newland – AYE
Betts – AYE
Weis – AYE

6.2. Bank Account Signers

TSC Board of Managers discussed the list of those authorized to access the checking account. Karen Baffone will be removed. Louis Ward and Jan Iida will be added as signers.

ACTION: Motion made by Dr. Jeffrey Dodd to remove Karen Baffone and add Jan Iida and Louis Ward as signers on the checking account, seconded by Judy Newland. Roll call vote taken.
Dodd – AYE
Newland – AYE
Betts – AYE
Weis – AYE

7. ITEMS FOR BOARD DISCUSSION

7.1. Financial Reports

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

7.1.1. TSC Balance Sheet Q2 FY22

7.1.2. TSC Profit & Loss Q2 FY22

7.1.3. Medbridge Quarterly Report

Discussion was held.

Ms. Betts asked if the level of accounts payable was routine. The graft freezer arrived in November and was stocked which cost approximately \$12,000.

Board of Managers discussed ENT services. The challenge has been equipment.

There was negative revenue in November. Ms. Betts noted something is not right since TSC operates on an accrual basis. Mr. Weis would like TSC Administrator to review the financials with Ms. Betts.

7.2. Semi-Annual Contracted Services Review

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

The vendors for linen and billing services did not score enough for acceptable performance. There are limited options for linen service. A transition for billing is currently taking place. The go live date with Surgical Notes is April 1.

7.3. Fire and Disaster Drill Update

Truckee Surgery Center Board of Managers received an update on recent fire and disaster drills.

A fire drill completed on November 17, 2021 without incident and to standards.

Annual disaster drill consisted of planned power outages over the summer months. Drill completed without incident and to standards.

7.4. Facility/Equipment Update

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

Temperature and humidity continue to be an issue with the HVAC system in Sterile Processing Department (SPD).

Capital budget planning for the next fiscal year is taking place. Quotes will be submitted for tower/camera upgrade, SPD container replacement, curtain replacement, and batteries for small power.

TSC has signed a new agreement with Surgical Notes to provide revenue cycle management and transcription services, effective date April 1, 2022.

There was a water leak over the weekend and TSC Administrator is waiting to hear if cases can continue tomorrow.

7.5. Staffing Update

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

The Surgical Tech is now per diem.

Travis Weise accepted the full time surgical tech position and will also fill the supply coordinator role.

Whitney Botto has filled the part-time pre-post position.

Open Session recessed at 12:16 p.m.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes

11/08/2021

Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155)

Subject Matter: Fourth Quarter 2021 Infection Control Data Summary

Number of items: Four (4)

Discussion was held on a privileged item.

8.3. Hearing (Health & Safety Code § 32155)

Subject Matter: Fourth Quarter 2021 Quality Assurance Performance Improvement Data

Number of items: Five (5)

Discussion was held on a privileged item.

8.4. Hearing (Health & Safety Code § 32155)

Subject Matter: 2021 Quality Assurance/Performance Improvement Project Study Report

Number of items: One (1)

Discussion was held on a privileged item.

8.5. Hearing (Health & Safety Code § 32155)

Subject Matter: 2021 Quality Improvement Annual Evaluation

Number of items: One (1)

Discussion was held on a privileged item.

8.6. Hearing (Health & Safety Code § 32155)

Subject Matter: Fourth Quarter 2021 Ambulatory Surgery Center Association (ASCA) Clinical Benchmarking Survey

Number of items: One (1)

Discussion was held on a privileged item.

8.7. Hearing (Health & Safety Code § 32155)

Subject Matter: 2021 Annual Report

Number of items: One (1)

Discussion was held on a privileged item.

8.8. Hearing (Health & Safety Code § 32155)

Subject Matter: Medical Staff Credentials Report

Discussion was held on a privileged item.

Open Session reconvened at 12:32 p.m.

9. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

Items 8.1. and 8.8. were both approved unanimously by the board. There was no reportable action on items 8.2. through 8.7.

Regular Meeting of the Truckee Surgery Center Board of Managers
March 7, 2022 MINUTES – Continued

10. ITEMS FOR NEXT MEETING

Ms. Betts requested an update on the billing transition and revenue.

11. ADJOURN

Meeting adjourned at 12:34 p.m.