



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Monday, September 19, 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 September 19, 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 12:01 p.m.

2. ROLL CALL

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

Staff in attendance: Courtney Leslie & Heidi Fedorchak of Truckee Surgery Center; Jan Iida, TFHD Chief Nursing Officer; Karla Weeks, TFHD Administrative Director of Surgical Services; 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: 06/15/2022

ACTION: Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of June 15, 2022 as presented, seconded Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Betts – AYE

Weis – AYE

6. ITEMS FOR BOARD ACTION

6.1. Annual Policy & Procedure Approval

Truckee Surgery Center Board of Managers reviewed the following:

6.1.1. Policy & Procedure List

6.2. New Policy Review

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

- 6.2.1. Amendment to Protected Health Information (HIM-2201)
- 6.2.2. Collection Policy (GOV-2202)
- 6.2.3. Review of Accounts for Bad Debt (BO-2208)

ACTION: Motion made by Dr. Jeffrey Dodd, to approve items 6.1.1 and 6.2.1 through 6.2.3. as presented, seconded Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Betts – AYE

Weis – AYE

6.3. Policies with Significant Changes

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

- 6.3.1. Allograft Handling – Accepting, Storing and Tracking (TB-1901)
- 6.3.2. C-Arm Spacer Cone CA Exemption Use (DI-1902)
- 6.3.3. Clinical Laboratory Point of Care Testing Program (LAB-1909)
- 6.3.4. Clinical Laboratory Specimen Collection & Transport (LAB-1914)
- 6.3.5. Termination/Discharge of Patient Relationship (GOV-1910)
- 6.3.6. Life Safety Maintenance Program (EOC-1917)
- 6.3.7. Release of Protected Health Information (HIM-1903)
- 6.3.8. Scope of Services (GOV-1912)
- 6.3.9. Mission, Vision, Values and Goals (GOV-1907)
- 6.3.10. Procedure List (MS-1908)

Discussion was held.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve items 6.3.1 through 6.3.10 as presented, seconded Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Betts – AYE

Weis – AYE

6.4. Policies to Retire

Truckee Surgery Center Board of Managers reviewed the following policies to be retired:

- 6.4.1. Point of Care Testing Program Overview (LAB-1910)
- 6.4.2. Point of Care Licensure (LAB-1913)
- 6.4.3. COVID-19: Facility Disinfection (IC-2003)
- 6.4.4. Code of Ethics (BO-1906)
- 6.4.5. Registered Nurse First Assistant (NS-1932)
- 6.4.6. Fire Staff Response (EOC-1912)

ACTION: Motion made by Dr. Jeffrey Dodd, to retire items 6.4.1 through 6.4.6 as presented, seconded Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE
Betts – AYE
Weis – AYE

6.5. Delineated Clinical Privilege Request Forms

Truckee Surgery Center Board of Managers reviewed edits to the following privilege forms:

- 6.5.1.** Delineated Clinical Privilege Request Form – Physician Assistant
- 6.5.2.** Delineated Clinical Privilege Request Form – Orthopedic Surgery
- 6.5.3.** Delineated Clinical Privilege Request Form – Gynecology

ACTION: Motion made by Dr. Jeffrey Dodd, to approve items 6.5.1 through 6.5.3 as presented, seconded Louis Ward. Roll call vote taken.

Dodd – AYE
Ward – AYE
Betts – AYE
Weis – AYE

6.6. Semi-Annual Contracted Services Review

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

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the Semi-Annual Contracted Services Review as presented, seconded Louis Ward. Roll call vote taken.

Dodd – AYE
Ward – AYE
Betts – AYE
Weis – AYE

6.7. Annual Review of Preprinted Orders

Truckee Surgery Center Board of Managers conducted an annual review of preprinted orders. Discussion was held.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the Annual Review of Preprinted Orders as presented, seconded Louis Ward. Roll call vote taken.

Dodd – AYE
Ward – 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 Q4 FY22
- 7.1.2.** TSC Profit & Loss Q4 FY22
- 7.1.3.** FY22 Unaudited Financial Statement

TSC Administrator commented they continued to see fluctuating net revenue.

TSC will need to increase volumes to meet budget.

7.1.4. Surgical Notes Dashboard

Billing was moved from Medbridge to Surgical Notes. There was a delay in billing due to interface changes. April and May billing did not begin until the end of May.

7.2. Payor Contract Update

Truckee Surgery Center Board of Managers received an update on payor contracts. Discussion was held.

TSC continued to work with Chancellor on payor contracts. The Blue Shield contract has been completed. Blue Cross and United are trying to make changes to implant reimbursement that would be detrimental to the organization.

CFO noted TSC is so small to them so their lack of willingness to move is disappointing.

7.3. Fire and Disaster Drill Update

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

Heidi Fedorchak, completed fire drill. A disaster drill will be completed in the next couple of weeks to comply with the annual requirement.

Updated fire extinguishers will be added to the operating room.

7.4. Facility/Equipment Update

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

TSC continued to have temperature and humidity issues with the HVAC system in sterile processing.

Air handler should be installed the first week of October but it is not yet set in stone.

TSC received two new anesthesia machines on September 8, 2022. Staff have been trained on the new machines.

The c-arm battery was replaced but there are still issues. The circuit board may need to be replaced. The mini c-arm tube went out. Replacement of the tube was expensive so there is a rental machine onsite. COO will look further into the tube replacement.

7.5. Staffing Update

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

Daniel Francke is now the contracted Pharmacist-in-Charge.

The per diem surgical tech put in their resignation. Circulators continue to be trained.

Open Session recessed at 12:22 p.m.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes

06/15/2022

Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155)

Subject Matter: Second Quarter 2022 Infection Control Data Summary

Number of items: One (1)

Discussion was held on a privileged item.

8.3. Hearing (Health & Safety Code § 32155)

Subject Matter: Second Quarter 2022 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: 2022 Quality Assurance Performance Improvement Project Update

Number of items: One (1)

Discussion was held on a privileged item.

8.5. Hearing (Health & Safety Code § 32155)

Subject Matter: Second 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: Annual Formulary Review

Number of items: One (1)

Discussion was held on a privileged item.

8.7. Hearing (Health & Safety Code § 32155)

Subject Matter: Medical Staff Credentials Report

Discussion was held on a privileged item.

Open Session reconvened at 12:34 p.m.

9. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

Item 8.1. Closed Session Minutes was approved on a 4-0 vote. There was no reportable action on items 8.2. through 8.7. Item 8.7. Medical Staff Credentials Report was approved on a 4-0 vote.

10. ITEMS FOR NEXT MEETING

Mr. Ward is hoping to have a report out from Optum on the operating room efficiency project.

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11. ADJOURN

Meeting adjourned at 12:36 p.m.