



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Monday, December 5, 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 December 5, 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. Jeffrey Dodd, Crystal (Betts) Felix, Louis Ward, Harry Weis

Staff in attendance: Courtney Leslie & Heidi Fedorchak of Truckee Surgery Center; Jan Iida, TFHD Chief Nursing Officer; 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: 09/19/2022

ACTION: Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of September 19, 2022 as presented, seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Felix – AYE

Weis – AYE

6. ITEMS FOR BOARD ACTION

6.1. Policy Review

Truckee Surgery Center Board of Managers reviewed the following policies:

6.1.1. Consent to Operation/Procedure and Administration of Anesthesia Form

6.1.2. Amended & Restated Operating Agreement of Truckee Surgery Center, LLC

6.1.3. Medical Staff Bylaws

6.1.4. Medical Staff Rules & Regulations

Courtney Leslie, Truckee Surgery Center (TSC) Administrator, noted the Operating Agreement, Medical Staff Bylaws and Rules & Regulations will now come to the board annually for approval.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve items 6.1.1. through 6.1.4. as presented, seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Felix – AYE

Weis – AYE

6.2. New Policy Review

TSC Board of Managers reviewed the following new policies:

6.2.1. Licensure (HR-2207)

6.2.2. Corporate Compliance Program (GOV-2203)

6.2.3. Code Gray (EOC-2201)

6.2.4. Code Orange (EOC-2204)

6.2.5. Code Purple (EOC-2206)

6.2.6. Code Red (EOC-2205)

6.2.7. Code Silver (EOC-2203)

6.2.8. Workplace Violence Prevention Plan (EOC-2202)

Discussion was held. Crystal Felix requested the policies are spellchecked before finalizing. TSC Administrator will proofread the policies as requested.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve items 6.2.1. through 6.2.8., seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Felix – AYE

Weis – AYE

6.3. Policies with Significant Changes

TSC Board of Managers reviewed the following policies that have significant changes:

6.3.1. Code of Conduct (HR-2001)

6.3.2. Peer Review, Professional Practice Evaluation and Medical Record Review (MS-1906)

6.3.3. Emergency Operations Plan (EOC-1912)

6.3.4. Education Reimbursement (HR-2103)

Discussion was held.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve items 6.3.1. through 6.3.4. with the values updated to reflect the current values of Tahoe Forest Hospital District, seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Felix – AYE

Weis – AYE

6.4. Policies to Retire

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

6.4.1. Use of KimGuard and KimGuard One-Step Sterilization Wrap (SP-1919)

6.4.2. Workplace Violence Prevention (HR-1909)

ACTION: Motion made by Dr. Jeffrey Dodd, to retire policies 6.4.1. and 6.4.2. as presented, seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Felix – AYE

Weis – AYE

6.5. Frequency of Document Review

TSC Board of Managers discussed establishing a frequency for review of the Medical Staff Bylaws, Rules and Regulations, and Amended & Restated Operating Agreement of Truckee Surgery Center, LLC to meet periodic review requirement set forth by ACHC accreditation standards. TSC Administrator spoke with legal about establishing an annual review of the above mentioned documents.

ACTION: Motion made by Dr. Jeffrey Dodd, to establish an annual review of the Medical Staff Bylaws, Rules and Regulations, and Amended & Restated Operating Agreement of Truckee Surgery Center, LLC as presented, seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Felix – AYE

Weis – AYE

6.6. Director of Anesthesia Appointment

TSC Board of Managers discussed appointment of a Director of Anesthesia. TSC Medical Executive Committee recommended appointment Dr. Ricki Alpert as Director of Anesthesia.

ACTION: Motion made by Dr. Jeffrey Dodd, to appoint Dr. Ricki Alpert as Director of Anesthesia as presented, seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Felix – AYE

Weis – AYE

7. ITEMS FOR BOARD DISCUSSION

7.1. Financial Reports

TSC Board of Managers reviewed the following financial reports:

7.1.1. Q1 FY23 Financial Statement

Discussion was held. Purchased Services has a variance of \$30,000. Medical supplies also have a variance. Equipment rental was not initially accounted for in the budget.

7.1.2. Surgical Notes Dashboard

TSC Administrator reviewed the Accounts Receivable (AR) Summary dashboard. AR days are dropping. TSC Administrator opened a project with them on accounts over 180 days. Administrator expects to receive reports.

Ms. Felix asked about reports showing case totals against previous years.

7.2. Strategic Plan

TSC Board of Managers discussed implementation of a strategic plan. Janet Van Gelder suggested bringing this to the board. COO will meet with Courtney on structure and metrics and discuss meaningful goals.

7.3. Contract Review & Approval Process

TSC Board of Managers discussed a formal review and approval process for TSC contracts. TSC does not currently have a formal process. There are always questions always come up as to who is authorized to sign contracts. TSC Board of Managers agreed to have Administrator move forward with a developing a contract review and approval process.

7.4. Facility/Equipment Update

TSC Board of Managers received an update on facility and equipment needs.

Air handler repair was delayed until January. The air handler was shipped with a missing coil. The parts have been ordered.

TSC continues to have HVAC issues with temperate and humidity in Sterile Processing area.

TFHD Facilities is working on moving to an automated BMS that would be in line with the way they manage their mechanical equipment at the hospital and would allow them to better manage our controls as well as provide remote access to the BMS controls.

C-Arm units are up and working as they should be. Newer large C-arm is now in working condition. Mini C-arm rental has been purchased and will remain on site.

Equipment unreliability update: Nothing has changed, no equipment has been updated. We continue to have issues. We recently had to send a camera head out for repair which cost \$2500. The towers are very outdated and becoming obsolete. Repairs are expensive and the equipment quality is poor.

New lead aprons have been purchased for physicians.

Capital spending is currently placed on hold.

The accreditation window is now open.

7.5. Staffing Update

TSC Board of Managers received an update on staffing. A replacement housekeeper will begin on November 21, 2022.

Open Session recessed at 12:23 p.m.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes

09/19/2022

Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155)

Subject Matter: Third 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: DMAIC Quality Dashboard

Number of items: One (1)

Discussion was held on a privileged item.

8.4. Hearing (Health & Safety Code § 32155)

Subject Matter: Third Quarter 2022 Quality Assurance Performance Improvement Data

Number of items: Five (5)

Discussion was held on a privileged item.

8.5. Hearing (Health & Safety Code § 32155)

Subject Matter: Third 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: 2020-2022 Utility Risk Assessments

Number of items: Three (3)

Discussion was held on a privileged item.

8.7. Hearing (Health & Safety Code § 32155)

Subject Matter: 2020-2022 Hazard and Vulnerability Assessments

Number of items: Three (3)

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 12:37 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 8.8. Medical Staff Credentials were approved on a 4-0 vote.

10. ITEMS FOR NEXT MEETING

No discussion was held.

11. ADJOURN

Meeting adjourned at 12:38 p.m.