



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Wednesday, March 19, 2025 at 12:00 p.m.
Human Resources Conference Room – Tahoe Forest Hospital
10054 Pine Avenue, Truckee, CA 96161

1. CALL TO ORDER

Meeting was called to order at 12:02 p.m.

2. ROLL CALL

Board of Managers: Louis Ward, Crystal Felix, Dr. Jeffrey Dodd; Anna Roth

Staff in attendance: Courtney Leslie, Truckee Surgery Center Administrator; Heidi Fedorchak, Truckee Surgery Center Nursing Supervisor; Jan Iida, Chief Nursing Officer; Sarah Jackson, Executive Assistant / 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

5.1. 12/04/2024 Regular Meeting

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the Truckee Surgery Center Board of Managers meeting minutes of December 04, 2024 as presented, seconded by Crystal Felix.

AYES: Dodd, Felix, Ward

Abstention: Roth

NAYS: None

Absent: None

5.2. 01/30/2025 Regular Meeting

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the Truckee Surgery Center Board of Managers meeting minutes of December 04, 2024 as presented, seconded by Crystal Felix.

AYES: Dodd, Felix, Ward

Abstention: Roth

NAYS: None

Absent: None

6. ITEMS FOR BOARD ACTION ♦

6.1. Appoint Manager to Truckee Surgery Center ♦

TSC Board of Managers will appoint a Manager to fill the vacant position on the Board of Managers.

Board Member Ward noted that Anna Roth, RN, MSN, MPH has been hired by the TFHD Board of Directors as the TFHD President & CEO effective 03/10/2025 with all the authority and duty that entails.

ACTION: Motion made by Dr. Jeffrey Dodd, to appoint TFHD President & CEO, Anna Roth as a Manager of the Truckee Surgery Center, seconded by Crystal Felix.

AYES: Dodd, Felix, Ward

Abstention: Roth

NAYS: None

Absent: None

6.2. Designate Truckee Surgery Center Board of Managers Chair ♦

TSC Board of Managers will designate a Chair for the Board of Managers.

Discussion was held regarding the appropriate Manager to fill the role of Chair of the TSC Board of Managers.

ACTION: Motion made by Anna Roth, to appoint Louis Ward as a Chair of the Truckee Surgery Center Board of Managers for the next three months, seconded by Dr. Jeffrey Dodd.

AYES: Dodd, Felix, Roth, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.3. Approval of Truckee Surgery Center Organization Chart ♦

TSC Board of Managers will approve the organizational chart

Discussion was held regarding the Organizational Chart structure.

ACTION: Motion made by Dr. Jeffrey Dodd, to amend Truckee Surgery Center 2025 Organizational Chart, seconded by Crystal Felix.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.4. Updated Policies ♦

Truckee Surgery Center Board of Managers will review and consider for approval the following updated policies:

6.4.1. Discharge Criteria (NS 1909)

6.4.2. Pediatric Patient (NS-1926)

6.4.3. Preadmission Assessment and Patient Selection Criteria (NS-1939)

6.4.4. Scope of Services (GOV-1912)

6.4.5. Staffing Plan (HR-1908)

Truckee Surgery Center Nursing Supervisor reviewed updated policies and procedures. Discussion was held regarding the updated policies and procedures.

ACTION: Motion made by Crystal Felix, to approve the updated policies 6.4.1 – 6.4.5, seconded by Dr. Jeffrey Dodd.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.5. Annual Employee Handbook Review ♦

Truckee Surgery Center Board of Managers will review and consider approval of the employee handbook.

Discussion was held regarding the proposed Annual Employee Handbook updates.

ACTION: Motion made by Dr. Jeffrey Dodd, to the updated Annual Employee Handbook, seconded by Crystal Felix.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.6. Updated Pre-Printed Orders ♦

Truckee Surgery Center Board of Managers will review and consider approval of updated pre-printed orders.

Discussion was held regarding the updated Pre-Printed Orders.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the updated Pre-Printed Orders, seconded by Crystal Felix.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.7. Amended and Restated Operating Agreement ♦

Truckee Surgery Center Board of Managers will review edits and consider approval of the Amended and Restated Operating Agreement.

Discussion was held regarding the Amended and Restated Operating Agreement. Board Member Felix would like a Strategic Plan update brought back to support this change prior to recommending approval for this change.

ACTION: No Action taken, recommend bringing back when ready to present to TSC Board of Managers.

7. ITEMS FOR BOARD DISCUSSION

7.1. Financial Reports

Truckee Surgery Center Board of Managers will review the following financial reports:

7.1.1. Q2 FY25 Financial Statement

7.1.2. Q2 FY25 Balance Sheet

7.1.3. Surgical Notes Dashboard

TSC Administrator reviewed the financial reports.

TSC Administrator reviewed the surgical notes dashboard. January volumes were low due to closure for mold remediation. New billing company is more supportive.

7.2. Coding Audit Report

Truckee Surgery Center Board of Managers will review the Third & Fourth Quarter 2024 Coding Audit Report.

TSC Administrator reviewed the coding audit report. Coding Aid reviews coding changes with providers prior to adjusting the codes.

7.3. Administrator Update

Truckee Surgery Center Board of Managers received an update from the Administrator on operations, staffing, facility and equipment needs.

Urology scheduling and Dr. Naftulin's privileging was reviewed. Administration will meet with MSC Urology.

Discussion was held about OR block times and office procedures.

Further discussion was held regarding OR2, a smell identified and

7.4. Truckee Surgery Center Growth

Truckee Surgery Center Board of Managers will review options for expanding service lines.

No discussion was held.

Open Session recessed at 12:34 p.m.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes

8.1.1. 12/04/2024 Regular Meeting

Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155)◆

Subject Matter: Fourth Quarter 2024 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: Fourth Quarter 2024 Quality Assurance Performance Improvement Data

Number of items: Nine (9)

Discussion was held on a privileged item.

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

Subject Matter: 2024 Annual Quality Report

Number of items: One (1)

Discussion was held on a privileged item.

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

Subject Matter: 2024 Quality Improvement Project Study & Annual Evaluation

Number of items: Two (2)

Discussion was held on a privileged item.

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

Subject Matter: Third - Fourth Quarter 2024 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: 2025 Utility Risk Assessment

Number of items: One (1)

Discussion was held on a privileged item.

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

Subject Matter: 2024-2025 Hazard and Vulnerability Assessments

Number of items: Two (2)

Discussion was held on a privileged item.

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

Subject Matter: Medical Staff Credentials

Number of items: One (1)

Discussion was held on a privileged item.

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

Subject Matter: 2024 Quality Assurance Performance Improvement Annual Risk Assessment

Number of items: One (1)

Discussion was held on a privileged item.

Open Session reconvened at 12:47 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 8.8. and 8.10. Item 8.9. Medical Staff Credentialing were approved on a 3-0-1 vote with Dr. Dodd abstaining from voting as he is listed in the Medical Staff Credentials.

10. ITEMS FOR NEXT MEETING

- Q2 Regular Meeting of the Truckee Surgery Center Board of Managers, 06/18/2025, 12:00 p.m.
- Under Items for Board Action add position of Truckee Surgery Center Chair and draft Organizational Chart.
- Under Items for Board Discussion add review Urology scheduling at Truckee Surgery Center.

11. ADJOURN

Meeting adjourned at 12:48 p.m.