

**TRUCKEE SURGERY CENTER  
REGULAR MEETING OF THE  
BOARD OF MANAGERS**

**MINUTES**

Wednesday, April 29, 2020 at 12:30 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 April 29, 2020 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 12:30 p.m.

**2. ROLL CALL**

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

Other: Karen Baffone, Karla Weeks, Courtney Leslie, Martina Rochefort

**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 12:32 p.m.**

**5. CLOSED SESSION**

**5.1. Approval of Closed Session Minutes**

*04/01/2020*

Discussion was held on a privileged item.

**5.2. Hearing (Health & Safety Code § 32155)**

*Subject Matter: First 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: First Quarter 2020 Quality Assessment Performance Improvement Data*

*Number of items: Four (4)*

Discussion was held on a privileged item.

**5.4. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Quality Assessment/Performance Improvement Project Report*

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*Number of items: One (1)*

Discussion was held on a privileged item.

**Open Session reconvened at 12:39 p.m.**

**6. APPROVAL OF MINUTES OF: 04/01/2020**

**ACTION: Motion made by Dr. Jeff Dodd, seconded by Crystal Betts, to approve the Truckee Surgery Center Minutes of April 1, 2020 as presented. Roll call vote taken.**

**Dodd – AYE**

**Betts – AYE**

**Newland – AYE**

**Weis – AYE**

**7. ITEMS FOR BOARD ACTION**

**7.1. Appointments**

Truckee Surgery Center (TSC) Board of Managers will appoint the following position: QAPI/IC RN.

Business Manager noted HFAP requires a Registered Nurse to be appointed to this position.

Brianna Watts has been in this position since reopening. She works closely with the District's Director of Quality and Infection Control Preventionist for support.

Medical Executive Committee (MEC) would like to recommend appointment of Brianna Watts.

**ACTION: Motion made by Dr. Jeff Dodd, seconded by Judy Newland, to appoint Brianna Watts as the Quality Assurance Performance Improvement/Infection Control Registered Nurse (RN) as presented. Roll call vote taken.**

**Dodd – AYE**

**Betts – AYE**

**Newland – AYE**

**Weis – AYE**

**7.2. Quality Committee**

TSC Board of Managers discussed the creation of a Quality Committee, appointment of members, and meeting frequency.

A Medical Staff Quality Committee is a requirement of accreditation.

Business Manager stated the MEC historically served as the Quality Committee due to the small size of TSC. MEC currently meets quarterly. Business Manager proposed combining MEC and Quality Committee meetings.

QAPI/IC Registered Nurse (RN) would report at each quality committee meeting.

**ACTION:** Motion made by Dr. Jeff Dodd, seconded by Judy Newland, to approve the formation of a Medical Staff Quality Committee made up of Medical Executive Committee members that will meet quarterly. Roll call vote taken.

Dodd – AYE

Betts – AYE

Newland – AYE

Weis – AYE

### **7.3. Policy Review**

Truckee Surgery Center Board of Managers reviewed and considered approval of the following:

**7.3.1.** Quality Assessment Performance Improvement (QAPI) Plan, QA-2002

**7.3.2.** Medical Staff Bylaws

**7.3.3.** Medical Staff Rules and Regulations

**7.3.4.** Delineated Clinical Privilege Request Form - Podiatry

**7.3.5.** Delineated Clinical Privilege Request Form - Dentistry

**ACTION:** Motion made by Dr. Jeff Dodd, seconded by Judy Newland, to approve Quality Assessment Performance Improvement (QAPI) Plan, QA-2002, Medical Staff Bylaws, Medical Staff Rules and Regulations, Delineated Clinical Privilege Request Form – Podiatry and Delineated Clinical Privilege Request Form – Dentistry as presented. Roll call vote taken.

Dodd – AYE

Betts – AYE

Newland – 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. Q1 2020 Medbridge Report**

Crystal Betts inquired on Accounts Receivable (AR) over 180 days which totals \$90,378. Business Manager is aware approximately \$8,000 is from the fourth quarter of 2019. She will reach out to Medbridge for further details.

Ms. Betts would like a report showing the dates of the accounts, status and collection efforts by Medbridge. If accounts are dead, Ms. Betts would like to know why there is denial of payment.

Harry Weis asked Business Manager to share with Medbridge that the Board of Managers is concerned with the aged AR and want tight control on older AR.

### **8.2. Facility/Equipment Update**

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

Chiller replacement is taking place now.

The arrival of the sterilizers is pending. Business Manager will find out tomorrow morning about sterilizer installation. TSC would like to schedule installation for a day there are no scheduled surgeries.

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Phone system will be replaced in the next week or so.

Karla Weeks updated this week and next week the hospital and TSC are sharing one surgical line. TSC is closed for chiller repair today through Friday. TSC will reopen on Tuesday. TSC will operate business as usual after that.

**9. ITEMS FOR NEXT MEETING**

No discussion was held.

**10. ADJOURN**

**Meeting adjourned at 12:56 p.m.**