



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Wednesday, June 15, 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 June 15, 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 12:02 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; 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: 03/07/2022

ACTION: Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of March 7, 2022 as presented, seconded by Judy Newland. Roll call vote taken.

Dodd – AYE

Ward – 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. Adult Modified Warning Score (MEWS)

6.1.2. Pediatric Early Warning Score (PEWS)

6.1.3. Resignation/Separation of Employment

6.1.4. Discipline and Discharge

Regular Meeting of the Truckee Surgery Center Board of Managers
June 15, 2022 MINUTES – Continued

- 6.1.5. Performance Improvement Plan
- 6.1.6. Pay and Differentials
- 6.1.7. Prompt Payment Discount
- 6.1.8. Intent to Proceed
- 6.1.9. Insurance Verification & Estimates
- 6.1.10. Receiving Payments
- 6.1.11. Credit Balance Refunds & Adjustments
- 6.1.12. Payment Plans

Courtney Leslie, TSC Administrator, noted a number of the policies were previously held by the former billing company. TSC Administrator felt it was important to adopt the policies since TSC has moved to a new billing company.

The Payment Plans policy will offer a six-month payment plan to keep the money at TSC.

Crystal Betts will follow up with TSC Administrator on the discount prior to collections as she sees this as an administrative decision.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of March 7, 2022 as presented, seconded by Louis Ward. Roll call vote taken.

Dodd – AYE

Ward – AYE

Betts – AYE

Weis – AYE

6.2. Fiscal Year 2023 Budget

TSC Board of Managers reviewed and considered for approval the Fiscal Year 2023 Budget.

TSC Administrator noted the TSC budget was reviewed with Jaye Chasseur. TSC will need to bring in quite a bit of revenue to make budget. There has been an increase in supplies and facilities due to inflation.

TSC is working with a new broker on employee benefits. The new plan will save TSC approximately \$22,000 annually.

TSC has experienced some difficulty in bringing some providers over from the hospital. There are some equipment issues with ENT but some procedures could be done.

Ms. Betts noted TSC will need an additional \$330,000 in revenue to breakeven. Staffing and supplies would fluctuate with volume component.

Louis Ward stated TFHD is working on a perioperative optimization project and will include TSC as well.

Administration would like to understand why some providers think they cannot do procedures and dispel rumors.

Regular Meeting of the Truckee Surgery Center Board of Managers
June 15, 2022 MINUTES – Continued

Jan Iida, TFHD Chief Nursing Officer, commented the cost of renting two anesthesia machine is \$10,000 per month and to buy new ones is \$83,000. Harry Weis would like to further look into purchasing anesthesia machines. Karla Weeks put it in the budget for the year after next. The current rented machines are not the equipment that will be purchased.

ACTION: Motion made by Crystal Betts, to approve the Fiscal Year 2023 Budget as presented, seconded by Dr. Jeffrey Dodd. Roll call vote taken.

Dodd – AYE

Ward – AYE

Betts – AYE

Weis – AYE

6.3. Signature Approval for Payor Contracts

Truckee Surgery Center Board of Managers considered approving TSC Administrator to execute payor contracts. Discussion was held.

Ms. Betts stated Courtney Leslie is already acting in this capacity. CFO does participate in reviewing contracts. Mr. Weis requested Ms. Betts approve contracts before they are signed. TSC works with Kelly on payor contacts and approval by the TFHD CFO is already part of the process.

ACTION: Motion made by Louis Ward, to approve authority for Courtney Leslie, TSC Administrator, to execute payor contacts on behalf of Truckee Surgery Center, seconded by Dr. Jeffrey Dodd. 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 Q3 FY22

7.1.2. TSC Profit & Loss Q3 FY22

7.1.3. Medbridge Quarterly Report Q1 CY22

Medbridge had not fluctuated much between quarters. The new billing company will have reports available for the next meeting.

Louis Ward departed the meeting at 12:25 p.m.

TSC Administrator shared payors have not been willing to move much at all contracts. They do not want to reimburse for full cost on implant cases.

Mr. Ward rejoined the meeting at 12:27 p.m.

7.2. Fire and Disaster Drill Update

Heidi Fedorchak, TSC Nursing Supervisor, completed all mandated fire and disaster drills.

7.3. Facility/Equipment Update

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

Temperature and humidity continue to be an issue in Sterile Processing.

Capital items submitted include new tower and cameras for ENT cases, Stryker power, containers, curtains and tourniquet machine.

TSC received the C-Arm from the hospital. It needs a new battery but they are backordered.

Currently, the facility does not have cooling. A request has been submitted for a replacement air handler. Repair may cause TSC to close for a week. TSC is hoping for a Friday through Monday install. Mr. Ward signed the Capital Expenditure Request (CER) and it is in process. Ms. Betts received the CER and will forward on to Mr. Weis.

7.4. Staffing Update

TSC Board of Managers received a staffing update:

- The full time Business Officer Coordinator position was filled.
- Sterile processing position was hired.
- The Pharmacy Consultant put in his resignation. Brittany Oliver will serve as replacement.
- Surgical tech will be going out on paternity leave.

Open Session recessed at 12:36 p.m.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes

03/07/2022

Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155)

Subject Matter: First 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: First 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: First Quarter 2022 California Ambulatory Surgery Association (CASA)

Benchmarking Survey

Number of items: One (1)

Regular Meeting of the Truckee Surgery Center Board of Managers
June 15, 2022 MINUTES – Continued

Discussion was held on a privileged item.

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

Subject Matter: First 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: Medical Staff Credentials Report

Discussion was held on a privileged item.

Open Session reconvened at 12:45 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 8.5. Item 8.6. Medical Staff Credentials was approved on a 4-0 vote.

10. ITEMS FOR NEXT MEETING

Ms. Betts requested an updated on the new billing company.

Mr. Ward shared there may be a preliminary report on the surgical optimization project.

11. ADJOURN

Meeting adjourned at 12:47 p.m.