



# TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

## MINUTES

Monday, August 10, 2020 at 12:00 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 August 10, 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 12:04 p.m.

### 2. ROLL CALL

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

Other: Courtney Leslie, Truckee Surgery Center Administrator; Karla Weeks, TFHD Director of Surgical Services; Martina Rochefort

*Absent: Judy Newland*

### 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 12:05 p.m.**

### 5. CLOSED SESSION

#### 5.1. Approval of Closed Session Minutes

*04/29/2020*

Discussion was held on a privileged item.

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

*Subject Matter: Second 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: Second 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: Second Quarter 2020 Pharmacy Audit Report*

*Number of items: One (1)*

Discussion was held on a privileged item.

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

*Subject Matter: Radiation Detection Report*

*Number of items: One (1)*

Discussion was held on a privileged item.

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

*Subject Matter: Medical Staff Credentialing Report*

*Number of items: One (1)*

Discussion was held on a privileged item.

**Open Session reconvened at 12:17 p.m.**

**6. APPROVAL OF MINUTES OF: 04/29/2020**

**ACTION: Motion made by Dr. Jeff Dodd, seconded by Crystal Betts, to approve the Truckee Surgery Center Minutes of April 29, 2020 as presented. Roll call vote taken.**

**Dodd – AYE**

**Betts – AYE**

**Weis – AYE**

**7. ITEMS FOR BOARD ACTION**

**7.1. Policy Review**

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

**7.1.1. Medical Staff Bylaws**

Courtney Leslie, TSC Administrator, reviewed the bylaws with Tahoe Forest Hospital District (TFHD) In-House Counsel, Matt Mushet, last week.

TFHD In-House Counsel recommended leaving Officers of the Medical Staff even though TSC does not currently have any at this time.

Harry Weis asked if the bylaws could be brought back at a subsequent meeting. Mr. Weis would like In-House Counsel to opine on changes.

No action was taken. Item will come to the next meeting.

**7.1.2. Medical Staff Rules and Regulations**

Board of Managers reviewed the proposed elimination of item F of the Pre-Anesthesia section of Medical Staff Rules and Regulations. The change aligns with the current practices of TSC.

An additional proposed change will allow the surgeon to depart and have the Physician Assistant close. The change brings TSC in line with current hospital practices.

**ACTION:** Motion made by Dr. Jeff Dodd, seconded by Crystal Betts, to approve the Truckee Surgery Center Medical Staff Rules and Regulations as presented. Roll call vote taken.

Dodd – AYE

Betts – AYE

Weis – AYE

#### **7.1.3. Annual Policies & Procedures**

The annual approval of policies and procedures is required by accreditation.

**ACTION:** Motion made by Dr. Jeff Dodd, seconded by Crystal Betts, to approve the Truckee Surgery Center Annual Policy & Procedure list as presented. Roll call vote taken.

Dodd – AYE

Betts – AYE

Weis – AYE

#### **7.1.4. Annual Formulary Review**

The formulary review consists of mostly anesthesiology drugs.

**ACTION:** Motion made by Dr. Jeff Dodd, seconded by Crystal Betts, to approve the Annual Formulary Review as presented. Roll call vote taken.

Dodd – AYE

Betts – 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. Q2 2020 Medbridge Report**

Mr. Weis noted the second quarter dropped due to COVID pandemic.

Crystal Betts inquired about the working relationship with Medbridge. Administrator is working with Medbridge on the balance of accounts over 180 days this week. There are a few bills that are in collections. Some bills were delayed due to delay of invoices from implant companies. Previously, surgeries were not being pre-authorized. TSC is doing much better now that surgeries are pre-authorized.

#### **8.2. Contracted Services Review**

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

Aramark and EMCOR are currently not meeting expectations. Administrator is working with Aramark to improve quality of linens. The lack of available linen suppliers in the local area has been problematic. Mr. Weis asked for TFHD's Director of Support Services to be looped in. TFHD Facilities Department is working on the agreement with EMCOR. If EMCOR cannot meet the needs of the surgery center, a new vendor will be selected.

### **8.3. Facility/Equipment Update**

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

Both humidifiers failed which caused a flood into the sterile processing area and OR1. There was drywall damage to sterile processing which will be repaired later this week or early next week. TFH Facilities is working on the replacement of the humidifiers.

The boiler pumps also failed and are being repaired by EMCOR. Administrator is waiting to receive an update.

A pipe broke in the deionized water system. The repair will be completed by EMCOR and TFHD Facilities. Administrator is waiting to receive an update.

The age of equipment is contributing to need for constant repairs.

### **8.4. Staffing Update**

Truckee Surgery Center Board of Managers received an update on staffing. A Scrub Tech position is open. TSC is actively interviewing for the position and working on a per diem person. The Nurse Manager position is open and proving to be a very difficult position to fill. There are coverage issues for radiology.

## **9. ITEMS FOR NEXT MEETING**

The Truckee Surgery Center Bylaws will be reviewed.

## **10. ADJOURN**

**Meeting adjourned at 12:37 p.m.**