



# TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

## MINUTES

Monday, December 18, 2023 at 12:00 p.m.  
Human Resources Conference Room – Tahoe Forest Hospital  
10024 Pine Avenue, Truckee, CA 96161

### 1. CALL TO ORDER

Meeting was called to order at 12:00 p.m.

### 2. ROLL CALL

Board of Managers: Harry Weis, Louis Ward, Dr. Jeffrey Dodd

Staff in attendance: Courtney Leslie, Truckee Surgery Center Administrator; Heidi Fedorchak, Truckee Surgery Center Nursing Supervisor; Jan Iida, Chief Nursing Officer; Martina Rochefort, Clerk of the Board

Via zoom: Crystal Felix (cannot vote)

### 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. 09/06/2023 Regular Meeting

5.2. 10/25/2023 Special Meeting

**ACTION:** Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of September 6, 2023 and October 25, 2023 as presented, seconded by Louis Ward.

**AYES:** Dodd, Ward, Weis

**Abstention:** None

**NAYS:** None

**Absent:** None

### 6. ITEMS FOR BOARD ACTION

#### 6.1. Updated Policies

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

**6.1.1. Pay and Differentials (HR-2206)**

**6.1.2. Intermittent Pneumatic Compression Devices (NS-1911)**

Courtney Leslie, TSC Administrator, worked with Lauren Caprio in Human Resources to update the policy. A premium was added for night shift differentials. Nurses at TSC are not unionized.

**ACTION:** Motion made by Dr. Jeffrey Dodd, to approve the Pay and Differentials (HR-2206) and Intermittent Pneumatic Compression Devices (NS-1911) policies as presented, seconded by Louis Ward.

**AYES:** Dodd, Ward, Weis

**Abstention:** None

**NAYS:** None

**Absent:** None

## **6.2. Updated Pre-Printed Orders**

TSC Board of Managers reviewed and considered approval of updated pre-printed orders. Discussion was held.

**ACTION:** Motion made by Dr. Jeffrey Dodd, to approve the Pre-Printed Orders as presented, seconded by Louis Ward.

**AYES:** Dodd, Ward, Weis

**Abstention:** None

**NAYS:** None

**Absent:** None

## **7. ITEMS FOR BOARD DISCUSSION**

### **7.1. Financial Reports**

Truckee Surgery Center Board of Managers reviewed the following financial reports:

#### **7.1.1. Q1 FY24 Financial Statement**

TSC performed 134 cases last quarter. Refunds were higher than expected. Licenses and permits were high due to tissue bank and pharmacy fees paid at same time. Travel and food expenses are due to attendance at a conference.

There was confusion with the Neptune agreement. The charge is incorrectly being allocated to TSC and will be corrected.

Volumes have increased a bit with vasectomies.

There are still outstanding checks with Bank of the West. The account will be closed once they have cleared.

#### **7.1.2. Surgical Notes Dashboard**

TSC Administrator is staying on them to get the Accounts Receivable down.

### **7.2. Coding Review Report**

TSC Board of Managers reviewed the Third Quarter 2023 Coding Review Report. Discussion was held. TSC will switch to Coding Aide after it was identified that the coders were auditing their own items.

### **7.3. Administrator Update**

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

As of today, 524 cases are on the schedule.

TSC has not received any updates on Dr. Watson's plastics program. The Health System is expecting the plastics clinic to open in January (ENT is set for December 27). TSC already has an established fee schedule. MSC will collect fee upfront for TFHS and TSC facility fee.

CFO would like a policy or process around the invoice and fees between the District and TSC.

COO would like the reasons why we do not keep the cases documented.

Demand letter went out to Blue Shield for implant claims.

TSC Administrator provided a facility and equipment update.

Stryker Towers and Stryker beach chair have arrived.

TSC hired a nurse that has significant scrub tech experience.

**Open Session recessed at 12:23 p.m.**

## **8. CLOSED SESSION**

### **8.1. Approval of Closed Session Minutes**

*09/06/2023 – Regular Meeting*

*10/25/2023 – Special Meeting*

Discussion was held on a privileged item.

### **8.2. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Third Quarter 2023 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: Third Quarter 2023 Quality Assurance Performance Improvement Data*

*Number of items: Ten (10)*

Discussion was held on a privileged item.

### **8.4. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Managed Care Contract Rate Reimbursement*

*Number of items: One (1)*

Discussion was held on a privileged item.

### **8.5. Hearing (Health & Safety Code § 32155)**

*Subject Matter: Medical Staff Credentials Report*

Discussion was held on a privileged item.

**Open Session reconvened at 12:34 p.m.**

**9. REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

Item 8.1. was approved on a 3-0 vote. There was no reportable action on items 8.2. through 8.4.

Item 8.5. was approved on a 3-0 vote.

**10. ITEMS FOR NEXT MEETING**

-Report on how plastics procedures are going.

**11. ADJOURN**

**Meeting adjourned at 12:35 p.m.**