



# TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

## MINUTES

Wednesday, September 6, 2023 at 12:00 p.m.  
Human Resources Conference Room – Tahoe Forest Hospital  
10121 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: Harry Weis, Louis Ward, Crystal Felix, 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

### 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. 05/17/2023 Regular Meeting

**ACTION:** Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of May 17, 2023 as presented, seconded by Crystal Felix.

**AYES:** Dodd, Felix, Ward, Weis

**Abstention:** None

**NAYS:** None

**Absent:** None

### 6. ITEMS FOR BOARD ACTION

#### 6.1. Fiscal Year 2024 Budget

Truckee Surgery Center (TSC) Board of Managers reviewed the Fiscal Year 2024 Budget.

Courtney Leslie, Truckee Surgery Center Administrator, worked with the District's Controller on the budget. Discussion was held. Bad debt and wages were higher than last year.

Equipment seemed lower than it should be if we have to purchase anything. The Capital Expenditure Request for the Stryker towers has not yet been approved by CFO.

**ACTION:** Motion made by Crystal Felix, to approve the Fiscal Year 2024 Budget as presented, seconded by Louis Ward.  
**AYES:** Dodd, Felix, Ward, Weis  
**Abstention:** None  
**NAYS:** None  
**Absent:** None

## **6.2. Annual Policy Approvals**

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

**6.2.1. Policy & Procedure List**

**6.2.2. Truckee Surgery Center Medical Staff Bylaws**

**6.2.3. Truckee Surgery Center Medical Staff Rules & Regulations**

**6.2.4. Preprinted Orders**

Discussion was held.

**ACTION:** Motion made by Louis Ward, to approve items 6.2.1. through 6.2.4. as presented, seconded by Dr. Jeffrey Dodd.  
**AYES:** Dodd, Felix, Ward, Weis  
**Abstention:** None  
**NAYS:** None  
**Absent:** None

## **6.3. New Policies**

Truckee Surgery Center Board of Managers reviewed and considered for approval the following proposed new policies:

**6.3.1. Travel Expense Reimbursement (HR-2301)**

**6.3.2. Travel Hours Reimbursement (HR-2302)**

**6.3.3. Contract Review & Approval (GOV-2301)**

**6.3.4. Business Plan Development (GOV-2302)**

**6.3.5. Administrative Delegation of Authority (GOV-2303)**

**6.3.6. Purchase Authorization (GOV-2304)**

**6.3.7. Special Items Purchase (GOV-2305)**

Discussion was held.

Travel reimbursement is processed through payroll but CFO wanted to confirm it is not taxable.

**ACTION:** Motion made by Crystal Felix, to approve items 6.3.1. through 6.3.7. as presented, seconded by Louis Ward.  
**AYES:** Dodd, Felix, Ward, Weis  
**Abstention:** None  
**NAYS:** None  
**Absent:** None

## **6.4. Retired Policies**

Truckee Surgery Center Board of Managers considered retiring the following policies:

**6.4.1. COVID-19: Screening of Patients, Employees and Vendors (IC-2002)**

**6.4.2. COVID-19: Vaccine Policy (IC-2100)**

Discussion was held.

**ACTION:** Motion made by Dr. Jeffrey Dodd, to retire items 6.4.1. and 6.4.2. as presented, seconded by Louis Ward.

**AYES:** Dodd, Felix, 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. FY23 Year End Financial Statement**

Medical Supplies and office supplies are always large expenses.

Discussion was held.

Harry Weis, President and Chief Executive Officer, and Louis Ward, Chief Operating Officer thanked TSC Administrator for her work on Accounts Receivable.

CFO feels the billing company should have their legs under them at this point and should be doing much better than they are. CFO would like to establish Blue Shield representative to move it along.

**7.1.2. Surgical Notes Dashboard**

No additional comments were made.

**7.2. Coding Review Report**

Truckee Surgery Center Board of Managers reviewed the Second Quarter 2023 Coding Review Report.

Overall, they do a good job. Surgical Notes contracts with a company to do the coding and then they do the audit. There should be separation with the auditors. The District's HIM department can assist with streamlining.

**7.3. Administrator Update**

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

Volumes continued to remain low.

Urology has started doing procedures as of July.

Dan Coll would like to move IOVERA procedures to TSC. The orthopedics office does not have the space to do IOVERA. TSC has ultrasound which can assist with guidance for IOVERA.

TSC will continue to work with Perioperative Governance Committee on block scheduling. TSC does not have the issues of needing a block release policy.

TSC Administrator reviewed an update on staffing.

TSC Administrator and Nurse Supervisor completed high reliability training.

**Open Session recessed at 12:32 p.m.**

**8. CLOSED SESSION**

**8.1. Approval of Closed Session Minutes**

*05/17/2023*

Discussion was held on a privileged item.

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

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

*Number of items: Eight (8)*

Discussion was held on a privileged item.

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

*Subject Matter: Operation Zephyr Event Report Out and Second Quarter Fire Drill Report*

*Number of items: Two (2)*

Discussion was held on a privileged item.

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

*Subject Matter: Annual Formulary Review*

*Number of items: One (1)*

Discussion was held on a privileged item.

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

*Subject Matter: Managed Care Contract Rate Reimbursement*

*Number of items: One (1)*

Discussion was held on a privileged item.

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

*Subject Matter: Medical Staff Credentials Report*

Discussion was held on a privileged item.

**Open Session reconvened at 12:59 p.m.**

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

Item 8.1. was approved on a 4-0 vote. There was no reportable action on items 8.2 through item 8.6.  
Item 8.7. was approved on a 4-0 vote.

**8. ITEMS FOR NEXT MEETING**

No discussion was held.

**9. ADJOURN**

**Meeting adjourned at 1:00 p.m.**