



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Monday, March 25, 2024 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 12:03 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; 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. 12/18/2023 Regular Meeting

ACTION: Motion made by Dr. Jeffrey Dodd, to approve Truckee Surgery Center Board of Manager meeting minutes of December 18, 2023 as presented, seconded by Louis Ward.

AYES: Dodd, Ward, Weis

Abstention: None

NAYS: None

Absent: Felix

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. Quality Assessment and Performance Improvement (QAPI) Plan (QA-2002)

6.1.2. Time Off (HR-2009)

Reproductive loss leave was required to be added.

6.1.3. California Paid Sick Leave (HR-2008)

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There was an update to the annual accrual and maximum carryover amount. It is required by state law.

6.1.4. Clinical Laboratory Point of Care Testing Program (LAB-1909)

TFHD oversight was removed.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the updated policies, items 6.1.1. through 6.1.4. as presented, seconded by Louis Ward.

AYES: Dodd, Ward, Weis

Abstention: None

NAYS: None

Absent: Felix

6.2. Annual Employee Handbook Review

The Employee Handbook was updated to include reproductive loss, updated sick time and pregnancy leave. The mission and goals were updated as well.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the Employee Handbook as presented, seconded by Louis Ward.

AYES: Dodd, Ward, Weis

Abstention: None

NAYS: None

Absent: Felix

6.3. Patient Instructions

TSC Board of Managers reviewed and considered the following patient instructions for approval:

6.3.1. Low Oxygen Saturation and Incentive Spirometer Use

Anesthesia has reviewed.

6.3.2. Lower Extremity Discharge Instructions

All instructions have been updated to be more detailed.

ACTION: Motion made by Dr. Jeffrey Dodd, to approve the Patient Instructions, items 6.3.1. and 6.3.2., as presented, seconded by Louis Ward.

AYES: Dodd, Ward, Weis

Abstention: None

NAYS: None

Absent: Felix

7. ITEMS FOR BOARD DISCUSSION

7.1. Financial Reports

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

7.1.1. Q2 FY24 Financial Statement

TSC Administrator reviewed the financial statement.

7.1.2. Q2 FY24 Balance Sheet

TSC Administrator reviewed the balance sheet.

7.1.3. Surgical Notes Dashboard

TSC Administrator reviewed the dashboard.

TSC will move forward with a company called Nimble.

Louis Ward said it would be interesting to see charge per case.

7.2. Coding Review Report

TSC Board of Managers reviewed the Fourth Quarter 2023 Coding Review Report.

TSC moved to Coding Aid. There were some areas where Surgical Notes disagreed with the coding and they were correct. TSC Administrator is sending codes to Bernice on a monthly basis and that has been helpful.

7.3. Administrator Update

TSC Administrator provided an update on operations, staffing, facility and equipment needs.

Volumes have been mainly due to urology.

Iovera will not be done at TSC.

Dr. Watson performed his first plastics case.

CMS is rolling out a requirement for surgery centers to conduct patient satisfaction surveys. TSC will be eligible to apply for a waiver due to low volumes.

TSC continues to have HVAC and med gas issues.

7.4. Anesthesia Staffing

Discussion was held on anesthesia staffing. CNO suggested having one dedicated provider to TSC. Dr. Dodd would like to discuss the proposal with the entire anesthesia group so they are in agreement.

7.5. Facility Maintenance Records

TSC Administrator provided an update on facility maintenance records.

COO stated there may need to be some sort of agreement to address facility records.

COO would like to meet with Director of Facilities Management and TSC Administrator to talk through process.

Open Session recessed at 12:43 p.m.

Closed Session convened at 12:43 p.m.

8. CLOSED SESSION

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8.1. Approval of Closed Session Minutes

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Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155)

Subject Matter: Fourth 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: Fourth 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: 2023 Annual Quality Report

Number of items: One (1)

Discussion was held on a privileged item.

8.5. Hearing (Health & Safety Code § 32155)

Subject Matter: 2023 Quality Improvement Project Study & Annual Evaluation

Number of items: Two (2)

Discussion was held on a privileged item.

8.6. Hearing (Health & Safety Code § 32155)

Subject Matter: Fourth Quarter 2023 Ambulatory Surgery Center Association (ASCA) Clinical Benchmarking Survey

Number of items: One (1)

Discussion was held on a privileged item.

8.7. Hearing (Health & Safety Code § 32155)

Subject Matter: 2023 Culture of Safety Survey

Number of items: One (1)

Discussion was held on a privileged item.

8.8. Hearing (Health & Safety Code § 32155)

Subject Matter: 2024 Utility Risk Assessment

Number of items: One (1)

Discussion was held on a privileged item.

8.9. Hearing (Health & Safety Code § 32155)

Subject Matter: 2023-2024 Hazard and Vulnerability Assessments

Number of items: Two (2)

Discussion was held on a privileged item.

8.10. Hearing (Health & Safety Code § 32155)

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Subject Matter: Case Review

Discussion was held on a privileged item.

Open Session reconvened at 12:55 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 taken on items 8.2. through 8.10.

10. ITEMS FOR NEXT MEETING

- Follow up on facility management
- Update on linens

11. ADJOURN

Meeting adjourned at 12:56 p.m.