

August 3, 2017

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Page 1 of 6

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MINUTES FROM THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS
OF
PLUMAS DISTRICT HOSPITAL

BOARD MEMBERS PRESENT: Valerie Flanigan, Bill Wickman, and John Kimmel

BOARD MEMEBERS ABSENT: Kathy Price and Mark Satterfield MD

OTHERS PRESENT: Jeffrey Kepple MD, Christie Brawley (Recording Secretary), Caleb Johnson, CFO, Pat Everhart, CNO, Lisette Brown, CCO, and members of the public

I. Call to Order and Introduction of Audience / Public Comment

John Kimmel called the meeting to order at 4:32 p.m. and invited public input.

II. Approval of Agenda

Director Wickman moved to approve the agenda as presented. Director Flanigan seconded. Motion carried.

III. Approval of Minutes from the Regular Board Meeting on July 7, 2017

Director Flanigan moved to approve the minutes from the regular meeting on July 7, 2017. Director Wickman seconded. Motion carried.

IV. Report from the Special Closed Session of the Board on August 4, 2017 at 3:30pm: Exposure to Litigation, One Case

The claim against public entity was unanimously rejected by the board of directors.

V. Approval of Resolution 2017-2: General Obligation Bonds Series B Tax Rate

To authorize the Plumas County Tax Assessor's office to set the 2017-2018 Property Tax Rate for the Plumas District Hospital General Obligation Bond Series B at \$0.0003375

PASSED AND ADOPTED this 3rd day of August, 2017 by the following vote:

AYES: Bill Wickman
Valerie Flanigan
John Kimmel

NAYES: None

ABSENT: Mark Satterfield MD
Kathy Price

VI. Regular Staff Reports

A. CEO Report- Dr. Jeffrey Kepple, CEO

- Dr. Kepple introduced Claibel Solorio, the Rural Prime Medical Student who has just finished up her rotation to the board. She shared that she has enjoyed her time here at PDH immensely.
- Kim Homolak, PA has completed her first month as a new provider at PDH. We have received great feedback from patients who have seen her in the clinic.
- Leadership Training- 32 employees, including senior managers and most mid-level managers as well as employees from other area hospitals have enrolled in a series of Hospital Leadership Trainings put on by Butte College. These trainings are held at Feather River College once a month for 4 months. The feedback from the attendees has been positive and the courses have been very valuable so far.
- Tight Cash Situation- trying to take action and see what we can do to improve our efficiencies and productivity. The Leadership Team had a meeting and discussed different ways where we can cut back. The team had great ideas for ways to cut corners.
- Managed Medi-Cal and California Health and Wellness is not really paying us or engaged with us as much as we would like. We are in the early stages of exploring the option of using a different system/payer/model. There is a multicounty front that is gaining momentum to potentially switch the payer to a nonprofit county organized health system that will need to be approved by the board of supervisors. Dr. Kepple and Caleb are exploring these options and participating in early discussions.
- We are pursuing a line of credit to so we can participate in the biggest IGT programs we have ever participated in. This could mean that we recoup a large amount of money that will help put us in a much better cash situation.
- Allevant is ramping up and we have begun a soft roll out. The staff is working hard to get the program off the ground that we can be proud of.

B. Nursing Report- Pat Everhart RN MSN, CNO

- The nursing staff seems happier and more settled. The charge nurse positions have been filled. A travel nurse has been recruited for the OB charge nurse position. The ER charge nurse position hasn't been officially accepted yet but should be shortly.
- The temperature monitoring system is up and running and all of the staff is trained except for the lab department.
- The Telestroke training is almost complete and Renown has been on site during the process.
- The rounding for the Allevant Transitional Care Program is going great. Candice Coursey has been facilitating and it has been running smoothly so far. Education for Allevant will continue next month with the next phase.

C. Clinical Report- Lisette Brown RN, CCO

- Lisette Brown met with Louise Steenkamp and a few others regarding MHA Funding- The Whole Person Grant for mental health purposes. The project is related who frequent the ER with associate mental health conditions and potentially homelessness to help us fill in the gaps in our care for hard to place patients.
- Anthem was back for their yearly audit of our clinics. The clinics passed the audit and they performed the documentation portion for IVMC and the physical assessment of the two clinics here on campus.
- We are working on HEDIS- Healthcare Effectiveness Data Information Set Measures- we don't formally participate with our organization but larger organizations do and they have requested our help in them meeting their target measures, which is improvement in care on our behalf. We are working out ways to get patients in for preventative treatments and tracking each one and in turn they will provide us with incentive funding for each patient that we accommodate.
- PRIME- In the process of implementing the mental health component of our pain management program which is anxiety/depression/substance use screening. The tools have been developed and approved and we are working on developing the workflows.
- Indian Valley Medical Clinic open house is scheduled for August 8 from 4 to 6pm.
- Lori Holencik is on campus covering for Dr. Barnes while she is on maternity leave until the end of September. We have excellent feedback and she has fit right in and been a pleasure to work with.
- There has been improvement in patient access with Kim filing in and having a full staff of providers through the summer. There have been a few quick visit slots not filled and less people heading to ER that could have been seen in the clinic. There is a possibility of adding more quick visit openings and the possibility of providing urgent care service. Lisette will look into possibility of staying open during the lunch hour.

- Drug Room Update- We had the med dispensing system kick off and we are working on getting the system implemented the tentative go live is November/December. We are also utilizing the 340B program and already realizing savings since May 31st to current- \$12,900 in savings so far. We are working on barcodes scanning and automatic charge capture and will go live in about a month.
- Lab- we have a new hematology analyzer that we are finishing up on the quality control and networking to be able to use that new analyzer. There was also a minor lab remodel to improve work flows and the staffs as well as patients have said that has been a very positive change. We submitted a corrective action plan for a couple of lab proficiency testing discrepancies and have been resolved with Joint Commission. We are still recruiting for a lab manager and CLS's we may be sending staff to recruit at the CLS State Conference.
- Quality- we are gearing up for Joint Commission to visit next year. We are working on having everyone up to date on competency requirements so we are always ready at all times for a visit.
- Several staff went to a meeting in Chico with CDPH and was able to meet with the regulatory people that we are in contact with and whom also perform our site visits. We also had discussion about issues addressing patients that are ready to be discharged medically but are unsafe discharges due to lack of support at home, are homeless or have a mental health issue. T Abraham is setting up a meeting related just to this issue. Enloe and other area hospitals are also struggling with this issue as well.
- Medication Error Prevention and Antibiotic Stewardship Programs are up to date and current and going well.
- Beta Risk Management was on campus to present classes on Risk Prevention last week. The classes were well attended by all different departments. The topics were Documentation for Nurses, Root Cause Analysis, Nursing Scope of Practice and Health Information and Privacy.
- Respiratory Therapy has a new Pulmonary Function Machine and they are excited for the new testing we are going to perform.
- The Go 365 employee wellness program has kicked off and we started the free employee lab draws this week and biometric screening will begin in the coming weeks.

D. CFO Report- Caleb Johnson MBA, CFO

- Caleb reviewed the financial highlights for June 2017:
 - Total AR: \$6,600,767.31
 - AR 120+ Days: \$1,593,886.63
 - % over 120: 24.1%
 - Avg. Daily Revenue: \$110,717.15
 - Gross AR Days: 59.62
 - June Cash Collections: \$2,195,893.98

- July Cash Collections: \$1,821,158.71
- Cash in holding account- \$1,3369,693.28
- Available working capital (CHFFA)- \$255,399.47
- Municipal Lease Financing Update:
 - VOIP phones are still in the process of “porting” telephone numbers to the new server. The cardiac monitoring system (CMS) has been delivered but not yet implemented. Implementation is dependent on mount installation and IT infrastructure build-out.
- FY2018 Budget- Still behind schedule. Caleb and Cindy are meeting to review and incorporate assumptions.
- 2015/2016 & 2016/2017 Voluntary Rate Range IGT
 - Spoke with Robert Mann & Kerry Wilson at Plumas bank- we are working towards a \$2M line of credit. May call board meeting early next week to approve a resolution if the loan comes through.

E. Approval of Medical Staff Credentials- Jeffrey Kepple MD, CEO

Appointments:

Jay Donohoo MD	VRAD Radiology	Telemedicine
Madjid Keyvani MD	Renown Neuro-Hospitalist	Telemedicine
Mathew Butrum MD	Renown Neuro-Hospitalist	Telemedicine
Wendy En-Lok Brown MD	Renown Neuro-Hospitalist	Telemedicine

Reappointments:

Candice Coursey NP	Family Medicine	Allied Health Professional
William Jenkins CRNA	Anesthesia	Allied Health Professional
Lawrence Price MD	Internal Medicine	Active

Bill Wickman moved to approve the medical staff credentials as presented.
Valerie Flanigan seconded. Motion carried.

VII. Board Education:

Included in the board packets were PDH conference room calendars for August and September, hospital/healthcare related news articles.

August 3, 2017

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Page 6 of 6

VIII. Director Remarks:

Director Wickman: Director Wickman commented that Starry Mountain Nights was happening on August 19th.

Director Flanigan: Director Flanigan commented how neat it is to see the new physicians and pharmacists around town and how much they have become a part of our community.

Director Kimmel: Director Kimmel applauded the hiring of the nursing staff and said that the hospital is a great place to bring our family and neighbors. He thanked everyone for their hard work.

IX. Next Board Meeting

The next board meeting is scheduled for August 3, 2017 at 4:30pm.

X. Adjournment

There being no further business to discuss, the meeting was adjourned at 6:55pm



Bill Wickman, Board Member
Board of Directors



Valerie Flanigan, Board Secretary
Board of Directors