

July 6, 2017

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Page 1 of 4

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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 Kathy Price

BOARD MEMEBERS ABSENT: John Kimmel 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

Valerie Flanigan called the meeting to order at 4:40 p.m. and invited public input.

II. Approval of Agenda

Director Wickman moved to approve the agenda as amended; as the time of the meeting was inadvertently left off. Director Price seconded. Motion carried.

III. Approval of Minutes from the Regular Board Meeting on June 1, 2017

Director Wickman moved to approve the minutes from the regular meeting on June 1, 2017. Director Price seconded. Motion carried.

IV. REMSA/Care Flight First Annual Ground Operations Report

Matt Brown Gave the First Annual Ground Operations report to the board of directors. He covered the statistics of the ground operations such as patient transports, critical care transports, rope rescue training, nurse health line, ambulance upgrades, CPR classes for the public, heart safe community project, vehicle maintenance, emergency medical dispatch, crew quarters remodel, equipment upgrades, child safety seat and cribs for kids programs and employee wide cross training. He stated that this was a very successful first year of the PDH/REMSA partnership and he looks forward to many years to come.

V. Introduction of the new Plumas District Hospital Website- Leann Kennedy, Community Relations Coordinator

Leann reviewed the new website that was built by Big Fish Creations with the Board Members. The new website is up to date with the newest technology and features biography pages for the providers and board members, a page for records requests and provider calendars. Leann and Tiffany worked closely with Big Fish to create a very homey and welcoming feel to the site, and they featured real photos of our staff and campus.

VI. Regular Staff Reports

A. CEO Report- Dr. Jeffrey Kepple, CEO

- The Allevant Kick off was July 6th and Dr. Mark Lindsey was on campus to assist in the roll out. The meeting was very well attended and Dr. Kepple stated that the program well aligns with the hospitals strategic planning goals.
- Dr. Kepple reviewed the Strategic Planning Meeting Minutes. The vision, branding and new mission statement was discussed amongst the group. There was no solid decision at that time.
- Kim Homolak a new PA will begin her orientation, training and credentialing for her permanent position here at PDH next week. She has just received her California license and is excited to get started.
- We are making a significant dent in reducing contract labor in the month of July- We have eliminated ½ of the travel nurse positions and we have 3 people interested in the lead OB nurse position.
- The Budget is still being worked out for FY 18. Caleb has set a goal to have it completed by the end of July.
- Aspen Architects submitted their preliminary design for the lobby/nurses station remodel. Darren will be running the proposed plans by the nurses before any decisions are made, but they look great so far and we could be putting it out to bid by next spring.
- Darren Beatty gave an update on Measure A projects. The badge entry for the doors is being worked on, the fire alarm system is on hold and will be have to be submitted through OSHPD, outdoor lighting is being installed and the landscaping is still underway, including some tree removal.
- We are keeping options open for a possible new Electronic Health Record, there has been some concern regarding Prognosis responsiveness. Athena Health has been very aggressive and will be on campus for a site visit and presentation July 13th.
- The Go 365 Employee Wellness Initiative through Humana launched July 1st with an online tracking and rewards program. Plumas Bank adopted the same program and has had great success with it.

B. Nursing Report- Pat Everhart RN MSN, CNO

- The nurses are implementing a self-scheduling program so they can be more hands on in making their own schedules and fill in the gaps easier.

- Pat Everhart is working on getting the Telestroke Program up and running
- Pat is recruiting for two charge RN's, one for the Med Surg department and one for the Emergency Department.
- The work flow in the Emergency Department is being monitored and Pat has been keeping an eye on the patient load to make sure resources are being used effectively.
- The nurses are getting excited about the Allevant launch and ready for the implementation of the new transitional care program.
- Temperature monitoring is up and running in the lab. The nurses are being trained on the new system.

C. CFO Report- Caleb Johnson MBA, CFO

- Caleb reviewed the financial highlights for May 2017:
 - Total AR: \$6,544,428.62
 - AR 120+ Days: \$1,768,990.53
 - % over 120: 27.0%
 - Avg. Daily Revenue: \$107,836.71
 - Gross AR Days: 60.69
 - May Cash Collections: \$2,478,203.90
 - June Cash Collections: \$2,195,893.98
 - Cash in holding account- \$1,355,674.69
 - Available working capital (CHFFA)- \$255,399.47
 - Municipal Lease Financing Update:
 - IV pumps are up and running, Hematology Analyzer has been delivered and installed and is undergoing calibration, The VOIP Phone System has been delivered and will go live soon, Cardiac Monitoring System has been selected and the proposal from Mindray has been accepted and under budget.
- FY2018 Budget- Behind schedule. The spreadsheets are ready to be reviewed with the managers after working out which managers are responsible for each of the GL Departments. Caleb hopes to have the budget ready by the end of July.
- Melissa Palmer has accepted the HIM Manager Position, she comes to us from Salt lake City with 10 years of HIM experience.

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

Appointments:

Benjamin Weaver. CRNA	Anesthesia	Allied Health Professional
Renown Telestroke Group	Neurology	Telemedicine

Bill Wickman moved to approve the medical staff credentials as presented. Kathy Price seconded. Motion carried.

July 6, 2017

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Page 4 of 4

VII. Board Education:

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

VIII. Director Remarks:

Director Price: Director Price shared that she was glad to be home from vacation, and to receive the synopsis of the Strategic Planning Session. She is excited about the Mayo Clinic and feeling very positive about all of the things happening.

Director Wickman: Director Wickman had no comment except that he is excited about all of the great things happening.

Director Flanigan: Director Flanigan said Happy Anniversary to Matt Brown and the crew at REMSA. She thanked everyone for attending the meeting.

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