

January 4, 2018

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

BOARD MEMBERS PRESENT: Valerie Flanigan, Bill Wickman, Kathy Price, Mark Satterfield MD and John Kimmel

BOARD MEMEBERS ABSENT: None

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

• **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.

Jan Klement, a representative and attorney for the estate of Captain Carl Welles presented a check for \$100,000 to the Plumas Healthcare Foundation, for the intention of equipment upgrades in the Laboratory, Radiology and Emergency Departments.

• **Approval of Agenda**

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

• **Approval of Minutes from the special board meeting on October 17, 2017 and the regular board meeting on November 2, 2017**

Director Wickman moved to approve the minutes as presented. Director Price seconded. Motion carried.

• **Regular Staff Reports**

A. **Special Manager Report- Lacey McKenzie, Patient Financial Services**

Lacey McKenzie gave the board of directors a brief update of her role as manager of the PFS department and an overview of the projects her team is working on as well as daily duties.

B. AHRQ Survey on Patient Safety Culture- Tomala Marcos RN and Tiffany Leonhardt

Tomala Marcos and Tiffany Leonhardt gave a brief presentation on the new AHRQ (Agency for Research and Quality) Survey. The Comprehensive Unit-based Safety Program is a patient safety model that includes training tools to make care safer by improving the foundation for how physicians, nurses, and other clinical team members work together. It builds the capacity to address safety issues by combining clinical best practices and the science of safety.

C. Board of Directors Officer Elections

Director Kimmel moved to elect Valerie Flanigan as Board President. Director Satterfield seconded, all board members were in favor. Motion carried.

Director Flanigan moved to elect Bill Wickman as Board Secretary. Director Kimmel seconded, all board members were in favor. Motion carried.

Kathy Price expressed an interest of having a seat on Management Council, Dr. Kepple will discuss with MC at the next meeting.

John Kimmel will replace Mark Satterfield MD on Finance Committee and Bill Wickman will replace Valerie Flanigan on Medical Policy.

D. CEO Report- Dr. Jeffrey Kepple, CEO

- Dr. Kepple shared that he is looking forward to 2018 and growing our Tertiary Care Program, while improving patient care and customer service. He and a few other staff members will travel to UC Davis in February to visit their TCU Facility and meet with Dr. Mark Lindsey the CEO of Allevant.
- Dr. Kepple and team are actively working on a Prompt Care Program, same day service; this will improve patient access in the clinics and lower the volume in the Emergency Department.
- Dr. Kepple and Caleb Johnsen have been working hard on expense reduction and contingency plans in the lean times. Contract labor is one that is being focused on- we will be down to 8 FTE travel employees by mid-January.

E. Nursing Report- Pat Everhart MSN, CNO

- Pat has been working on an Acuity System to keep a good balance for nurses. She has been talking with Renown and Tahoe Forest regarding hard to place patients. She will be taking a trip to meet with both hospitals.
- Pat has been working with the nurses on their continuing education and keeping their competencies up. We will also be working with Alliance for Workforce Development to get new staff trained.

F. Clinical Report- Lisette Brown RN, CCO

- Lisette, Caleb, and Tomala attended the Quality Conference on CHA scholarship.
- There is a new CRNA on staff, Ben Weaver who started work this month.
- Pharmacy- the new Med Dispensing System has been installed and is live. The nursing staff has embraced it and is working well. The board of Pharmacy survey also went well with no major findings.
- Laboratory- there is a new Lab Consultant helping out, and we have a solid staff, but still recruiting for a Laboratory Manager.
- Clinics- Shawn Rader is now the new RHC Manager- with all of the clinics under one umbrella. Dr. Morgan will now see patients in the Indian Valley Clinic one day per month. The Dental Clinic now has denture services.

G. Finance Report- Caleb Johnson, CFO

- Caleb Johnson CFO, reviewed the financials for November 2017:

Cash Balance

- November cash collections- \$2,725, 368.14
 - Includes DY12 PRIME IGT \$1,380,000.00
- December cash collections- \$1,380,000.00
 - Lower due to Medicare withhold starting 12/13/17
- Available cash- \$1,446,361.74, does not reflect payroll running this week or check run last week

A/R Balance

- Total AR: \$5,946,252.01
- AR 120+ Days: \$1,653,142.24
- Average Daily Revenue- \$106,383.64

Medicare Cost report

- Filed electronically 12/13/17, 13 days after due date
- Payments withheld starting 12/13/17 due to late filing
- Payments released 1/3/18, \$562,775.01
- Estimated receivable due to PDH \$602,836, expected in March
- Also in March, new (higher) rates and potential lump sum for FYTD2018

HQAF5

- Original direct grant amount available to PDH-\$300,343
- Additional targeted direct grant based on DHLF executive committee action \$225,540
- Total direct grant amount now available to PDH \$525,883
- First Payment expected either this month or next (\$131,500)

340B

- Credit app has been accepted by McKesson wholesale
- Contracts are inked with Rite Aid, Quincy Pharmacy, & Village Drug
- Last action Item before Go-live is training, which will be set up by the end of the week. Expected savings deposited into bank as soon as February, estimated up to \$35K/month

- **Board Education:**

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

- **Director Remarks:**

Director Price: Director Price asked that the new Board President, Valerie Flanigan, write a thank you letter on behalf of the BOD to Jack Brown and Jan Klement for the donation of \$100,000 from the estate of Captain Carl Welles.

Director Wickman: Director Wickman thanked John Kimmel for serving as Board President for the last two years. He expressed what an honor it was for him to sit with the Leadership group and commented on what a great management team PDH has. He thanked Lisette for leading the Medical Policy Committee and Tiffany Leonhardt and Leann Kennedy for all they do the Plumas Healthcare Foundation.

Director Satterfield: Director Satterfield shared that he worked a few shifts in the ER recently and he remarked how great the team from REMSA and the ED staff are. He also stated that the morale among the nursing staff is up under Pat Everhart's leadership.

Director Kimmel: Director Kimmel shared how grateful and thankful he is for the hospital and staff and although we have a long road ahead we are up for the task of keeping the hospital thriving.

Director Flanigan: Director Flanigan remarked how exciting it was to receive the large donation from Captain Carl Welles at the start of the meeting. She thank Lacey McKenzie for presenting and she shared how excited she in about the new Transitional Care Program.

- **Next Board Meeting**

The next board meeting is scheduled for February 1, 2018 at 4:30pm.

- **Adjournment**

There being no further business to discuss, the meeting was adjourned at 6:00pm.



Valerie Flanigan, Board President
Board of Directors



Bill Wickman, Board Secretary
Board of Directors