

March 1, 2018

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Page 1 of 4

March 1, 2018

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

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

BOARD MEMEBERS ABSENT: None

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

- **Call to Order and Introduction of Audience / Public Comment**

Valerie Flanigan called the meeting to order at 4:43 p.m. and invited public input.

Dr. Ben Hunt introduced Neelam Phalke a 4th year medical student from UNR that is performing a 4 week surgical rotation at PDH. She shared that she is enjoying her rural rotation with Dr. Jensen and Dr. Hunt.

- **Approval of Agenda**

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

- **Approval of Minutes from the special and regular board meeting on February 1, 2018**

Director Satterfield moved to approve the minutes as presented. Director Kimmel seconded. Motion carried.

- **Appointment of Ad-Hoc Committee to review and update the Governing Body By-laws**

Director Flanigan appointed Mark Satterfield MD and Bill Wickman to review and update the Governing Board By-laws.

- **Regular Staff Reports**

- **CEO Report- Dr. Jeffrey Kepple, CEO**

- Dr. Kepple discussed the best way he could update the staff with the intention of optimum transparency. He discussed that a 5-7 minute audio update, as well as an easily readable transcript of the audio file would be the easiest and quickest way to get the information out to staff.
- The Joint Commission survey window is open. Beta was onsite to perform a 2 day risk assessment. They gave honest feedback, stating that we are doing great but want to take us to superior status in all areas.
- PFS Department- the department is working hard to reach benchmarks and bring our cash collection up.
- Dr. Parin Seakit and his wife Dr. Vacca will be arriving in Quincy for a dual interview with PDH and EPHC. He is an Emergency Room Physician and she is in her last year of residency in family practice, including a specialty in cesarean sections. They are interested in rural medicine and have been recommended to us by a former locum physician, Dr. Kim Thomas.

- **Clinical Report- Lisette Brown RN, CCO**

- A Plan of Corrections has been submitted on behalf of the lab to CDPH due to a clerical error on the form for proficiency testing.
- The Workplace Violence Committee has been revitalized. Staff has been conducting environmental risk assessments for their work stations. Appropriate training for staff is underway.
- A Patient Safety Culture Survey has been sent out to employees in direct patient care. There has been a 47% response rate so far, the goal was 75%.
- The clinics have been busy with a record high of 2770 patients seen and 673 referrals processed in January.
- Prompt Care has been rolled out and is going very well. All patients have been accommodated including walk-ins.
- Liz McGee has been training in Medication Assisted Addiction Treatment, she will begin treating, and counseling patients and for staff. Aegis is a large company that specializes in this treatment and training, it is a hub and spoke model we are utilizing.

- **Nursing Report- Pat Everhart RN, CNO**

- Beta was onsite and conducted a risk assessment for our hospital and the clinics. We learned a lot about forms, policies and processes. They sat with the charge nurses for a long time, going over the med-surg department processes.
- Karl Palmer of Allevent was on campus and gave the nurses a class on goal setting.

- The nursing staff attended a refresher class on empathy. This was a great class to remind nurses of why they became nurses in the first place, beyond their exhaustion and burnout. They all enjoyed it.

- **Finance Report- Caleb Johnson, CFO**

- Caleb Johnson CFO, reviewed the financials for January 2018:

Cash Balance

- January cash collections- \$2,504,116.35
- February cash collections- \$2,860,011.38
- Available cash- \$2,096,874.64
- AP- \$1,505,462.64

A/R Balance

- Total AR: \$5,679,632.73
- AR 120+ Days: \$1,493,658.18
- Average Daily Revenue- \$106,383.64

HQAF5 (Hospital Quality Assurance Fee 5)

- Have not received any amount yet. The first of one or two installments should arrive next week as stated in an email today.

2016-2017 Rate Range IGT

- No change to anticipated submission date, as of today we are on track to participate

- **Medial Staff Credentials**

Reappointments:

Thomas Wilson MD	Emergency Medicine	Courtesy
Robert Leckie MD	Radiology	Consulting
Leon Jackson MD	Radiology	Consulting

Director Wickman moved to approve the credentials as presented. Director Kimmel seconded. Motion carried.

- **Board Education:**

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

March 1, 2018

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Page 4 of 4

- **Director Remarks:**

Director Wickman: Director Wickman stated that Leann Kennedy will be sorely missed. The foundation is looking ahead and exploring possibilities for leadership for the Plumas Healthcare Foundation.

Director Satterfield: Director Satterfield stated how great it is that we are becoming more financially stable.

Director Kimmel: Director Kimmel stated that he has received really good comments from community members about their care in the hospital and in the rural health clinics.

Director Price: Director Price stated that the hospital looks so much nicer without all of the vehicles parked up on the road.

Director Flanigan: Director Flanigan stated that it was a great meeting and information, and that she has also received good feedback from the community as well as hospital employees.

- **Next Board Meeting**

The next board meeting is scheduled for April 3, 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



Mark Satterfield MD, Board Secretary
Board of Directors