

December 6, 2018

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

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

**BOARD MEMEBERS ABSENT:** Kathy Price

**OTHERS PRESENT:** Christie Brawley (Recording Secretary), JoDee Tittle CEO, Caleb Johnson CFO, 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 4:31 p.m. and invited public input.

• **Approval of Agenda**

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

• **Approval of Minutes from Regular Board meeting on November 1, 2018 and the special board meeting on November 14 and November 27, 2018**

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

• **Approval of Energy Efficiency Proposal to install LED lighting Quincy campus-wide at a cost of \$85,907 and subsequent 0% interest On-Bill Financing Loan Agreement with Pacific Gas and Electric Company in the same amount.**

Director Satterfield motioned to approve the LED lighting proposal. Director Kimmel seconded. Motion carried.

- **Approval of Resolution 2018-4: MODIFICATION OF PERSONS AUTHORIZED TO SIGN CHECKS DRAWN ON THE FUNDS OF THE DISTRICT**

Director Satterfield motioned to approve Resolution 2018-4 by roll call vote. Director Kimmel Seconded. Motion carried.

Director Kimmel: Aye  
Director Satterfield: Aye  
Director Wickman: Aye  
Director Flanigan: Aye

Director Price: Absent

- **Regular Staff Reports**

- CEO Report- JoDee Tittle MBA**

- JoDee shared a letter complimenting Dr. Lewis and the hospital nursing staff with the board.
- JoDee discussed the town hall meet and greet meetings with the staff, community member introductions, community partner introductions, area CEO introductions, and project and departmental pipeline.
- JoDee discussed the Healthcare Flywheel that includes passion, principles and pillar results, purpose, worthwhile work, and making a difference. Techniques, tools and behaviors that will achieve results under goals set by the organization.
- JoDee discussed her December goals being development of department & organizational pipeline, development of strategic road map, patient safety quality committee, securing a policy and contract management vendor, and the organizational structure.

- **Clinical/Quality/Nursing Report- Lisette Brown RN, CCO**

- Lindsay Morrison RN gave a presentation on the PRIME project concerning Chronic Non-Malignant Pain Management and MAT- Medication Assisted Treatment. She discussed the Plumas County Opioid Statistics, depression screening and the supporting funding that comes with the data that she pulls together and submits for reimbursement.
- Clinical Department Summary:
  - Cardiopulmonary- looking to replace aging equipment
  - Dental- Dr. Petrini will be retiring at the end of January and we will be actively recruiting for a new dentist.
  - Drug Room- New Epidural and PCA pumps have been implemented
  - Hospital Nursing- Working on training and skills drills
  - Perinatal Services- a retreat for nursing and physician staff to enhance communication and teamwork in January. Susan Brown has accepted the position as Perinatal Services Manager.

Medical Surgical Services- Debra Miller has accepted the position of Medical Surgical Services Supervisor. We will be adding a new role of CNA in the hospital as well as unit clerks who are telemetry certified.

Surgical Services- Helen Mills is stepping down as manager to staff nurse. We are currently recruiting to fill the position.

IT- Actively recruiting a Clinical Informatics Specialist

Lab- Information System Go Live is set for December 18, 2018. Joint Commission responses due on December 16, 2018.

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

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

- **Cash Balance**

- October cash deposits-\$2,302,768.28
- Available cash- \$5,237,580.49
- AP- \$352,381.00

- **A/R Balance**

- Total AR: \$6,217,667.17
- AR 120+ Days: \$936,285.33
- Average Daily Revenue- \$119,526.80

- **Approval of Medical Staff Credentials**

- **Reappointments:**

Janet Thompson NP

Women's Healthy

Allied Health Professional

Eric Goldberg MD

Radiology

Consulting

Director Satterfield moved to approve the medical staff credentials as presented. Director Wickman seconded. Motion carried.

- **Board Education:**

Included in the board packets were PDH conference room calendars for December and January, hospital/healthcare related news articles. In addition, the CEO report included board education around the healthcare flywheel.

- **Director Remarks:**

**Director Satterfield:** Director Satterfield welcomed our new CEO, JoDee Tittle and shared his pleasure to have Liz McGee working with him on the opiate program.

**Director Flanigan:** Director Flanigan shared that she is ending the year full of gratitude for the great group of people working together to make the hospital thrive.

December 6, 2018

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

Page 4 of 4

She thanked Dr. Kepple for stepping up the last 4 years and she welcomed JoDee Tittle to Plumas District Hospital.

Director Wickman: Director Wickman welcomed our new CEO JoDee Tittle and shared that he is excited that hospital is continuing to move in a positive direction. The Plumas Healthcare Foundation is working on financing for some part time administrative help.

Director Kimmel: Director Kimmel shared that his mother had a very good experience at PDH with all of the care she received. He's very grateful for the staff that took care of her.


- **Next Board Meeting**

The next board meeting is scheduled for January 3, 2019 at 4:30pm.

- **Adjournment**

There being no further business to discuss, the meeting was adjourned at 6:30 pm.

  
\_\_\_\_\_  
Valerie Flanigan, Board President  
Board of Directors

  
\_\_\_\_\_  
Bill Wickman, Secretary  
Board of Directors