

January 3, 2019

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, Andy Ryback

BOARD MEMEBERS ABSENT: None

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 December 6, 2018**

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

• **Board Chair and Secretary Elections**

Director Kimmel moved to elect Director Flanigan as board chair for one more year. Director Wickman seconded. Motion carried.

Director Satterfield moved to elect Director Wickman as board secretary for one more year. Director Kimmel seconded. Motion carried.

Director Flanigan appointed director Satterfield and Director Wickman to serve on the Quality and Medical Policy Oversight Committee and she appointed Director Kimmel and Director Ryback to the Finance Committee.

Director Wickman suggested the possibility of changing the board bylaws to indicate 2 year terms for both Board Chair and Board Secretary.

- **Approval of the purchase of a GE LogiQ E10 Ultrasound Imaging System for \$133,553 and a GE Vivid S70N v202 Cardiovascular Ultrasound High End Scanner for \$72,080 with financing on both via separate lease agreements at 5.68% APR over 60 months, and accompanying Service Agreement of \$88,508 over 84 months.**

Director Ryback motioned to approve the purchases as presented. Director Kimmel seconded. Motion carried.

- **Regular Staff Reports**

- **CEO Report- JoDee Tittle MBA**

- JoDee shared the recent accolades we received via our Facebook page as well as on our HCAHPS survey.
- The Orchard Lab Information System has gone live. We have submitted our response to the Joint Commission survey and we were granted our 2 year accreditation.
- JoDee attended the volunteer luncheon and was very impressed by the 3800 hours they have logged as a group.
- The Plumas County Behavioral Health Dept. is no longer supplying "sitters" for 5150 patients that are admitted. We are currently looking into contracting with REMSA to fill that need.
- ICIMS Applicant tracking system implementation is complete.
- JoDee presented the new organizational structure to the board and gave a brief explanation.
- JoDee is working on rolling out Department and Organizational Pipeline to all leaders and staff. The implementation of department and organization huddles is ongoing. She is working on formalizing the strategic roadmap with board and provider input.
- The selection of a policy and contract management vendor is imminent.
- The Patient Safety Quality Committee is being restructured and JoDee will oversee the committee.
- JoDee is working with facilities staff on campus security and the space constraint plan.

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

- Cardio Pulmonary- will receive a new cardiovascular ultrasound high end scanner and a new treadmill.
- Laboratory- The implementation of the new orchard software was successful but still working out kinks.
- As of July 1, 2019 we will have to supply homeless patients that are discharged with clothing and food. The state will be auditing our logs so record keeping by log will be mandatory. The hospital thrift store will be helping us with the clothing.

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- Med Surg- the nurses really stepped up in December with the staffing shortages. Debra Miller RN has accepted the position of Med Surg Supervisor.
- Susan Brown RN has accepted the position as Perinatal Supervisor and Joan Gately has accepted the position of Surgical Services Supervisor.
- The policy on alcohol and drugs in the workplace is being revisited with the new state and federal regulations.
- Lisette is working with staff on chart reviews and addressing QRR's in a more timely manner.
- Dr. Schad is overseeing the MAT treatment in the jail.
- Utilization Review/Discharge Planning- Maureen Smith has moved back to Chico and will be working remotely until we fill the position.

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

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

- **Cash Balance**

- November cash deposits-\$2,913,507.82
- Available cash- \$5,012,836.81
- AP- \$178,100.46

- **A/R Balance**

- Total AR: \$6,132,062.86
- AR 120+ Days: \$946,140.73
- Average Daily Revenue- \$115,029.59
- Gross AR Days- 53.31

- **Approval of Medical Staff Credentials**

Reappointments:

Laura Lazenby, FNP Family Medicine Allied Health Professional

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 January and February, hospital/healthcare related news articles, watch Study Act Video from the Institute of Healthcare Improvement.

- **Director Remarks:**

Director Satterfield: Director Satterfield complimented Lisette Brown for her Quality Report. He also stated that he is pleased to serve on the team and it is also a pleasure to welcome Andy Ryback to the board.

Director Flanigan: Director Flanigan said that it is an honor and a pleasure to work with the staff and board at PDH. She thanked the team for their hard work on paycom.

Director Wickman: Director Wickman shared that the Plumas Healthcare Foundation has hired an administrative assistant, Sheila Vargas.

Director Kimmel: Director Kimmel agreed with Director Wickman and Director Satterfield's sentiments. It is nice to see things moving in a strategic and positive way. Thanks to Director Flanigan for accepting another year as president.

Director Ryback: Director Ryback looks forward to serving on the board and gaining education on hospital districts via ACHD webinars.

- **Next Board Meeting**

The next board meeting is scheduled for February 7, 2019 at 4:30pm.

- **Adjournment**

There being no further business to discuss, the meeting was adjourned at 6:45 pm.



Valerie Flanigan, Board President
Board of Directors



Bill Wickman, Secretary
Board of Directors