

April 4, 2019

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

BOARD MEMBERS PRESENT: Valerie Flanigan, Mark Satterfield, Andy Ryback, Bill Wickman

BOARD MEMEBERS ABSENT: John Kimmel

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 4:32 p.m. and invited public input.

• **Approval of Agenda**

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

• **Approval of Minutes from Regular Board meeting on March 7, 2019**

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

• **Old Business**

A. Board By-Law update- There will be a draft of the updated by-laws at the May Board Meeting

B. Plumas Bank Line of Credit- Caleb Johnson presented the proposal from Plumas Bank for a \$2,000,000 Accounts Receivable & Property Tax Secured Line of Credit. Director Satterfield motioned to approve the line of credit by roll call vote. Director Wickman seconded. Motion carried.

Director Flanigan: Aye
Director Wickman: Aye
Director Satterfield: Aye
Director Ryback: Abstained

- C. Modular Building Purchase- Darren Beatty presented an estimate to the board of a modular building purchase to help combat our departmental space constraints. The building will be used to house the Respiratory Department. Director Ryback motioned to approve the purchase of the modular building. Director Satterfield seconded. Motion carried.

- **New Business**

- A. Studer Consulting Contract Proposal- JoDee Tittle presented a contract to the board regarding a partnership with Studer Group for the price of \$7,000 per month. Director Satterfield motioned to approve the partnership with Studer Group. Director Ryback seconded. Motion carried.
- B. Approval of Mary Miles Appointment to Measure A Series B Oversight Committee- Director Ryback motioned to approve Mary Miles to the MAOC Committee. Director Wickman seconded. Motioned carried.

- **Modular Building Purchase**

- a. Darren Beatty presented a request for a 5-year lease of a modular building for the purchase of improving upon space issues within the hospital. In particular, the Cardiopulmonary Department would be relocated to this building. Electrical load determination is still pending. A request for purchase of a new treadmill has been made of the hospital volunteers.

- **Regular Staff Reports**

- **Organizational Report- JoDee Tittle CEO, MBA**

- JoDee shared some of the accolades that we received over the last month via our Facebook page, emails and word of mouth regarding the wonderful patient care people have received in the ED and Med Surg Dept. from nurses and physicians.
- Remodel of the hospital website has taken place and it is now more user friendly with up to date board agendas and minutes from the past two years,
- Social media engagement increased in March.
- Efforts to establish a Patient Family Engagement Committee are currently underway.
- Foundation Funded \$27,000 in equipment
- Volunteers Funded \$38,475 in equipment
- Security Enhancements were made to the hospital through installation of cipher locks and badge readers
- 20 employees and two physicians attended the Workflow and Integration training in Kansas City this week.
- Dietary is ready to roll out meal menus for our patients that will offer a wider range of food choices. We will start this project on our swing patients and will monitor for patient satisfaction
- A meeting was held to formulate parameters in launching a formal new graduate Registered Nurse preceptorship program.

- We have received another grant of approximately \$170,000 for Suboxone use in the emergency department.
- Organizational Huddle is fully implemented and staff have expressed their appreciation of the tool.
- Successful agreement with FRC for Emergency Room Professional Fee

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

- Caleb Johnson CFO, reviewed the financials for February 2019:

- **Cash Balance**

- February Cash Deposits \$1,938,258.21
- March Cash Deposits \$1,712,922.78
- Available Cash \$2,030,102.71

- **A/R Balance**

- Total AR: \$6,205,734.78
- AR 120+ Days: \$1,491,072.62
- Average Daily Revenue- \$114,979.65
- Gross AR Days- 53.97

- **Approval of Medical Staff Credentials**

- **Reappointments:**

Ben Hunt MD	General Surgery	Active
John Foley MD	Orthopedic Surgery	Courtesy
Jill Hanna MD	Emergency Medicine	Courtesy

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

- **Board Education:**

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

- **Director Remarks:**

Director Wickman: Director Wickman shared that Starry Mountain Nights has been scheduled for August 24th and will be hosted by Dr. and Mrs. Jeff Kepple.

Director Ryback: Director Ryback asked about committee minutes being in the board packets so they can stay up to date on things.

Director Satterfield: Director Satterfield commented about the new grad program and how impressed he is with the newly graduated nurses. He is looking forward to the

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new preceptor program, and it is great to see the HCAPS moving in a positive direction.

Director Flanigan: Director Flanigan commented that it is great to hear positive feedback from Cerner about our employees. Thank you to the Foundation and the Volunteers for their gifts.

- **Next Board Meeting**

The next board meeting is scheduled for May 2, 2019 at 4:30pm.

- **Adjournment**

There being no further business to discuss, the meeting was adjourned at 6:14pm.



Valerie Flanigan, Board President
Board of Directors



Bill Wickman, Board Member
Board of Directors