

July 10, 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, and John Kimmel

BOARD MEMEBERS ABSENT: None

OTHERS PRESENT: Karen Story (Recording Secretary), JoDee Tittle CEO, Caleb Johnson CFO, 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. There were no public comments.

• 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 June 6, 2019

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

• Old Business

- Board Bylaws Update – Work on this project is continuing. Committees are being updated and charters included. There was a question of including term limits for Board members serving on committees. Bylaws and charters from other hospitals are being reviewed in this process.
- IVHCD Annexation Update – Plumas County Board of Supervisors passed a resolution to annex both districts into one district under the name of Plumas Healthcare District. IVHCD's annual tax apportionment will go into the newly formed district as part of consolidating resources. The next step will be for the PDH Board to pass the same resolution regarding consolidation. LAFCO will meet August 12<sup>th</sup> and could pass a resolution at that time to approve consolidation. Given that

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LAFCO requires a 3-week advance notice, PDH Board of Directors will hold a special Board meeting next week to discuss this further.

- **Regular Staff Reports**
- **Organizational Report- JoDee Tittle CEO, MBA**
  - In June we recognized:
    - Nursing Assistants
  - June Highlights:
    - Cerner Project
    - Standard Work
    - Space Constraint Plan
    - Drill Calendar
    - Hospital Scheduling
    - Studer Leadership Development Institute
  - July Focus:
    - Cerner Project
    - Board Committee Charters
    - QRR Replacement
    - Phone System A3
    - Studer Standard Work: Pipeline/Bedside Shift Report/Thank You Cards
- **Finance Report- Caleb Jonson CFO**
  - May 2019 was the largest deposit in facility history
  - Gross AR days = 61
  - Goal for AR days is less than 50
  - Increase is due to Cerner project
  - Days cash on hand = 120 days (a record)
  - Current ration = 5.3
  - Long-term debt to capitalization = 12%
  - Budget is not complete enough to bring to this Board meeting. Will be presented at August Board meeting
  - Department managers are involved with this year's budgeting process
  - May 2019 financial highlights presented
  - FYTD = increase of 1.4%
  - Total operating expense = increase of 10.27%
  - Net operating revenue = increase of 24%
  - 340B Program is bringing in over \$100,000/month

- **Quality Update- Megan McCrorey CNO and Lisette Brown CCO**

- Quality Presentation - Megan McCrorey and Susan Brown presented new patient nurse handoff tool that was implemented mid-June. This is a Studer tool that involves patients in the handoff. Patient interaction can catch errors and fill in information gaps. Feedback so far is that patients enjoy and appreciate the information.
- Megan presented Cindy Crosslin, Controller Performance Improvement Project
- Lisette presented the April 2019 committee minutes

- **Board Education:**

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

- **Director Remarks:**

Director Wickman: Director Wickman acknowledged Dr. Jensen for his foundation fundraising efforts.

Director Ryback: Director Ryback shared that his is looking forward to the upcoming Starry Mountain Nights foundation event.

Director Satterfield: Director Satterfield stated that he is pleased that charge master is being reviewed and remarked on its importance to patients and community members.

Director Flanigan: Director Flanigan expressed her gratitude for the Cerner Project and MultiView.

Director Kimmel: Director Kimmel recounted recent patient experience shared by a community member that expressed thanks to leadership.

- **Next Board Meeting**

The next board meeting is scheduled for July 10, 2019 at 4:30pm.

- **Adjournment**

There being no further business to discuss, the meeting was adjourned at 5:45pm.

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*Valerie Flanigan*

Valerie Flanigan, Board President  
Board of Directors

*Bill Wickman*

Bill Wickman, Board Member  
Board of Directors