

March 5, 2020

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

BOARD MEMBERS PRESENT: Valerie Flanigan, Mark Satterfield, Andy Ryback, John Kimmel, Guy McNett, and John Evans

BOARD MEMEBERS ABSENT: Bill Wickman

OTHERS PRESENT: JoDee Read CEO, Caleb Johnson CFO, Lisette Brown CCO, Megan McCrorey CNO, Darren Beatty COO, Tiffany Leonhardt, Sierra Blanton (Recording Secretary) and members of the public

• Call to Order and Introduction of Audience / Public Comment

Director Satterfield called the meeting to order at 4:45 p.m. and invited public input.

• Approval of Agenda

Approve on amended agenda that reflects the date of the next Board of Directors meeting on April 9, 2020. Director Ryback motioned to approved agenda with the date adjustment. Director Evans seconded. Motion carried.

• Approval of Minutes from Regular Board meeting and Special Board meeting on February 6<sup>th</sup>, 2020.

Director Ryback moved to approve both sets of minutes as presented. Director McNett seconded. Motion carried.

New Business

• Approval of Resolution 2020-2: Borrow and Grant Collateral of up to \$2,500,000 with Plumas Bank

Caleb Johnson, CFO for Plumas District Hospital, presented the resolution to the Board for approval. Director Kimmel motioned to approved the resolution. Director Evans seconded the motion. The board authorized the passing of Resolution 2020-1 by the following roll call vote:

Director Flanigan.....aye

Director McNett.....aye  
Director Evans.....aye  
Director Satterfield.....aye  
Director Kimmell.....aye  
Director Ryaback..... abstained

- **Regular Staff Reports**

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

- Organizational Highlights:

- February Highlights:

- Accolades & Recognition of staff and hospital
- Studer Tools & Techniques
- Revenue Cycle-Reducing AR
- Relocation of Cardiopulmonary Services
- Corona Virus Preparation
- Skilled Nursing Facility Progress
- Indian Valley Ambulance Crew Quarters Completed & Occupied
- Safety Officer obtained Hospital Preparedness Grant in the amount of \$3000.
- Donna Vaughan completed Hospital Acquired Infection data reporting

- March Focus:

- Establishing Baseline Metrics for the Strategic Plan
- MCN
  - a. Policies
  - b. Contracts
- Revenue Cycle
  - a. Reducing AR
  - b. Patient communication for billing
- Clinic
  - a. Leadership Nurse Manager
  - b. Patient Scheduling
- Daycare
  - a. Leadership
  - b. Design
- Senior Life Solutions
  - a. Finalize Contract
  - b. Space Planning
- Therapy
  - a. Occupational Therapy
  - b. Speech Therapy

- **Finance Report- Caleb Johnson, CEO, MBA**

- Caleb Johnson reviewed the January 2020 financials, highlighting the relationship to the 5 Financial Pillars.
  - i. Maintained positive net income before GO bond
    - January's positive bottom line of \$31,025 bolstered fiscal year to date net income to \$958,088
  - ii. Goal is to decrease gross AR days to 50;
    - Current AR is 92 days
  - iii. Goal is to maintain days' cash on hand at or above 60 days;
    - Increased in January to 52 days due January being the highest cash income month this fiscal year
  - iv. Maintain current ratio at or above 3.0;
    - Current ratio is 4.9
  - v. Maintain long-term debt to capitalization percentage at or below 20%
    - Decreased due to 14%
- **Quality Update – Prepared by Heather Edwards**
  - Megan McCrorey, CNO, presented the CAH Annual Report and Performance Improvement Plan on Surgical Services
  - Lisette Brown, CCO, presented the CAH Annual Report and Performance Improvement Plan for the Dental Clinic

- **Board Education:**

March and April Calendars

- **Director Remarks:**

**Director Ryback** – Encouraged Patient Financial Services is prepared for any other bad debt scenarios that may arise.

**Director Evans** – Appreciates the Indian Valley crew quarter completion. Impressed by the drive PDH has to really help and care for the community of Indian Valley.

**Director McNett** – Expressed his excitement over the completed crew quarters in Indian Valley and how big of a deal it is for that area to have Care Flight-Ground.

**Director Flanigan** – Really impressed with the new meeting location and appreciated the space it had to offer. Commended Patient Financial Services on all their hard and

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dedicated work in solving billing issues. Expressed excitement to be a part of the Patient Quality Committee.

**Director Kimmel** – No comment

**Director Satterfield** – Expressed the importance of getting children in to see the dentist and the efforts PDH Dental Clinic is making to achieve these appointments. Reassured by the Board's and the hospital's commitment to taking the proper precautionary steps in preparation of the Coronavirus and keeping community risk low.

- **Next Board Meeting**

The next board meeting is scheduled for April 9th, 2020 at 4:45 p.m. Board packets will be provided electronically.

- **Adjournment**

There being no further business to discuss, the meeting adjourned at 6:10p.m.



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Mark Satterfield, Board President  
Board of Directors



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John Evans, Secretary  
Board of Directors