

DECEMBER 16TH, 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 Bill Wickman, John Evans

BOARD MEMEBERS ABSENT:

OTHERS PRESENT: JoDee Read CEO, Caleb Johnson CFO, Lisette Brown CCO, Megan McCrorey CNO, Darren Beatty COO, 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 3:00p.m. and invited public input.

- Approval of Agenda

Director Wickman motioned to approve the agenda. Director Evans seconded. Motion carried.

- Approval of Minutes from Regular Board meeting on November 12th, 2020.

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

New Business

- Elections of Officers

Director Satterfield opened the floor to nominations for the Board Officers of Secretary and President. Director Kimmel nominated Director Wickman for the position of Board President. With no other nominations Director Satterfield motion to approve nomination. Director Ryback seconded. Motion Carried

Director Flanigan nominated Director McNett for the position of Board Secretary. No other nominations were offered. Director Satterfield motioned for approval. Director Ryback seconded. Motioned carried.

- **Regular Staff Reports**

- **Medical Staff Update – Ben Hunt, MD, Chief of Staff**

- Focused on being prepared for a COVID surge as the ICU capacity is filling up both in California and Nevada
- Having both medical staff and nursing staff ready to take care of ventilated patients
- Dr. Mirrashed has done a wonderful job getting the lab ready for COVID and staying on top of testing supplies on all machines
- COVID patients in hospital we have been unable to transfer

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

Introduction of Ericka Thompson, RN, Senior Life Solutions Program Director.

- **Organizational Highlights:**

- November Highlights
 - COVID

- **January Focus:**

- Building projects:
 - Daycare
 - Skilled Nursing
 - North Fork Building
 - Senior Life Solutions
- Organizational Policies
- AHRQ Culture
- Annual Report & updating our strategic metrics
- Communication and Standard work for our inpatient practice

Approval of Organizational Policies

- Organization working on new workflow process to meet guidelines and redirect procedures the board does not need to see. An update on workflow will be presented to the board in January meeting.

Finance Report- Caleb Johnson, CFO, MBA

- Caleb Johnson reviewed the October financials, highlighting the relationship to the 5 Financial Pillars.
 - i. Achieve positive FYTD Net Income before GO Bond

- October monthly loss of \$33,570 increased Fiscal Year to Date Net Loss (Before GO Bonds) to \$796,274.
- ii. Goal is to decrease gross AR days to 50;
 - October Gross AR Days increased to 69 days, from 67 the month prior.
- iii. Goal is to maintain days' cash on hand at or above 60 days;
 - Decrease in October to 152 from 187 prior month
- iv. Maintain current ratio at or above 3.0
 - Current ratio is 1.6
- v. Maintain long-term debt to capitalization percentage at or below 20%
 - Maintained at 13%

Board has asked that Caleb look into the PPE forgiveness programs.

- **Approval of Medical Staff Credentials**

Appointments

Laura Orange, AGACNP Family Medicine Allied Health Professional

Reappointments

Eric Goldberg, MD Radiology Consulting

Director Wickman motioned to approve Medical Staff credentialing as presented.
Director Satterfield seconded. Motion carried.

- **Director Remarks:**

JoDee Read – Wanted to extend a big thank you for all of the years of service Director Satterfield has given the Plumas District Hospital and for all his hard work over the years. Not only are we grateful for everything he has done for this hospital but for what he has given this community as the Public Health Officer.

Director Ryback – Director Ryback echoed all of Director Satterfield's praises.

Director Wickman – Director Satterfield has been a servant to this community and board for many years. In my opinion we have a tremendous leadership team that just

jumps in without complaints. I want to recognize the whole team at PDH. A personal thank you to Lisette Brown, CCO, for her work with ACHD and telehealth.

Director McNett – I'd like to give a shout out to our IT staff for all their help with communicating on new platforms safely. Thank you for holding things together for us.

Director Flanigan – It's impressive to watch the team and how they've handled the COVID-19 situation. I want to extend my deepest Christmas wishes to the entire team. JoDee, you have built an incredible administrative team. It's been an honor working with this board and the board teams prior and I respect Dr. Satterfield greatly.

Director Evans – I give a hearty amen to all the praises for Director Satterfield. I too really respect your friendship and your work and will miss seeing you as often as I do now. I would also like to add that close friends of mine recently had their baby at PDH and said their experience equally compared to the one they had at a large well know hospital in Florida. Great work!

Director Kimmel – Thank you Director Satterfield for all your years of service, especially through the hard times. A huge blessing to our community and would not be where we are today without some of your key decision making and leadership. You will be missed and I am hopeful you will be back.

Director Satterfield – It has been an honor and a privilege to serve this board and alongside so many extraordinary, outstanding, smart, giving and talented people.

Adjourned into Closed Session at 4:27pm

• **Report from Closed Session**

Action: After discussion the PDH board unanimously voted to increase the CEO salary to \$300,000 annually. The salary change will commence on January 1, 2021, and will be reviewed on a calendar year basis. Mutual parties agreed to extend JoDee Read's contract through December 31st, 2024. The bonus potential will be reviewed based upon a fiscal year basis.

Concluded Closed Session at 5:02pm

• **Next Board Meeting**

The next board meeting is scheduled for January 14th, 2020 at 4:00 p.m. Board packets will be provided electronically.

December 16th, 2020

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

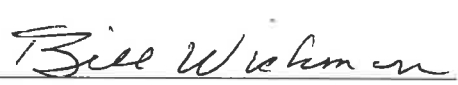
Page 5 of 5

- **Adjournment**

There being no further business to discuss, the meeting adjourned at 5: 04p.m



Mark Satterfield, Board President
Board of Directors



Bill Wickman
Board of Directors