

January 8, 2020

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

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

BOARD MEMEBERS ABSENT:

OTHERS PRESENT: JoDee Read CEO, Caleb Johnson CFO, Lisette Brown CCO, Megan McCrorey CNO, Darren Beatty COO, Jeff Kepple, MD, K. Story (Recording Secretary), and members of the public

- Call to Order and Introduction of Audience / Public Comment

Director Flanigan called the meeting to order at 4:36 p.m. and invited public input.

- Approval of Agenda

Director Ryback moved to approve the agenda with correction of date. Director Satterfield seconded. Motion carried.

- Approval of Minutes from Regular Board meeting and the Special Board meeting on December 19, 2019

Director Ryback moved to approve both sets of minutes with correction of time of adjournment to closed session to reflect 6:05 p.m. Director Satterfield seconded. Motion carried.

- Old Business

- Certificate of Completion – Annexation of the Indian Valley Health Care District Territory and Dissolution of Indian Valley Health Care District – filed December 23, 2019

Following review of the document identified above, Guy McNett and John Evans, FNP, were asked to join the Plumas Hospital District Board of Directors and were seated as such.

• **Approval of Resolution 2020-1 Transfer of Refunding Revenue Bond – Series 2018 to the Plumas Hospital District**

David Heaslett, attorney representing the Indian Valley Health Care District, provided an introduction and overview of Resolution 2020-1. Director Ryback moved to approve Resolution 2020-1 as presented. Director Satterfield seconded. The board authorized the passing of Resolution 2020-1 by the following roll call vote:

- Director Wickman..... aye
- Director Ryback aye
- Director Evans aye
- Director McNett aye
- Director Kimmel aye
- Director Satterfield..... aye
- Director Flanigan aye

• **Directions for the Plumas County Auditor**

Director Wickman moved to approve, noting Board President will change and initial “he” under item (i) to “she.” Director Ryback seconded. The board authorized this approval with the following roll call vote:

- Director Wickman..... aye
- Director Ryback aye
- Director Evans aye
- Director McNett aye
- Director Kimmel aye
- Director Satterfield..... aye
- Director Flanigan aye

• **Indenture of Trust to US Bank, San Francisco**

Following presentation of document by Director McNett, Director Satterfield moved to approve acceptance and signing of this Indenture of Trust by CEO. Seconded by Director Kimmel. Motion carried.

• **New Business**

• **Election of Officers**

Director Flanigan opened the floor to nominations for the Board offices of Secretary and President. Director Wickman nominated Director Evans for the position of Board Secretary. There were no other nominations were offered. Director Satterfield motioned for approval. Director Ryback seconded. Motion carried.

Director Kimmel nominated Dr. Satterfield for the position of Board President. No other nominations were offered. Director Wickman motioned for approval. Director Kimmel seconded. Motion carried.

Director Satterfield assumed chair of the meeting.

- **Regular Staff Reports**

- **Care Flight Annual Report**

Matt Brown, Operations Manager for Care Flight, provided Care Flight's 2018-2019 Annual Report focusing on services in Quincy, Indian Valley and surrounding communities.

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

- Organizational Highlights:

- December Highlights:

- Flooring and window blinds being installed throughout the hospital
- Successful open enrollments
- Provider office moves completed
- Billing and coding office is moving offsite
- Daycare to be open for next school year

- January Focus:

- Studer Goals and Metrics
- Revenue Cycle – Reducing AR
- Establishing Baseline Metrics for Strategic Plan
- Implementing AIDET organization wide

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

- Caleb Johnson reviewed the November 2019 financials, highlighting the relationship to the 5 Financial Pillars. Audited financials will be presented in February or March.

- i. Maintain positive net income each year for the next three years;

- 1. November showed loss of \$100,000

- ii. Decrease gross AR days to 50;

- 1. Current AR is 83.3 days

- iii. Maintain days' cash on hand at or above 60 days;

- 1. Increased in November, partially due to slower bill pay

- iv. Maintain current ratio at or above 3.0;

- 1. Current ratio is 4.7

- v. Maintain long-term debt to capitalization

- 1. Remains consistent

- **Quality Update- JoDee Read CEO, MBA**

The Patient Safety, Quality, and Policy Committee will now meet the 4th Thursday of each month, beginning January 23rd. This includes changing the Board Oversight Committee from quarterly to monthly. Board committee assignments will be made at the Special Meeting on January 15th.

- **Approval of Medical Staff Credentials**

Appointments:

Elizabeth Flower, MD	Emergency Medicine	Courtesy
Brian Powell, DO	Pain Management	Telemedicine
Vinutha Ravi, MD	Pain Management	Telemedicine
Sharon Brodbelt, PA-C	Family Medicine	AHP

Director Wickman 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 January and February, and hospital/healthcare related news articles

- **Director Remarks:**

Director Wickman – The Hospital Foundation is restructuring and will be appointing a new Executive Director. Meetings have changed to the 2nd Tuesday of each month at 4:30 p.m. The Foundation’s year-end letter was sent out and results of that effort are not yet available.

Director Ryback- Welcome to Director McNett and Director Evans. Plumas Bank will commit to purchasing an AED to be placed in the Greenville branch.

Director Evans – Expressed feeling humbled by the quality of this group and the Board.

Director McNett – Shared that he’s wanted to be a part of this group for a long time. He’s looking forward to the next five years.

Director Flanigan – Grateful for the work on the committees and appreciative of the integrity and knowledge of each board member. It’s an exciting day to see the two districts come together.

Director Kimmel- Welcomed Director Evans and Director McNett to the Board.

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Director Satterfield – It's a pleasure and honor to serve as chair of this Board. Care Flight's work has been transformative in integrating with Indian Valley. The physician perspective of Cerner implementation is that it has been challenging.

- **Next Board Meeting**

The next board meeting is scheduled for February 6, 2020 at 4:30 p.m. Board packets will be provided electronically.

- **Adjournment**

There being no further business to discuss, the meeting adjourned at 6:08 p.m.



Mark Satterfield, Board President
Board of Directors



John Evans, Secretary
Board of Directors