

February 6, 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: None

OTHERS PRESENT: JoDee Read CEO, Caleb Johnson CFO, Lisette Brown CCO, Megan McCrorey CNO, Darren Beatty COO, Stacey Thorsen, (Via Webex), Heather Edwards (Via Webex), 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 4:31 p.m. and invited public input.

• **Approval of Agenda**

Director Wickman moved to approve the agenda as presented. Director McNett seconded. Motion carried.

• **Approval of Minutes from Regular Board meeting on January 8th, 2020 and the Special Board meeting on January 15, 2020**

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

New Business

- A. Plumas District Hospital Board Approval for JoDee Read to serve on the Association of California Healthcare District's (ACHD) Board. Director Ryback motioned to approve. Director Wickman seconded. Motion approved.
- B. Approval for purchase of a Sysmex Hematology Analyzer for \$55,000 plus taxes. Director Kimmel motioned to approve. Director Wickman seconded. Motion carried.
- C. Approval of Project Management Contract Development and Management Services Agreement with Psychiatric Medical Care, LLC. Bobby Powers,

Business Development Director with Senior Life Solutions presented project plans along with projected offer. Senior Life Solutions is an intensive outpatient group therapy program designed to serve community members over the age of 65 with mental health issues. Board members will review contract and will further discuss with possible approval at the March 5th, 2020 board meeting.

- **Regular Staff Reports**

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

- Organizational Highlights:

- January Highlights:

- Recruited Executive Assistant, Sierra Blanton
- Nursing Skills Lab Completed
- Applied for Behavioral Health Integration Grant & ED Bridge Grant
- Tiffany Leonhardt will serve as the Executive Director of the Hospital Foundation
- Established Spring 2022 as an objective for opening Skilled Nursing Facility
- Camille Van Fleet accepted the Lab Assistant Lead Position
- Greenville Ambulance Crew Quarters are slated for occupancy the week of 2/17

- February Focus:

- Establishing Baseline Metrics for Strategic Plan
- Revenue Cycle – Reducing AR
- Studer Reading – Hardwiring Excellence
- Studer Techniques – AIDET
- Implementing Studer Tools
- MCN/Policies – What Joint Commission indicates departments are required to have
- Finalizing Space Planning for the current infrastructure

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

- Caleb Johnson reviewed the December 2019 financials, highlighting the relationship to the 5 Financial Pillars. Audited financials will likely be presented in March.
 - i. Maintained positive net income before GO bond
 - December's positive bottom line of \$226,528 bolstered fiscal year to date net income to \$927,064
 - ii. Goal is to decrease gross AR days to 50;
 - Current AR is 73.56 days
 - iii. Goal is to maintain days' cash on hand at or above 60 days;

- Decreased in December to 49 days due to Medicare cost report withhold and untimely PRIME IGT return
 - iv. Maintain current ratio at or above 3.0;
 - Current ratio is 4.3
 - v. Maintain long-term debt to capitalization percentage at or below 20%
 - Remained constant at 10% through the end of December
- **Quality Update- Stacey Thorsen, RHIA and Heather Edwards, RN, Quality Coordinator**
 - Heather Edwards provided oversight on Plumas District Hospital's new quality program. Which included the six dimensions on healthcare quality: Safe, Timely, Effective, Efficient, Equitable & Patient Centered
 - i. Leadership quality meeting scheduled monthly followed by Executive session.
- **Medical Staff Update – Ben Hunt, MD, Vice Chief of Staff**
 - i. Ben Hunt, MD reported that the Medical Staff enjoys teaching and is currently hosting two medical students for clinical rotations:
 - Francis Rangel, MS3 – UC Davis Rural PRIME program
 - Nathan Camp, MS4 – UNR School of Medicine
 - ii. Two quality physician candidates have been interviewed. The candidates are attracted to the OB program.
 - iii. The Medical Staff's peer review process is being revitalized.
 - iv. Physicians are interfacing more with the nursing staff, including encouraging nurses and physicians to routinely round together as a team.
 - v. The surgeons appreciate the high quality of the new laparoscopic equipment that was recently purchased.
 - vi. Cerner is paying off and has allowed Dr. Hunt to shave an hour off his day.
- **Approval of Medical Staff Credentials**
 - Reappointments:*

Daniel Fentress, MD	Emergency Medicine	Courtesy
Naman Shah, MD	Emergency Medicine	Courtesy
Alexandra Hunt, MD	Family Medicine with Obstetrics	Active
Nancy Cayler, PA-C	Family Medicine	AHP
Julie Hammond, DPT	Physical Therapy	AHP
Steve Keely, PTA	Physical Therapy Assistant	AHP

Credentialing by Proxy

Janet Amundson, MD

StatRad Radiology

Tele Radiology

Neil Anand, MD

StatRad Radiology

Tele Radiology

Director Wickman moved to approve the Medical Staff Credentials as presented.

Director Evans seconded. Motion carried.

- **Board Education:**

No new report

- **Director Remarks:**

Director Wickman – The Hospital Foundation has appointed Tiffany Leonhardt to be the Executive Director. We're excited to have her on board and looking forward to getting the Foundation back on track.

Director Ryback – It's great to have the medical students at PDH and hear about their positive experiences.

Director Evans – Impressed at the comprehensive and professional orientation provided to both new board members, especially with Denise Harding and Dr. Satterfield's thoroughness.

Director McNett – Agreed with Director Evans' assessment of the recent orientation. Shared his excitement about what's to come for PDH and shared his favorite JoDee quote, "You better buckle up!"

Director Flanigan – Congratulations to JoDee Read for her appointment to the ACHD Board of Directors and Tiffany Leonhardt for her college acceptance. It's very exciting to have the FRC LVN students back learning at PDH. Director Flanigan related her great personal experience with receiving healthcare at PDH.

Director Kimmel – Community members have been expressing their thanks for the completion of Indian Valley annexation.

Director Satterfield – Great to have Stacey Thorsen and Heather Edwards helping with performance improvement at PDH. Appreciated looking at the new quality program.

- **Next Board Meeting**

The next board meeting is scheduled for March 5, 2020 at 4:30 p.m. Board packets will be provided electronically.


- **Adjournment**

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There being no further business to discuss, the meeting adjourned at 6:26p.m.



Mark Satterfield, Board President
Board of Directors



John Evans, Secretary
Board of Directors