

APRIL 9, 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

BOARD MEMEBERS ABSENT: John Evans

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 4:30p.m. and invited public input.

• **Approval of Agenda**

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

• **Approval of Minutes from Regular Board meeting and Special Board meeting on March 5, 2020.**

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

New Business

- A. Plumas District Hospital Board approved the purchase of Trinisys Legacy Data Archival Perpetual License and Lumeris Archival Professional services for \$132,125. Board Director Ryback motioned to approve. Director McNett seconded. Motion approved.
- B. 2019 Financial Audit Report presented by David Imus and Erik Volk.
- C. Daycare Construction Contract award
 - i. Darren Beatty, COO, recommended PDH hold off on approving bid due to unforeseen COVID-19 financial circumstances. Construction Contract Award will be revisited next board meeting

D. Approval of Resolution 2020-3: Emergency Resolution Adopting the COVID-19 Pandemic Federal Emergency and Federal Grant Procurement Procedure

JoDee Read, CEO for Plumas District Hospital, presented the resolution to the Board for approval. Director Ryback motioned to approved the resolution. Director McNett seconded the motion. The board authorized the passing of Resolution 2020-3 by the following roll call vote:

Director Flanigan.....aye
Director McNett.....aye
Director Wickman... ..aye
Director Satterfield.....aye
Director Kimmell.....aye
Director Ryback.....aye

• **Regular Staff Reports**

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

- Organizational Highlights:
 - March Highlights:
 - COVID-19
 - April Focus: COVID-19
 - Infection Prevention – Megan McCrorey, RN MSN
 - a. Screening all patients and employees
 - b. Negative Pressure room for stable patients & Negative Pressure room for critical patients
 - c. All employees are masking
 - d. Visitors must be screened prior to entering facility
 - e. Visitors are limited
 - f. Only essential services are being provided such as emergency surgeries
 - g. Staff is limited on campus to only necessary employees
 - Clinics – Lisette Brown, CCO
 - a. Call Triage – RN’s determine if provider triage is needed
 - b. Sick Visit Triage – video, in car, in office
 - c. In person visits limited
 - d. Virtual visits
 - e. Telehealth visits
 - f. Allowable billing is changing weekly regarding virtual visits for RHC
 - g. Patient Portal support
 - Communications – Tiffany Leonhardt

- a. Launched COVID-19 preparations page on website
- b. Facebook Live event featuring Ross Morgan, MD, Jeff Kepple, MD, Andrew Woodruff, Director of Plumas County Public Health
- c. Facebook Posts strategic planning
- COVID & Cash Flow – Caleb Johnson, CFO
 - a. PDH initiated Incident Command on March 16, 2020
 - b. Nearly all elective, non-emergent and non-urgent services have been canceled
 - c. Worst case financial impact
 - d. Cash flow considerations
 - i. 2018-19 Rate Range IGT
 - ii. Medicare Accelerated/Advance Payment
 - iii. Cares Act Relief
 - iv. Business Interruption Insurance
- Laboratory Testing Technology – N. Hannah Mirrashed, PHD
 - a. Presentation on ID Now and Bio-Fire equipment for COVID-19 testing
- Quality Update – Stacey Thorsen
 - a. Patient Access Services presentation by Jenni Waltermire, Patient Access Supervisor

Finance Report- Caleb Johnson, CEO, MBA

- Caleb Johnson reviewed the February 2020 financials, highlighting the relationship to the 5 Financial Pillars.
 - i. Maintained positive net income before GO bond
 - February loss of 326,282 decreased fiscal year to date net income to \$631,804
 - ii. Goal is to decrease gross AR days to 50;
 - Current AR is 83 days
 - iii. Goal is to maintain days' cash on hand at or above 60 days;
 - Increased in February to 56 days due Februarys gross AR days decreasing.
 - iv. Maintain current ratio at or above 3.0;
 - Current ratio is 4.1
 - v. Maintain long-term debt to capitalization percentage at or below 20%
 - Remained 14%

- **Approval of Medical Staff Credentials**

Appointments

April 9, 2020

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Mary Jeanne de Leon, MD	Endocrinology	Telemedicine
Sameer Mohammed, MD	Psychiatry	Telemedicine
Tyler Barr, MD	Emergency	Courtesy
Reynaldo Pesina, PT	Physical Therapy	AHP

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

- **Director Remarks:**

Director Ryback – Encouraging any businesses in Plumas County to consider the payroll protection plan. Gratitude to staff amidst COVID-19.

Director Wickman – Giving thanks to all of the staff and their tremendous work through all of the COVID -19 pandemic preparation.

Director McNett – Very encourage with what he is seeing with the efforts from PDH and community. Looking forward to thanking all 200 employees when this is all over.

Director Flanigan – Feel very grateful having spoken with many staff members over the last couple weeks. Impressed with attitudes and how prepared they feel we are is very comforting.

Director Kimmel – No comment

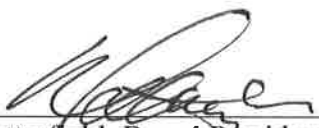
Director Satterfield – Acknowledgement to all staff in their efforts through this time.

- **Next Board Meeting**


The next board meeting is scheduled for May 7th, 2020 at 4:30 p.m. Board packets will be provided electronically.

- **Adjournment**

There being no further business to discuss, the meeting adjourned at 6:30p.m.



Mark Satterfield, Board President
Board of Directors



John Evans, Secretary
Board of Directors