

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Regular Meeting: Monday, August 6, 2018

Attending: Cindy Wolf, Chris Herres, Gary Houser, Jen Dixon, Steven Cannon

Staff Attending: Julie Leonard, Bill Waites, and Caroline Moore

Public Attending: Jenness Evanson

Meeting Called to Order at: 6:03 p.m.

Conflict of Interest Statement: None Noted.

Consent Agenda:

- Board of Commissioner Minutes (07/09/18)
- Finance Committee Minutes (No meeting in July due to holiday and CEO/Board Retreat)
- Medical Staff Minutes (No meeting in July)
- QAPI and Infection Prevention Committee Minutes (No meeting due to holiday and vacations)
- AP Vouchers (06/05/2018—07/05/18)
- Payroll Vouchers (06/12/2018)

Motion was made to approve all consent items as presented

Moved by Steve Cannon & Seconded by

Motion approved & passed by vote

New Business

1. Re-wording of Employee Handbook for the following sections:
 - a. Section 7.03 a. and b. Exit Interviews
This will be tabled and re-written for the next Board Meeting in September 2018.
 - b. Section 8.5 Call-back shift coverage for time and a half.
Remove the wording “when the employee is informed at least 24 hours prior to the start of a shift.” This was presented by Julie and discussed in detail.
 - c. Gifted PTO to be added in the Employee Handbook
Section 9.02 c. The accrued PTO will be available to use or cash out until December 31, 2021. The gifted PTO will begin January 1, 2019. This was presented by Julie and discussed in detail.
 - d. Section 8.03 a. Pay Period Change From 24 to 26 Annual Pay to be added in the Employee Handbook
The 26 pay periods will begin January 1, 2019. This was presented by Julie and discussed in detail.

Motion was made to approve the updates in the Employee Handbook for the following items: to remove the wording of 24-hour notice for call-back; to add a grandfather clause to the Accumulation of PTO to be available until December 31, 2021; to add Gifted PTO wording to begin on January 1, 2019; to change the Pay Periods from 24 to 26 to begin on January 1, 2019.

Moved by Steve Cannon & Seconded by Gary Houser

Motion approved & passed by vote

2. Town Hall Meetings and Survey

The surveys have been promoted on GCHD Website, PomeroyInfo.com, and surveys have been distributed along with drop boxes at various sites throughout Pomeroy.

GCHD will conduct 3 Town Hall Meetings starting August 10th, 17th, and 24th and each meeting will be held at the Senior Center at 5:30 p.m. For the first meeting the financials will be presented and the results of the survey. Two Board members will be present for each meeting, along with Julie, to answer public questions and comments, and Ken Moyer will be the moderator. The purpose of the Town Hall Meeting is to go over the financial condition of the hospital and to make the community aware of the options that the hospital is considering for the future of GCHD. Of note, no decisions will be made at these meetings and primarily are being held to promote discussion and gain feedback. Each meeting will be kept at a minimum of 1 hour. The Board members and dates are scheduled as follows:

- Cindy Wolf and Gary Houser on August 10th
- Steve Cannon and Gary Houser on August 17th
- Jen Dixon and Chris Herres on August 24th

3. Special September Board Meeting

There will be a Special Board Meeting on September 10, 2018, at 6:00 p.m., due to Labor Day holiday.

Motion was made to approve the change of the Regular Board Meeting from September 3, 2018, to a Special Board Meeting on September 10, 2018.

Moved by Chris Herres & Seconded by Jen Dixon

Motion approved & passed by vote

4. Donation Check from the BMCF

The iSTAT machine is in the process of being sent back and a portion of the donation fund will be refunded back to BMCF. The Lab manager will continue to research for equipment that will meet the needs of the services provided by the Lab Department.

5. Levy Discussion

There was discussion about the specific months when a levy can be run which are April, August, and November; the only stipulation is that in April and August GCHD would have to pay for a levy run costing around \$2,000. It was generally agreed upon that there needs to be a well thought out plan in place and more direction before moving forward with a levy.

Old Business

1. Update on Strategic Planning with Sarah Cave

The first portion of the strategic session was reviewing and discussing the revamping and critiquing of our current Mission and Vision Statement. Also several interviews were conducted with key stakeholders and 5 themes emerged:

- Community Support
- Growth
- Continuity of Providers, Administration, and Staff
- Collaboration
- Clear Strategic Direction

It was apparent that the community's overwhelming response to what matters most to them is that GCHD remains viable and accessible to all community members. Among the services that rated highest were:

- Emergency
- Clinic Services
- Swing Bed/Long Term Care (LTC)
- Expanded Ancillary Services (diagnostic imaging, lab and rehabilitation)

The second portion of the session was discussion of the potential future strategic options:

- a. Option 1: Maintain a Critical Access Hospital (CAH) status quo
- b. Option 2: Stand Alone Emergency Department
- Option 3: Eliminate ED and Open Urgent Care Clinic
- c. Option 4: Build an Assisted Living Facility
- d. Option 5: Convert from a Rural Health Care (RHC) to a Federally Qualified Health Clinic (FQHC)
- e. Option 6: Partner With a Larger Healthcare Organization

2. Greater Columbia Accountable Community Health

GCHD was awarded \$155,000 to participate in their Patient-Centered Medical Home Assessment (PCMH) pilot project. The work that the Susie Bowles has been doing as the Care Coordinator for our hospital for the better half of 2 years fits right into their project planning.

CEO Report – Julie Leonard

1. Financials—Julie Leonard

The financials were separated into the following categories:

- Statement of Revenue, Expenses, and Changes in net Position
- Income Statement Synopsis of 2017
- Financial Indicators of 2018
- Income Statement Synopsis Rolling Totals of Last 12 Months

Julie presented the above categories which were reviewed and discussed in great detail. The Clinic Matrix and HRG Report were distributed in each Board member's packets and reviewed prior to the Board Meeting.

2. HUGS – Jenness Evanson

- Jenness was happy to report that HUGS is the recipient of a few recent donations in honor of the following individuals; Ruth Hart, \$140 and Maxine Cox \$530. Also received were donations from Northwest Farm Credit Services, Colfax Branch, \$167. In addition, GCHD's insurance company, Parker, Smith, & Feek, have donated \$1,000 to HUGS as well. Jenness was very grateful and stated that this allows the committee to do nice things for the residents.

3. Resident Council Report – Cindy Wolf

- Allie, the Dietary Manager, was present at the Resident Council Meeting and reported that there are 5 dozen of the new aprons. Resident finances have stated the same, the residents didn't have any complaints, and the Activity Director took 6 of the residents out for a drive last week, which they all really appreciated.

Public Comment:

Bill Waites, PAC, congratulated the Board on the decision not to run a levy. He stated he felt we need to make the public aware that GCHD has made great strides and will continue to show growth and progress.

Jenness made a suggestion for the Town Hall Meetings to encourage whoever moderates the meetings to stay neutral during the discussions with the community.

Meeting was recessed for Executive Session at 7:28 p.m.

Meeting adjourned at 7:38 p.m.




Cindy Wolf, President



Chris Herres, Secretary



Gary Houser, Commissioner



Jen Dixon, Commissioner



Steven Cannon, Commissioner