

Garfield County Public Hospital District No. 1

Board of Commissioners

Minutes of Regular Meeting: Monday, March 4, 2019

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

Staff Attending: Julie Leonard, Caroline Moore, Jayd Keener, Annette Davis, Carolyn Taylor, Kayleen Bye, and Bill Waites.

Public Attending: Martha Lanman, Jenness Evanson, Connie Boyer, Wayne Fitzsimmons, Louise Munday, and Marilyn Myers.

Meeting Called to Order at 6:00 p.m.

Conflict of Interest Statement: Jen Dixon stated her name, as she is an employee of Tri-State.

Consent Agenda:

- Board of Commissioners Special Minutes (2/01/2019)
- Medical Staff Minutes (2/21/2019)
- Safety Committee Minutes (2/20/2019)
- Finance Committee Minutes (2/25/2019)
- AP Vouchers 401689 – 401796 (02/04/19—02/20/19)
- Payroll Vouchers 50625 – 50642 (02/08/19 – 02/22/19)

Motion was made to approve consent agenda as presented

Moved by Steve Cannon and seconded by Jen Dixon

Motion approved & passed by vote

Old Business:

1. Tri-State Letter of Intent Discussion

A revision of the redlined draft Letter of Intent was received from Tri-State. Don Black, Attorney at Law, reviewed each redlined section with the Board of Commissioners and these items were discussed in detail. Don Wee, CEO of Tri-State, and Julie Leonard, CEO of Garfield County Hospital District, met last Tuesday to cover some of the due diligence items that will need to be complete for a smooth transition.

New Business:

1. Senior Healthcare Consultant, Jason McCormick

B2B CFO is a company that helps rural healthcare facilities improve their performance, financial challenges, and revenue cycles with a development of Best Practices through training coaching, and mentoring. A resume was given to each Board member outlining the services offered. Upon receiving the cost of the services, a unanimous decision was made not to hire a consultant at this time.

2. Generator Fuel Tank Proposal

The requirements for hospital-grade generators is to have enough on-site fuel storage capacity to run for 96 hours. The generator on the Swing Bed side of the hospital is undersized with fuel to run for 8 hours. Three options were presented and after discussion, these will be explored for further details.

3. 4-Wheeler Clutch Repair

A repair order for \$1,080.60 was given to the Board. It was decided hire a tractor operator to plow the parking lot for the rest of the season and re-visit repairing the 4-wheeler clutch later.

Committee Reports:

- Medical Staff Committee Report – Jen Dixon

PT has a PTA student who will begin clinicals for 6 weeks. Lab has decreased the waiting period from check-in to draw time down to 3-5 minutes. Pharmacy has completed their year-end inventory. A measles protocol was adopted in addition to a policy for infectious airborne disease.

- Finance Committee Meeting – Steven Cannon

In January 2019, there is a positive balance of 72,771, which includes the expected tax accrual projected at the beginning of the year of 203,000; the true total net income is a negative 131,000. A Medicare payment of 97,000 is expected due to manually fixing the denied claims directly through the Medicare website, and currently 78,000 has been received.

- Safety Committee Meeting – Cindy Wolf

There were no L&I Claims for the month of January. ERN West will be conducting a trainings for combative patients and safe patient-handling in the spring and fall months. Security cameras were re-addressed. The replacement of LED light bulbs in the parking lot has made a vast improvement in the lightening. Snow removal continues for the safety of the employees, patients, and visitors.

- Resident Council – Cindy Wolf

Total resident fund is \$1,143.84. Eleven people attended the meeting and discussed upcoming events. The patients were informed that nurse Tammy would be working the Swing Bed Unit. Activities have been re-arranged due to the new schedules of the employees. A cooking class will be held next week.

- HUGS Meeting – Jenness Evanson

HUGS will be sponsoring the event on Thursday, March 7, for entertainment by a ventriloquist and the patients are looking forward this. A \$500 scholarship in May will be given to a student that is seeking a medical degree or certificate. Employees furthering their medical careers are also encouraged to apply.

- Governance – Cindy Wolf

Cindy encouraged Board members to attend the Finance webinar held on April 2, from 12 p.m. - 1 p.m.

- CEO Report – Julie Leonard

The financials were reviewed. Total cash-on-hand is 66 days at 1.4 million. This does not include the amount that has been set aside for CMS payment. Total AR balance is \$82,000. An application was completed requesting capital funding for electrical updating for a 1 to 1 match. If funds were granted, it would be 2020 before it is received. Julie is also looking into the Department of Enterprise Services for a 3 to 1 match of federal capital funds.

As of March 1, the new clinic hours are Monday through Thursday 7:00 a.m. – 5:00 p.m. with 1 full provider, 1 nurse, and 1 receptionist. Sonny will be in the clinic Monday – Thursday and Rhonda will see patients Wednesdays and Thursdays. Both Rhonda and Bill will rotate days in the clinic on light duty by taking walk-ins, some pre-approved appointments, as well as be on-call for the ER. Dr. Park will see his patients on Thursday's in the clinic.

Public Comment:

Jeness Evanson commented that she receives phone calls regarding the billing statements. Cindy, Board Chairman, encouraged anyone with a billing concern to call the Billing Office.

Martha Lanman stated the Community Needs Assessment is complete and she will be presenting it at the next GCACH Meeting next week on Wednesday, March 13, 2019.

Louise Munday had two concerns to present. 1) She requested the Board Meetings be held in a room that is handicap assessable for all public meetings. 2) Use of the beautician's room in the hospital. Both of the concerns were addressed by Julie Leonard, CEO/CFO, Cindy Wolf, President of the Board, and Jayd Keener, Director of Nursing.

Carolyn Taylor asked what Tri-State's screening process entails for GCHD employees. Jen Dixon, Board Commissioner, stated the hiring process is done through HireRight and it is similar to ours.

Wayne Fitsimmons commented that the fuel tank is a great price and encouraged the hospital to buy it.

Bill Waites clarified the statement regarding the amount of providers employed 2 years ago.

Regular Meeting was adjourned at 8:05 p.m.

Executive Session was called to order at 8:05 p.m. for 1 hour.

RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session adjourned at 9:05 p.m. Board reconvened for Open Session at 9:05 p.m.

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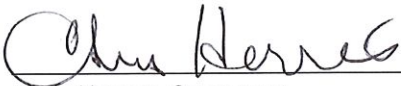
The contract of Bill Waites was reviewed and discussed.

*Motion was made not to renew Bill Waites' contract
Moved by Gary Houser and seconded by Steve Cannon
Motion approved & passed by vote*

Open Session was adjourned at 9:06 p.m.



Cindy Wolf, President



Chris Herres, Secretary



Gary Houser, Commissioner

Jen Dixon, Commissioner



Steven Cannon, Commissioner