

# Garfield County Public Hospital District No. 1

## Board of Commissioners

### Minutes of Regular Meeting: Monday, April 1, 2019

**Attending:** Cindy Wolf, Chris Herres, Gary Houser, and Steven Cannon by phone. Jen Dixon had an excused absence.

**Staff Attending:** Julie Leonard, Caroline Moore, Jayd Keener, Mat Slaybaugh, Kayleen Bye, Ken Moyer, Ian Quarles, and Candice Quarles.

**Public Attending:** Martha Lanman, Jenness Evanson, Connie Boyer, Elaine Williams, Louise Munday, Marilyn Myers, Jonathan Harker, Tom Herres, Polly Scott, JoAnne Cassetto, Joan Kimble, Larry Kimble, Kenneth McIntye, Tom Millspaugh, Andrew Craigie, Bea Fuchs, and Richard Fuchs.

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

**Conflict of Interest Statement:** None.

#### Consent Agenda:

- Board of Commissioners Regular Minutes (3/04/2019)
- Board of Commissioners Special Minutes (3/18/2019)
- Medical Staff Minutes (3/21/2019)
- QAPI and Infection Prevention Committee Minutes (3/22/2019)
- Safety Committee Minutes (3/20/2019)
- Finance Committee Minutes (3/25/2019)
- AP Vouchers 401797–401926 (02/26/19—03/22/19)
- Payroll Vouchers 50643– 50645 (03/08/19 – 03/22/19)

*Motion was made to approve consent agenda as presented*

*Moved by Chris Herres and seconded by Gary Houser*

*Motion approved & passed by vote*

#### Old Business:

##### **1. Generator Fuel Tank Update**

At the March 4, 2019, Board Meeting, three options were presented for considering a purchase of a fuel tank for the generator on the hospital side. At that time, they requested further details. The Board made a decision to approve the purchase a fuel tank for \$2500 and the trailer it sits on for \$3000. After the fuel tank has been placed on a cement pad, the trailer will be sold.

##### **2. Discussion to Form a Commissioner Committee**

A committee of 2 commissioners, Gary Houser and Steven Cannon, was formed to meet with Don Black, Attorney for GCHD, to continue future discussions with Tri-State's attorney. When a Board decision is needed, it will be discussed at a Regular or Special open public meeting with the other Board members.

*Motion was made to approve a team of Commissioners, Steven Cannon & Gary Houser, to meet with Don Black, GCHD Attorney, for continuing negotiations with Tri-State  
Moved by Chris Herres and seconded by Gary Houser  
Motion approved & passed by vote*

**New Business:**

**1. Introduction of New Interim Co- CEOs**

Cindy introduced the two new interim Co-CEOs, Jayd Keener, and Mat Slaybaugh. They will be continuing their managerial duties as Director of Nursing and Director of Physical Therapy in addition to their new roles as Interim Co-CEOs. Julie Leonard, current CEO/CFO, will be leaving to become the new Chief Financial Officer for Tri-State Memorial Hospital. Her last day will be Friday, April 12, 2019.

**2. Introduction of new Interim CFO**

Jim Heilsberg was introduced as the newly contracted Interim CFO through May, 2019. He will be managing the financials as well as ensuring the Medicare payback is completed by May 31, 2019. He was previously the CFO at Whitman Hospital & Medical Center in Colfax, Washington for 25 years and is now a CFO consultant.

**3. Resolution 19-03 Bank Signatures**

The Board reviewed the updated list of authorized signers that can transfer funds and sign warrants to include Mat Slaybaugh and Jayd Keener, the current signers and their signatures, and to remove Julie Leonard's name. Chris Herres, Secretary, read aloud Resolution 19-03 in its entirety.

**4. Resolution 19-04 Authorized Signers 403(b) Plan**

The Board reviewed the removal of Julie Leonard's name and the addition of Jayd Keener to be named an authorized signer pertaining to Garfield County's 403(b) Plan, along with Caroline Moore and Chuck Pitcher, effective April 1, 2019. Chris Herres, Secretary, read aloud Resolution 19-04 in its entirety.

**Committee Reports:**

• **Medical Staff Committee Report** – Cindy Wolf on behalf of Jen Dixon

On March 31<sup>st</sup> the nursing staff discharged and re-admitted all inpatient admits and completed this on April 1, 2019. This helps Athena program to run smoothly. The new clinic hours are Monday – Thursday 7:00 a.m. – 5:00 p.m. and closed on Fridays. A new RN has been training at the clinic with Kayleen, RN. Lab was informed by the Department of Health (DOH) that a Medical Technician (MT) will need to be employed in order to run most of the labs, and currently an MT has been hired. PolicyStat has been implemented and is accessible to all employees and Board members to locate policies and procedures for the facility.

• **QAPI and Infection Prevention Committee** – Cindy Wolf on behalf of Jen Dixon

This report was covered in conjunction with the Medical Staff Committee Report previously given.

- **Finance Committee Meeting** – Steven Cannon

DOH informed the Lab Department that in addition to hiring a MT, an iSTAT machine was also required to be purchased to be in compliance with state regulations. The estimated cost was roughly \$12,000, and this was approved for purchase by Chris Herres and Steven Cannon at March's meeting. There was \$1,012,000 cash on hand at the end of February 2019. Patient revenue totaled \$588,000 for March 2019 which has increased since last month. AR days are high at 54 and the billing staff is working very hard to decrease this. There is 666,000 set aside for the Medicare payback due on May 31, 2019.

- **Safety Committee Meeting** – Cindy Wolf

Currently all the patients have a Safe-Patient Handling care plan in their charts. There was 1 minor L&I claim for March but no loss of work. Fire drills for the 1<sup>st</sup> quarter have been completed. A security camera will be moved for better visibility. Last year's Safety Walk-Through identified a wallboard that needed repaired in the Laundry Room which has recently been replaced and painted, and a new utility sink was installed. The ramp at the backdoor of the clinic will be replaced and will connect with the sidewalk in the front of the clinic.

- **Resident Council** – Cindy Wolf

Nine people attended the meeting and discussed upcoming events. Total resident fund is \$1,143.84 and is used for trips, entertainment, and dining out. The residents enjoyed the ventriloquist that visited last month. The upcoming events include an Easter celebration and craft projects. The exercise classes are 5 days a week and have been well-attended. Additional activities are scheduled for outdoors this month.

- **Governance** – Cindy Wolf

Cindy encouraged Board members to attend the Finance webinar held on April 2, from 12 p.m.—1 p.m. A reminder was given to the Board to fill out their F-1 financial affairs disclosure report that is due April 15, 2019. IT sent an email to the Board with a new link to access Policy Stat.

- **HUGS Meeting** – Jenness Evanson

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. HUGS sponsored the entertainment by a ventriloquist and the patients, staff, and HUGS members enjoyed him and his music. Items were purchased to replenish the gift shop and a bill was presented for \$49.63.

*Motion was made to approve a bill for \$49.63 for gift shop as presented  
Moved by Chris Herres and seconded by Cindy Wolf  
Motion approved & passed by vote*

- **CEO Report** – Mat Slaybaugh and Jayd Keener

The staff is preparing for a CMS audit that is expected anytime. PolicyStat program has helped to ensure compliance requirements set forth by the state. Of note, requests made to the Lab Department recently were not requirements but suggested implementations based on past citations. The newly hired MT is expected to be fully trained, along with the completion of the ISTAT validation process by May 1, 2019. The managers will be meeting next week for strategic planning regarding ideas for community outreach and continued growth for the hospital and clinic. A CMS notice was received regarding the payback which originated from the last year's cost report rate review. Monies were set aside in increments of \$250,000 and to date, \$527,000 has already been paid back. The estimated payback is 1.5 million and as of March 2019 there is 666,000 set aside.

**Public Comment:**

**Martha Lanman** from Garfield County Health District stated the County Health Assessment is complete and she will be sending the Board a copy via email. She will be presenting the Community Health Assessment at the next Greater Community Accountable Counties of Health (GCACH) Meeting next week at the Nazarene Church on Wednesday, April 10, 2019 from 9:30 a.m. – 11:00 a.m. for the local meeting and 11:00 a.m. – 1 p.m. To date, \$140,000 has been received and Martha is working on another grant for \$110,000 that is available across Columbia, Asotin, and Garfield Counties that is due April 15, 2019. A Community Walk is scheduled on May 9, 2019 from 5 p.m. to 7:30 p.m. as an outreach to bring community members together in conjunction with the hospital. A school challenge has been initiated in the school district between students and teachers. Once the walk is completed, a BBQ will be hosted by the GCHD on the hospital premises. The transportation van will be available that evening.

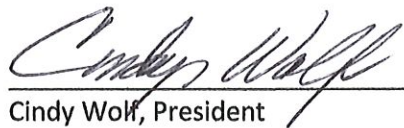
**Louise Munday** made a comment regarding the AP and Payroll vouchers on the Board agenda, suggesting the total expenditures be added each month. Cindy replied by stating the totals will be added to the agenda and copies of the baseline financials will be made available at the next Board meeting and will be included with the Board minutes on the GCHD Website. Louise also thanked the Board for changing the location of the public meetings to the Senior Center, extended her gratitude in being able to attend the meetings, and stated the center accommodates more people; the Board agreed.

**Joan Kimble** commented on statements that have been made around town concerning the nursing home at the hospital. She has heard that the hospital is not taking any new patients and that the nursing home is shutting down. Cindy Wolf responded stating the hospital is taking new patients but they have to go through a process to evaluate if the hospital can meet the needs of that patient and if our facility is the best fit for them. Cindy further explained that some patients require more care than our staff is allowed to give such as those that require a skilled nursing facility or a nursing home. Gary Houser stated that it is of the highest priority of the Board that the District continues to offer the basic care of the Swing Bed Program, the hospital and clinic to Pomeroy residents. The Board also mentioned that the point of having discussions with Tri-State is to ensure that our District continues to offer the best healthcare possible to our community. Cindy added that with all the recent changes in legislation, regarding hospital reimbursement from Medicare and other insurances, the District has to look at other options to keep the facility operating, as it cannot continue status quo.

**Ian Quarles** thanked the Board of Commissioners for appointing Jayd Keener and Mat Slaybaugh as Interim Co-CEOs to Garfield County Hospital District. In the past, the hospital Interim CEOs have had their own agendas and plans on how things should be ran, often setting us back rather than moving us forward. Speaking for the Managers of the District, Ian stated they are supportive of their choice and are looking forward to working with both Jayd and Mat to keep things moving in the right direction. Gary Houser expounded on that comment and stated that it was the Board's utmost priority to choose two Interim Co-CEOs that the staff would have confidence in and be satisfied in their leadership roles.

**Cindy Wolf** thanked Julie Leonard for all her dedication and hard work. She came into a tough situation and had several things to fix such ensuring that the hospital's policies and procedures were in compliance according to state regulations. She methodically worked through the financials to bring everything up-to-date. Cindy expressed how much the Board appreciates Julie, her devotion, leadership, and her longevity to the hospital, especially knowing that the District was looking at other options.

**Regular Meeting was adjourned at 6:43 p.m.**

  
Cindy Wolf, President

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Gary Houser, Commissioner

  
Chris Herres, Secretary

  
Steven Cannon, Commissioner