

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Wednesday, February 1, 2017

Attending: Matt Hanson, Chris Herres, Cindy Wolf, Robert Turner and Ray Hoffman

Not Attending: None

Public Attending: Brenda Parnell, Ginger Watko, Stacy Linscott, Kayleen Bye, Marni Herres, Tom Dingus

Meeting Called to Order at: 6:02 pm

Conflict of Interest Statement: None Noted

Consent Agenda:

- Board of Commissioners Meeting Minutes (01/04/2017)
- Finance Committee Meeting Minutes (01/26/2017)
- AP Vouchers (12/31/16 – 01/27/17)
- Payroll Vouchers (01/10/17 & 01/25/17)

Motion was made to approve all consent items as presented.

Moved by: Ray Hoffman & Seconded by: Cindy Wolf

Motion approved & passed by vote

Presentation – Tom Dingus: Tom Dingus, of Dingus, Zarecor & Associates, PLLC gave a presentation on Critical Access and Federally Qualified Health Centers (FQHC). This presentation is looking at changing the Rural Health Clinic (Pomeroy Medical Clinic) into a Federally Qualified Health Clinic. This presentation included eligibility, history, benefits, considerations, financial impact and next steps. If we were to decide to pursue a FQHC the application takes between 12 – 18 months. There are two different options; one is to apply for a full FQHC, which would qualify us for additional grants and the second is to apply for a FQHC look-a-like. This gives us all the benefits except for the additional grants. After discussion it was decided to research further to see if it would benefit us to change our designation.

Presentation/Committee:

Quality Team – Ginger Watko

1. Ginger stated that we are in the process of re-organizing the Quality Program. Washington State Hospital Association has been helping to get us organized and get our reporting up to date. There is a significant amount of data that must be

reported to various agencies. The Board expressed concern that these items were not being reported as the previous CNO would give verbal reports. Several reporting areas were lost in transition last year and we are in the process of rebuilding. Staff have committed most of their time to working on the Plan of Correction that was due in January for the State Survey held in November. Staff are working on the Progress Report that is due 02/17/17. Until this is re-organized the Board of Commissioner has asked for verbal reports of at least Infection Rate, Falls and the Census.

HUGS – Marni Herres

1. No report this month as they did not meet in January due to weather.
2. There have been no donations and Jenness Evanson has asked that the HUGS Financial Report be updated.

Resident Council - Cindy Wolf

1. No report.

Finance Committee – Brenda Parnell

1. The Finance Committee met 01/26/17. The minutes are in the packet. December was not a good month. Revenues were down and expenses were up. Agency staff are making a big impact on the finances. We are hoping that the clinic revenue is up in January. We did ask around and found out that this was common throughout the Valley. The flu hit later that last year. There were a number of providers that were on vacation. The HRG Report was reviewed. Performance on accounts receivable has improved. We have also reviewed with HRG the goals that we would like for 2017. Census has been up through January. We were pretty steady until we had a loss of provider.

Clinic Report – Kayleen Bye

1. Kayleen stated that the clinic has been busy and they have been trying to have at least one provider available. They could be busier if we had more providers. Brian and Tracy are currently covering for Jan until we can find a full time MD or Mid-level provider.
2. We hired two reception positions. One did not work out so there is an opening to hire a new one.
3. Brian and Kayleen attended a National Rural Accountable Care Consortium Workshop in Arizona. This looked at the pay for performance models and promoted wellness visits and community care coordination. This is on hold until the provider situation stabilizes. The provider coverage has been a challenge to try and cover both ER and Clinic. February is handled and we are working to get a schedule out

for 3 months at a time. Brenda stated that we are looking at a Saturday concept of a Walk-In Clinic from 9:00 am until 12:00 p.m. We would be utilizing the locum providers, we just need a nurse and a receptionist. This is in motion, but has not been finalized yet.

4. The EHR was recently updated and required additional training of all clinic staff.
5. Maintenance is working on getting glass put up in the reception area. This will help with confidentiality and sound proofing.

Old Business:

- **Recruitment & Retention:** Ginger stated that we continue to work on a nurse staffing. It has been difficult to get traveling nurses. Brenda, Ginger and Alicia have met to try and brainstorm ideas for nurse staffing. Annette, Alicia and Ginger will be going to colleges to network and attend career fairs. We have received a few applications for different positions and the team is setting up interviews.

New Business:

- **Revenue Cycle Report** – A Revenue Cycle Committee has been established. HRG has helped to review our charge master. The charge master was distributed to Managers to review and adjust charges where needed. This charge master review includes peer review from 10 different facilities and national average of charges. Brenda stated that we are reviewing carefully as we do not want to price ourselves out of the market. The goal is to have the charge master reviews back next week so changes can be made and the new charges can be put in place by March 1st. The Revenue Cycle Committee will also be reviewing our process beginning with registration through until the final bill is paid. This will help identify any issues and help streamline our process. This will also help to make sure we are capturing all charges. Stacy stated that we will be short staffed during February. We have two employees out on medical leave during February.

Public Comment:

- None


Administrators Report:

- Brenda stated that we are due to have a pharmacy survey within the next 5 months. Ginger and Brenda are reviewing the pharmacy and their processes. This review will include the process of buying medications.
- On Friday Joe Schmidt will be discussing legislative issues. He is looking for more information on WHRAP, FQHC, and LTC.
- The Economic Development representatives were here today. They are working on a Community Needs Assessment. We discussed that housing is an issue. There is possibly an opportunity to work together on Marketing.

- Brenda will be scheduling mandatory education for staff. This education will cover HIPAA, Confidentiality and EMTALA. The EMTALA will be mandatory for patient care. Non-patient care staff can attend. Staff needs guidance on how to talk in public but no violate HIPAA and confidentiality.

Meeting was recessed for Executive Session at: 7:39 p.m.

Executive Session Ended at: 08:00 p.m.



Matt Hanson, President



Bob Turner, Commissioner



Cindy Wolf, Secretary



Chris Herres, Commissioner



Ray Hoffman, Commissioner