

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Wednesday, March 8, 2017

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

Not Attending: Robert Turner (excused)

Staff Attending: Brenda Parnell, Cathy Herres, Annette Davis, Allie Hyer, Kayleen Bye, Alicia Scharnhorst, Stacy Linscott, Marni Herres

Public Attending: , Jenness Evanson, HUGS President , Ray Wolf, Tom Millspaugh

Meeting Called to Order at: 6:04 pm

Conflict of Interest Statement: None Noted

Consent Agenda:

- Board of Commissioners Meeting Minutes (02/01/2017)
- Board Strategic Planning Retreat (02/03/2017)
- Quality Committee Minutes (01/26/2017 & 02/22/2017)
- AP Vouchers (01/28/17 – 02/28/17)
- Payroll Vouchers (02/10/17 & 02/24/17)

Motion was made to approve all consent items as presented.

Moved by: Ray Hoffman & Seconded by: Cindy Wolf

Motion approved & passed by vote

Presentation/Committee:

1. **Quality Team Report** – Cathy Herres

- Cathy reviewed the Safety Zone Report. This report will track on a monthly basis and can show trends. We will continue to monitor and track for any trends.
- GCHD Data Submission Status – Brenda included the submission status for the second and third quarter of 2016. This shows what was being reported and what was not being reported. Cathy is working to get compliant with reporting to the various agencies.
- Quality Improvement (QI) Charter and Quality Improvement (QI) Plan – The QI Charter and QI Plan was distributed in the Board Packet. Matt had several questions regarding both the

Charter and the Plan. After discussion, the Board requested that Cathy revise the QI Charter and QI Plan to include appropriate verbiage. Cathy will revise and bring back next month.

2. HUGS Report – Jenness Evanson

- Jenness thanked Karen Hill for subbing to attend meetings for her last year. HUGS re-elected officers at the last meeting. It was unanimous to keep the same slate of officers: Jenness Evanson, President; Karen Hill, Vice-President; Ruth Davis, Secretary.
- Jenness requested that a reimbursement of \$145.13 to Karen Hill for Gift Shop supplies. This reimbursement is for over a period of 5 months.
- Jenness stated that the HUGS Financial Statement has looked the same for the last 6 months and that 2016 has not been finalized. The report stated that over \$20,000 is obligated to the hospital, but it does not list out what it is for and has not been taken out of HUGS funds. After discussion, the Board assured Jenness that the 2016 Financials will be finalized and they will receive an updated report before their next meeting. Jenness stated that their donations are down for the last 6 months. This happens when the census is down. Matt stated that the Board would like to put on a fundraising event for HUGS. It was also suggested that we do an employee donation from payroll.

3. Resident Council Report - Cindy Wolf

- Cindy stated that the residents discussed the Valentine's Day Party and some fundraising ideas. They are holding a baked potato bar on March 16th and the St. Patrick's Day part on March 17th. Residents are still concerned about the temperature in their rooms.
- The "slush fund" was discussed. There should be a set amount allocated per resident for activities.

4. Credentialing Report – Marni Herres

- Marni reviewed the following credential files: Robert Ebel, PA-C, Eric Aronsohn, PA-C, William Waites, PA-C and Michael Nieraeth, PA-C. These providers are providing locum coverage. They will be put on as regular Associate staff. After review, Matt asked that all the files be reviewed to be sure all the boxes are checked. The files will be reviewed and brought back to next month's meeting.

5. Finance Committee Report – Brenda Parnell

- The Finance Committee met this morning. The minutes were distributed and reviewed. There may be a Physical Therapy student that would like to return to the area and is interested in working at our facility.
- The Finance Packet is in a new format. This is a work in progress. January 2017 was not a good month. We are hoping for a better February. We are working to keep expenses under control but still provide quality care. We have an ad to hire our own temporary staff in an effort to cut down on agency costs. Staffing was discussed. The plan is to transition away from agency staff as soon as we can. The Clinic Matrix was reviewed. This tracks all patients seen in the clinic

and how many patients are providers are seeing in the ER. Charity Care was discussed at the Finance Committee. We need to get more people qualifying for Charity Care instead of Bad Debt, as we can claim the Charity Care on the Cost Report. There were some issues with the percentages. We will stay with our current percentages for the next 6 months, then evaluate.

6. Billing Report – Stacy Linscott

- **HRG** – There were a few obstacles this month with software issues. There were new CPT codes for physical therapy that needed to be updated. There was no physical therapy billing in January as we were waiting for the CPT updates. All of January and February have now been billed. Stacy and Brenda had a meeting with HRG. HRG is now sending out 85% of clean claims which is above industry standards. Stacy stated that with new registration staff, she has instructed HRG not to fix the registration errors. Stacy will be having the registration personnel who made the mistake fix it so they learn from their mistakes. Stacy has been helping with the coding, as staff was out on leave. This brought up an issue with clinic charges and the need for providers to complete areas before they can be billed. Providers are now being given a list of items that need to be completed on a weekly basis.
- **Charity Care Policies & Procedures** –this was discussed with the Finance report. The percentages will stay the same and we will review in 6 months.

7. Clinic Report – Kayleen Bye

- Kayleen stated that it has been an interesting month for the clinic. Kayleen wanted to give Erica credit as she has worked by herself to cover reception for over 4 weeks and has done very well. A new receptionist has been hired.
- The clinic had glass installed in the reception area. This helps cut down the noise and confidentiality.
- The Saturday walk-in clinic is working well for acute visits. There have been 2 patients each of the first two weeks. This seems to be a positive perception.
- The State Immunization Survey was held today with no deficiencies.
- The Clinic is preparing for a mock survey that will be held in either May or June. The clinic now has an AED and H&H machine. All staff will be trained on the equipment.
- The Locum providers have been coming down and working overflow, when needed. This is working well.

Old Business:

- **Recruitment & Retention:** Staffing was discussed earlier. Alicia will be at next month's Board meeting to report on the Nurse Staffing Plan.

New Business:

- **Resolution 17-01 – Appointment of a Superintendent and Chief Executive Officer –** Following the legal process for appointing the Superintendent of a public hospital district, a resolution to appoint Brenda Parnell as Chief Executive Officer is scheduled to be introduced

at today's regularly scheduled meeting of the Board (March 8, 2017). An employment agreement will be negotiated, finalized, and brought to the subsequent regularly scheduled meeting of the Board on April 5, 2017.

With a permanent CEO in place as early as April, the Board looks forward to continuing work on a strategic planning process they began earlier this year to define the future direction of Garfield County Public Hospital District.

Motion was made to approve Resolution 17-01 as introduced.

Moved by: Matt Hanson & Seconded by: Ray Hoffman

Motion approved & passed by vote

- **EHR** – Brenda stated that we are still in discussion with Tri-State Memorial Hospital. We may have to have a special Board meeting to approve. The current system is de-coupling and one of the systems will no longer be supported. We have researched using one system for everything and this will not work.
- **Clinic Visit Matrix** – this was discussed above in the finance report.
- **Open House** - Brenda would like to hold an open house on June 1st. This will be open to the public to introduce new staff and invite them to become familiar with the facility. We would like to let the community know that we are here to help. We are also looking at implementing a 3 year operations levy. This will need to be done in time for the August 1st ballot. The determination needs to be done by early May.

Public Comment:

- Jenness Evanson wanted to voice an observation regarding physical therapy. During her recent hip replacements she used Elite Home Health for her physical therapy needs. During her visits they had at least 5 – 10 patients they were seeing in Pomeroy. Several community members that she has talked with have tried to get into physical therapy here and were told there was a waiting list. They called the valley and were in within a day or two. She feels that we are losing money in this area and that we need to get these patients back.
- Kayleen wanted to know how we were going to announce that Brenda is accepting the permanent CEO position. Matt stated that we will be putting out a press release, posting it on Facebook and the Website. Matt will draft a notice to send to employees first thing in the morning.


Administrators Report:

- Brenda stated that she and Matt testified in Olympia to support the WHRAP program in front of the Health and Wellness Committee. They received a thank you from WSHA and so far the program has made it through the Health and Wellness Committee.

- The rest of her information was sent out via hyperlink and put on the Board Share point.
Please give Marni feedback on this new method of getting information out.

Meeting was recessed for Executive Session at: 7:20 p.m.

Executive Session Ended at: 07:30 p.m.



Matt Hanson, President



Bob Turner, Commissioner



Cindy Wolf, Secretary



Chris Herres, Commissioner



Ray Hoffman, Commissioner