

Garfield County Public Hospital District No. 1

Board of Commissioners

Regular Meeting: Wednesday, May 31, 2017

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

Not Attending: Ray Hoffman, Absent

Staff Attending: Brenda Parnell, Cathy Herres, Marni Herres, Allie Hyer, Kayleen Bye, Mat Slaybaugh, Jonathan Harker, Penny Melder-Harker

Public Attending: Jenness Evanson, HUGS President

Meeting Called to Order at: 10:10 am

Conflict of Interest Statement: None Noted

Consent Agenda:

- Board of Commissioners Meeting Minutes (05/03/2017)
- Finance Committee Minutes (05/03/2017)
- Quality Committee Minutes (05/08/2017)
- AP Vouchers (05/01/17 – 05/25/17)
- Payroll Vouchers (05/10/17 & 05/25/17)

Motion was made to approve all consent items as presented.

Moved by: Robert Turner & Seconded by: Cindy Wolf

Motion approved & passed by vote

Reports:

1. **Quality Improvement Committee Report** – Cathy Herres

- **Departmental Reports** – The Quality Improvement Action plan for Dietary Department, Facilities/Laundry/Housekeeping, Falls, Infections, Annual Quality Improvement Plan for 2017 were reviewed. Allie Hyer discussed the Dietary Department report. There are areas for improvement identified. The Facilities/Laundry/Housekeeping is meeting all goals.
- **Safety Zone** – There was 1 fall, 8 infections (4 – LTC, 4-ED), 1 medication event and no complaints for April 2017 for the hospital. The clinic has 0 falls, 0 infections, 0 medication events and 1 complaint for April 2017. No trends were identified. They will continue to track and trend.

2. **Finance Committee Report** – Brenda Parnell

- Brenda reviewed the Finance Committee report. There was a typo on the levy income. The total was \$162,000 not \$168,000. There is also \$1.8 million in cash, not the \$1.2 million. Brenda continues to work on recruitment. Dr. Glenn Jefferson is retiring as of July 24th. Brenda is working to get a replacement medical director. Rhonda Mason has been hired as Interim Chief Nursing Officer (CNO). Brenda is working with staff to continue to get ready for a survey in the Pharmacy and a mock survey in the clinic. The Saturday clinic will be suspended during June and July and will resume in August. The loss for April 2017 was \$59,000 which is better than previous months. The reliance on agency is going down. The agency contracts have been re-negotiated and have reduced the costs significantly. Overtime has been cut by ½.

3. **Revenue Cycle Report** – Stacy Linscott

- Stacy stated that they are still working on the ER Chart reviews. There is still another 1 ½ years to review.
- Stacy attended a Medicare Boot Camp. There are some Critical Access Hospital (CAH) and Rural Health Clinic (RHC) rules that need to be implemented. Stacy stated that all the federal regulations were cited with rules. Stacy has the instructor's contact information and has access to them for one year.
- The decoupling of the system has been finished. This has caused more registration errors. Staff is working to get all documentation and all signatures that are required.
- The charge master is still in process. There are a few departments that are finishing up their reviews and recommendations.

4. **Clinic Report** – Kayleen Bye

- Kayleen stated that they are preparing for their mock survey that is scheduled for July 14th. Patient visits improved for May. They are working to get patients accepted faster. Locums are seeing acute patients and this is going well. Saturday clinic averages between 2 – 4 patients. Saturday clinic will be closed during June and July. The clinic will offer free sports physicals once a month during the summer. This is an opportunity to keep patients in town. Open house will be June 14th. The clinic is working on a brochure of the services they provide. The clinic is looking at new furniture for the waiting area and the exam rooms and a new exam table. There was a suggestion to pave or put concrete in the parking lot. This will be discussed with the facilities manager. There is a ramp at the back door for patients who have a hard time with the incline. Better signage is needed for this entrance. The duct work for the air handling system is in process and almost done. The window has helped for privacy.

5. **Provider Report** –

- This was provided in an email to the Board of Commissioners.

6. **HUGS Report** – Jenness Evanson

- Jenness stated that HUGS provided the centerpieces for the Mother's Day Tea and they need approval for the invoice to be paid. The cost was \$159.00.
- HUGS have been asked to cover the cost of the new furniture for the new hospital waiting area. This will be taken to the next HUGS meeting.
- Scholarships will be announced on June 3rd at Graduation.
- The financial report has been revised and is now correct.
- HUGS will participate in the Open House and hope to get some donations. The proceeds from the Put Put Golf at Hospital week was donated toward HUGS.

Motion was made to approve the pay for the Mother's Day Tea flowers for a total of \$159.00.

Moved by: Chris Herres & Seconded by: Robert Turner

Motion approved & passed by vote

7. Resident Council Report - Cindy Wolf

- Cindy stated that Resident Council met on 05/08/2017. They were in the planning stages for the Mother's Day Tea. Allie discussed possible fundraisers that EAC will be doing to see if they are interested in helping. If residents agree they would get half the proceeds. The residents have requested to have meetings upstairs so they can attend.

Action Items:

- **Quality Improvement (QI) Charter and Quality Improvement (QI) Plan** – Cathy reviewed the QI Charter and QI Plan. The QI Charter has been revised to better understand the content. The changes are highlight in red. This has now been written to fit our facility.

Motion was made to approve the Quality Improvement Charter and Quality Improvement Plan as presented.

Moved by: Cindy Wolf & Seconded by: Robert Turner

Motion approved & passed by vote

- **Policies & Procedures for Approval** – The Nondiscrimination Policy was presented for approval. This meets the legal requirements for the facility and is required to be published on our webpage.

Motion was made to approve the Nondiscrimination policy as presented.

Moved by: Matt Hanson & Seconded by: Chris Herres

Motion approved & passed by vote

- **Credential Files** – The credential files for Elaine Polk, PA-C, Kristine Kehler, ARNP, and Corbin Moberg, PA-C were reviewed.

Motion was made to approve the credential files of Elaine Polk, PA-C, Kristine Kehler, ARNP and Corbin Moberg, PA-C for provisional staff.

Moved by: Robert Turner & Seconded by: Chris Herres

Motion approved & passed by vote

- **340 B Application** – The 340 B Application needs to be filed by July 1st. This is the official HRSA form. The Board agreed to complete the application and have it filed.

Old Business:

- **Open House:** Brenda discussed the open house, itinerary and activities that will be happening during the open house. Brenda will be taking pictures of all Board members, Providers, Managers and staff. There will be a health fair included in the open house with vendors. The Board members reviewed the itinerary and recommended a meet and greet with the CEO.

New Business:

- **Review of Proposal from Tom Millspaugh (Detox Center)** – a copy of Tom's proposal was distributed in the board packet. Tom is requesting a letter of support from the hospital to help with legislation and obtaining grants. After discussion, it was decided to wait on giving a letter of support until he has more information and a better business plan.
- **Appointment of a Board Member** – no information at this time.
- **Contract FQHC** – in order to move forward with the FQHC Contract we will need to provide an advance payment. After discussion it was decided to table this business.

Administrators Report:

- No report at this time.

Informational:

- **HHS Update** – a HHS Update article was included in the Board packet.
- **Mission, Vision and Values:** The Mission, Vision and Values were distributed in the packet. This is what the managers had voted on. The Board has some suggestions before the Mission Vision and Values are finalized. This will be brought back to management with the suggested changes.

Public Comment: An employee has a public comment regarding contract negotiations and chain of command. The Chairman of the Board advised this employee to follow the employee handbook for chain of command.

Meeting was recessed for Executive Session at: 11:33 a.m.

Executive Session Ended at: 11:50 a.m.

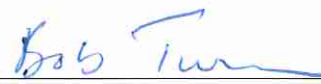
Matt Hanson, President



Cindy Wolf, Secretary



Ray Hoffman, Commissioner



Bob Turner, Commissioner



Chris Herres, Commissioner