

# Garfield County Public Hospital District No. 1

## Board of Commissioners

**Regular Meeting:** Wednesday, November 29, 2017

**Attending:** Cindy Wolf, Chris Herres, Jenness Evanson, Gary Houser

**Not Attending:**

**Staff Attending:** Marni Herres, Stacy Linscott, Ian Quarles, Alicia Scharnhorst, Cathy Herres, Jayd Keener, Ken Moyer, Jacob Scoles

**Public Attending:** Steven Cannon, Jennifer Dixon, Tammi Bragg, Sherry Ledgerwood

**Meeting Called to Order at:** 6:00 pm

**Resignation of Board of Commissioner:** Cindy Wolf stated that Jenness Evanson has submitted her resignation letter. The resignation letter was read aloud. The Board of Commissioner thanked Jenness for coming back to help when needed.

*Motion was made to accept Jenness Evanson's resignation.*

*Moved by: Chris Herres & Seconded by: Gary Houser*

*Motion approved & passed by vote*

**Appointment of New Board of Commissioners:** Cindy stated that Steven Cannon and Jennifer Dixon have been certified as winners of the recent election for Commissioner Position #4 (Dixon) and #3 (Cannon). They are both eligible to fill the vacancies in the seats.

*Motion was made to accept Jennifer Dixon and Steven Cannon to fill the vacant Board of Commissioner Positions #4 (Dixon) and #3 (Cannon) until December 31, 2017.*

*Moved by: Chris Herres & Seconded by: Gary Houser*

*Motion approved & passed by vote*

The Board of Commissioners conducted a swearing in of Jennifer Dixon and Steven Cannon. The Oath of Office was read aloud and signed by Jennifer Dixon, Steve Cannon and Cindy Wolf.

**Conflict of Interest Statement:** None Noted

**Consent Agenda:**

- Board of Commissioners Meeting Minutes (10/25/2017)
- Special Board of Commissioner Meeting (11/10/2017)

- Special Board of Commissioner Meeting (11/13/2017)
- Special Board of Commissioner Meeting (11/15/2017)
- Finance Committee Meeting (10/25/17)
- Finance Committee Meeting (11/10/2017)
- Medical Staff Committee Minutes (11/03/17)
- Quality Committee Minutes (11/16/17)
- AP Vouchers (10/20/2017 – 11/22/17)
- Payroll Vouchers (10/25/17, 11/09/17 & 11/22/17)

*Motion was made to approve all consent items as presented.*

*Moved by: Chris Herres & Seconded by: Gary Houser*

*Motion approved & passed by vote*

### **Reports:**

#### **1. Quality Improvement (QI) Committee Report – Cathy Herres**

- Cathy reviewed the QI Program for Activities, QI Program for Central Supply, QI Program for Physical Therapy and QI Program for Human Resources. Staff is working on their indicators to reach or exceed goals.
- Cathy reviewed the Safety Zone Report for October 2017. There were no trends or issues identified. Cathy will continue to monitor.

#### **2. Finance Committee Report – Stacy Linscott**

- The Finance Committee will be held at a later time. Wipfli is still working on finalizing the October 2017 financials. The Board discussed the possibility of moving the meeting to a different date. They would like the date moved to a week prior to the regular Board meeting date. There was also some discussion on the regular Board meeting date. The regular meeting may need to be moved back to the first Wednesday of each month.
- **HRG Report** – Stacy reviewed the HRG report. Dennis Talbot has been approved by Medicare. Stacy continues to utilize Jill to cover during employee absences. We will continue to let patient know about charity care. Jayd and her staff have finished the ER Chart Audits. Cindy stated that this has been a lot of work and the Board appreciates the diligence to get this corrected.

#### **3. DNS Report – Jayd Keener**

- Jayd has been working on changing the nurse and CNA schedules to a rotating schedule model. Jayd has been working on staff relationships and keeping staff informed of the changes. Jayd discussed the areas and issues that she has been working on and the progress that she has made.

#### **4. Safety Committee Report– Cindy Wolf**

- Cindy stated that the hospital participated in the Statewide Earthquake drill. There was 100% participation. There will be conflict management training scheduled for next year. Ken is reaching out to the City and County to get the excess rock and debris removed from the perimeter of the facility. The Pharmacy policies have all been reviewed and hoping to get the pharmacy room update done this month.

5. **Clinic Report** – Stacy Linscott

- Stacy stated that Rhonda Freeman is back. The volumes decreased while Rhonda was gone, but are coming back up in November. The hospital continues to utilize the locums for coverage. Stacy is trying to clarify some contract issues that have come up. The community is more comfortable with the locums and the putting the schedule in the paper is helping.

6. **HR Report** – Alicia Scharnhorst

- Alicia reviewed her Human Resources Report. The district has discontinued recruitment efforts for a Medical Lab Technician, Maintenance Assistant, Housekeeper, Clinic Receptionist, and Clinic Manager. Recruitment continues for Chief Financial Officer, ARNP/PA-C, Physical Therapist, Registered Nurses and Certified Nursing Assistants. Human Resources and Accounts Payable are working closing to implement ADP. Open Enrollment Meetings for 2018 benefits was very successful and the good news is the premium rates did not increase for 2018.

7. **HUGS Report** – Jenness Evanson

- Jenness stated that the HUGS Volunteer Group meets the 3<sup>rd</sup> Wednesday each month at the Pataha Flour Mill at 12:00 p.m. Several members are working on a quilt to be raffled off for a fundraiser. The entire HUGS group helped with the Halloween party. This was a great turn out and the community looks forward to it each year. The next project for 2018 is replacing the drapes in patient rooms. HUGS are waiting for a quote from Ken and Terri. The Resident Christmas party is scheduled for December 19<sup>th</sup>. They residents will also be going on an outing to have dinner in Lewiston and see the lights. Volunteers will help push residents through Locomotive Park.

8. **Resident Council Report** – Cindy Wolf

- Cindy had Jenness give the Resident report as she was unable to attend the meeting. Jenness stated that the Resident Council meets the 1<sup>st</sup> Monday of each month. The meetings consist of residents, a Board member a HUGS representative, Activities and the DNS. Food is a big issue. The group is very active right now. Some residents were concerned that they did not receive voting ballots. The hospital will provide Donna Deal with a list of residents. The main complaint that remains consistent is bugs. Ken is working on this issue.

9. **Governance Report** – Cindy Wolf

- Cindy stated that the Adhoc Board Committee has been formed and has been meeting. They are working to investigate the FQHC to see if it would fit our needs and the needs of the

community. The Adhoc Committee met on 11/17/17 and listened to two consultants discuss the positive, challenges and the negatives. There are grants that are available and better clinic reimbursement, but there are a lot of hoops that you have to jump through and this will be very time consuming. The group will continue to research to see if this is financially viable.

- Cindy stated that she received a survey from the AWPHD to find out what type of Board Education was needed. Cindy checked all the boxes as we have new members. They will start setting up education through webinars for the Board members as needed.

#### **Old Business:**

1. **EHR** – The EHR was discussed at the October Board meeting. Ian distributed the costs analysis to the Board members for review. Athena bases the cost off our net revenue and there are smaller upfront costs. The current upfront cost is \$40,000 and once we go live, we will receive a \$10,000 refund. The costs and savings were discussed. The pricing is good through the end of December and we will have our attorney review the contract and bring this forward at the December Board meeting for approval. The CFO candidate spoke highly of Athena. Once approved we will need to move quickly to for an implementation date of July 2018.

#### **New Business:**

- **Resolution #17-07 – Authorized Signers** – Cindy Wolf read the resolution aloud. This resolution adds the new Board Members Steven Cannon and Jennifer Dixon as authorized signers.

*Motion was made to approve Resolution #17-07 – Authorized Signers as presented.*

*Moved by: Chris Herres & Seconded by: Gary Houser*

*Motion approved & passed by vote*

- **Resolution #17-06 – Interim Superintendent** – Cindy read the resolution. This resolution reclassifies Brenda Parnell to Interim Superintendent and Consultant.

*Motion was made to approve Resolution #17-06 as presented.*

*Moved by: Chris Herres & Seconded by: Gary Houser*

*Motion approved & passed by vote*

- **Consultant Report** – Cindy Wolf reviewed the consultant Report. Brenda is working on the CFO candidate, departmental budgets, implementation of the 2018 Budget, WRHAP Meetings, EHR, FQHC and the ACH.

**Administrators Report** – Tabled.

**Public Comment:**

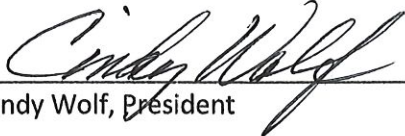
- Tammy Bragg had a few questions. Tammi asked how long will we be utilizing HRG? If we move to Athena they have their own billing and we will no longer need HRG. The transition is tentatively scheduled for July 2017. HRG will not go away right away, as they will have to wrap up their billing piece. The next question was on the contract for Brenda Parnell. Cindy stated the attorney is working on the contract to finalize specifics. She will be here through the end of the year. If we continue to work with Brenda another contract will be drafted as a consultant only.
- Jen Dixon had a question about Athena and if there were data transfer costs for switching to a new system. Ian answered this question. There is an \$18,000 annual cost for a legacy archive. This is included in the cost analysis. This will have a direct link to patient accounts.

**Board Education:** The Board Education session will be tabled until the next meeting.

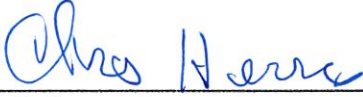
**Meeting was recessed for Executive Session at:** 7:06 p.m. Executive session did not start until 7:19 p.m. the session will last for approximately 1 ½ hours. The Managers were asked to stay for executive session.

The Managers left executive session at 7:55 p.m.

**Executive Session Ended at:** 8:55 p.m.

  
Cindy Wolf, President

  
Gary Houser, Commissioner

  
Chris Herres, Secretary

  
Steven Cannon, Commissioner

  
Jennifer Dixon, Commissioner