

Kit Carson County Health Service District
Regular Meeting Board of Directors

Minutes for March 15, 2017

0.0 Roll Call

Bancroft.....Present
Korbelik.....Present
Mitchek.....Present
George.....Present
Jacobsen.....Present

Staff present included: Alison Stone, Alissa James, Marty Gaither, Andrea Calhoon, Paul Fields, Colette Martin, Charlene Morgan, Corey Fedie, and Heather Cullop.

Guests:

1.0 Call to Order

The regular meeting was called to order at 7:05 p.m. by Mr. Jacobsen.

2.0 Amendments and Approval of Agenda

MOTION was made by Mr. Mitchek, and seconded by Mr. Korbelik to approve agenda as presented and amended.

Amendments: To add a b. Item under New Business. Item will be labeled Re-District KCCHSD Board to At Large Board Positions.

Outcome:

All aye — Motion passed.

Announcement: Parliamentary Issue, Call for new chair.

MOTION was made by Mr. Jacobsen to appoint new Chair. Mr. Mitchek recommended Mr. Bancroft for the new Chair. Motion was seconded by Mr. Korbelik. Motion was approved by consent by Mr. Bancroft.

Outcome:

All Aye - Motion passed.

3.0 Recognition of Special Guests and Announcements

There were no Special Guests present.

4.0 Approval of Minutes from Previous Meetings

Discussion: Mr. Jacobsen questioned unclear action in the minutes dated 1/18/17

a. January 18, 2017

MOTION was made by Mr. Mitchek and seconded by Mr. Jacobsen to approve minutes as presented.

Outcome:

All Aye — Motion passed.

b. January 25, 2017

MOTION was made by Mr. Korbelik and seconded by Mr. Jacobsen to approve minutes as amended.

Amended Minutes to state: Motion was made by Mr. Mitchek and seconded by Mr. Korbelik to approve the Healthcare Insurance Proposal as presented, the 5% increase will be absorbed by KCCHSD. The motion was denied, the 5% Increase will be absorbed by the employees.

Discussion:

Outcome:

All Aye — Motion passed.

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5.0 Approval of Bills and Appropriations

a. Vendor Check Registers/Credit Card Charges

MOTION was made by Mr. Korbelik and seconded by Mr. George, to table the approval of Bills and Appropriations to April Meeting.

Discussion: Ms. Martin discussed the fact that if the checks were signed, they would not need board approval. Mr. Jacobsen stated that most of the transactions were under the limit, and that is why they are being reviewed. Mr. Fields will provide more documentation to the board at the next board meeting regarding posed questions.

Outcome:

All Aye — Motion passed.

6.0 Hearings

a. No items

7.0 Reports of Officers, Committees, Professional/Consultants

a. Chief Clinical Officer: Ms. Morgan

Ms. Morgan reports that the sleep lab is up and running, they have scheduled three nights thus far. She also reports that other facilities are asking about services. Ms. Morgan reports that the PIC line service is up and running as well, and is pending physician referrals. The Surgery Director will be starting the twenty-seventh. Ms. Morgan states that she is working on recruiting two new physicians, a pain physician; Dr. Singleton from Denver and she has scheduled a call with a cataract physician. Her goal is to have these physicians available by August with the hopes of discontinuing travelers. Ms. Morgan reports that there are currently two travelers that area awaiting staff to return from maternity leave. She reports that they have interviewed the applicant for the Quality Director position, and he has dedicated a 3/16/17 response on the position. She states that there is one other, more closely located applicant she would be interested in, should the need arise.

Mr. Jacobsen posed a question about the HCAPS from December, whether the scores that were reported, were from one patient alone, and Ms. Morgan confirms that it was. Ms. Morgan expressed that she would like to change the way that the scores are reported to the Board. She stated that currently they are reporting negatives and would like to report positives.

Mr. Gaither distributed the HCAP Surveys to the board and there was discussion on whether there was any follow up on the answers from the surveys. Mr. Gaither discussed that there are follow ups on trending items, or items that need immediate attention.

Ms. Morgan stated that they work with ARBOR based upon the severity of the results. Ms. Martin informed the board that these topics are discussed in the Quality Management Meetings, as well as the Medical Staff Meetings, and reports that there is loop closure on these items. She states that they are addressed as "Errors in care". There was discussion had about the anonymity of the surveys and their answers. Ms. Morgan discussed that they are working to implement courtesy follow-up calls, to increase patient-staff communication and overall patient satisfaction.

ACTION- Mr. Gaither will in the future provide survey reports to be included in the Board Report.

b. Chief Financial Officer: Mr. Fields

Mr. Fields reports that the auditors were here for a week, and states that we are way ahead of where we were last year as far as completion. Mr. Fields states that the level of difficulty with the audit has significantly decreases since last year. He says that they are finding some issues in Accounts Receivable, and the preliminary report should be available in about a month. Mr. Fields

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reports that he, Ms. James, Ms. Morgan and Mr. Fedie made a trip to the State Capital where they delivered a letter to the State Senators regarding the reduction in Provider Fees to small hospitals. He states that the letter was well received.

Prognosis Update: Mr. Fields reports that April 2017 is the end of the current contract with Prognosis. Mr. Fields is working with Ms. Morgan, Ms. Calhoun and Mr. DeLaCruz (information systems) to make very specific demands on a new contract. Mr. Korbelik poses the question of whether Prognosis is making any efforts to increase collaboration between the two entities. Ms. Calhoun says that they are indeed making efforts. In the past there have been systemic issues between Redox and Prognosis, but states that steps are being made to fix those issues. Ms. Calhoun says that part of the recommended new contract will include proper training through Prognosis. Mr. George questioned what the increase of the contract will be. Mr. Fields states that he is expecting approximately a 100% increase with the new inclusions in the contract. There was discussion about pursuing another program, it was stated that CPSI is another program that is currently under review.

a. Specialty Clinic Reimbursement Trends: Ms. Calhoun

Ms. Calhoun reported to the Board that the Specialty Clinic Reimbursement can have a direct impact on how we contract with physicians. She stated that the clinic revenue code is currently not being paid by Blue Cross and Medicaid. This is approx. 30-35% of patients. She states that it is not billable under the patient's insurance plan. Ms. Calhoun says that in order to combat this, the contracts should assign KCCHSD billing rights. She states that if we have billing rights, we would be unable to collect on overhead expenses, but would be able to collect on professional rates because KCCHSD would own the billing rights. Ms. Calhoun states that this will be on a case by case basis, based on practitioners. This is still under discussion.

c. Chief Operations Officer: Mr. Fedie

Mr. Fedie provided the COO report to the Board in the board packet. Mr. Fedie discussed the approximate renovation of the OR. He states that floor and painting will be approx. \$50,000.00. Approx. \$10,000.00 in general equipment, Approximately \$35-50,000.00. Mr. Fedie suggested to the board that it will be approximately \$100,00.00 for the renovation, with a conservative amount being less than \$150,000.00. He will update by next meeting. Mr. Jacobsen posed the question of whether the layout will meet the state standard of care. Mr. Fedie will look into state regulations for renovations regarding the OR. Mr. Fedie states that regulatory compliance is in progress, he has been and will continue working with Ms. Martin and the other Chiefs.

d. Home Health and Hospice

This report was available in the board packet.

e. Operating Suite Renovation / Bond Defeasance Committee Report

No other questions or discussions.

f. NSide Consulting: Ms. Martin

Ms. Martin provided the board with a document to review- as a matter of course. Ms. Martin asked the board who she will be reporting to, and secondly what the board expects from Ms. Martin now that the three chief model is in place. She states that she is still working with the Chiefs on job descriptions, to be approved at the next board meeting. Mr. George requested of Ms. Martin, a timeline of items to be completed by a specific date.

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8.0 Unfinished Business

- a. Capital Budget. The board requests all materials be presented with the April board packet. The board will review documents and will inform the chiefs of any additional requested materials. Mr. Korbek has stated that he will follow up with Eide Bailey regarding the audit. Mr. George has requested quotes for the Operating room renovation.

9.0 New Business

- a. KCCHSD Quality Management Plan required per C.R.S. §25-3-109
Ms. Martin suggested a motion as per C.R.S. §25-3-109 which states KCCHSD is required to maintain and have available a quality management plan.
MOTION was made by Mr. Korbek and seconded by Mr. George to approve the KCCHSD Quality Management Plan with the proposed amendment, to state the Quality and Patient Experience Director and Management Committee report to the Chief Operations Officer, rather than the Chief Clinical Officer, and to include a dotted line, showing the position reports to the Board of Directors as well.
Discussion: Ms. Martin stated the hospital is required to have a Quality Management Plan available per state requirements and a discussion ensued.
Outcome: **Hand count 4:1- Motion Passed**

- b. Re-District KCCHSD Board to At Large Board Positions.
MOTION was made by Mr. George and seconded by Mr. Korbek to change the district requirements of the board and create an at large board membership.
Discussion: Mr. Mitchek stated that he had a conference call with the state, and it is not required for the board to have a vote of the people. He discussed that the County Commissioners have been notified of the change. It was also discussed that KCCHSD should be prepared with a FAQ sheet, with the articulation from Public Relations that this was done with the anticipation that this is the best scenario for the district and the board. Ms. James and Mr. Fedie will work together to create a new board application. This discussion will continue at the April board meeting.
Outcome: **All Aye- Motion Passed**

Mr. Bancroft called for a five minute recess at 9:15 p.m.

The meeting was called back to order by Mr. Bancroft at 9:30 p.m.

10.0 Executive Session C.R.S. §25-3-109

Attendance: Corey Fedie, Charlene Morgan, Colette Martin, Paul Fields, Ryan Bancroft, Garrett Mitchek, David Jacobsen, Virgil George and Bill Korbek.

MOTION was made by Mr. Mitchek and seconded by Mr. George to enter Executive Session at 9:22 p.m.
Discussion: None
Outcome: **All aye — Motion Passed**

MOTION was made by Mr. Mitchek and seconded by Mr. Jacobsen to exit Executive Session at 9:55 p.m.
Discussion: None

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Outcome: **All aye — Motion Passed**


- 11.0 **MOTION** was made by Mr. Jacobsen to approve Medical Staff credentialing as presented by Mr. Fedie based upon approval by the Medical Staff. Motion was seconded by Mr. Mitchek

Outcome: **All aye — Motion Passed**

- 12.0 Next Regular Meeting
Wednesday, April 26, 2017

- 13.0 Adjournment
MOTION was made by Mr. George to adjourn, motion was seconded by Mr. Mitchek

Outcome: **All aye — motion passed**


Respectfully Submitted,
William Korbelik
Secretary-Treasurer/ KCCCHSD

Approved May 17, 2017