

Kit Carson County Health Service District  
REGULAR MEETING BOARD OF DIRECTORS  
April 25<sup>th</sup>, 2018

Virgil George....Present  
Bill Korbelik....Present  
Brenda Rueb....Present  
Casey McDaniel....Present  
Garret Mitchek....Present  
Tony Rodriguez....Present

**I. Call to Order**

The meeting was called to order by Mr. George at 6:01 p.m.

**II. Amendments and Approval of Agenda**

Mr. George stated that he would like to amend the agenda to include an executive session for C.R.S §24-6-402 (4) (f) for the discussion of personnel matters.

A **MOTION** was made by Mr. Mitchek to amend the agenda as requested, to include an executive session for C.R.S §24-6-402 (4) (f) for the discussion of personnel matters. This motion was seconded by Mr. Rodriguez.

**Outcome:**

**All Aye- Motion Passed**

**Recognition of Special Guests and Announcements**

**III. Approval of Minutes from Previous Meetings**

a. March 2018

A **MOTION** was made by Mr. Rodriguez to approve the previous meeting minutes as presented. This motion was seconded by Mr. Mitchek.

**Outcome:**

**All Aye-Motion Passed**

**IV. Approval of Bills and Appropriations**

a. Vendor Check Registers/Credit Card Charges (Consent Items)

Board

A **MOTION** was made by Mr. Korbelik to approve the consent agenda items as presented. This motion was seconded by Mr. Mitchek.

**Outcome:**

**All Aye- Motion Passed.**

**V. Hearings**

**VI. Reports of Officers, Committees, Professional/Consultants**

a. Chief Clinical Officer

Charlene Morgan

Ms. Morgan presented her report. Updated that MCC Student is doing her preceptor at KCCHSD, she is interested in employment in around June. We will have a Colby student that will be interested in employment after her board certification as well. Currently we have 5 travelers. We will be losing one on May 18<sup>th</sup>. Ms. Morgan states that there have been 2 resignation. Ms. Morgan updated on the Trauma survey, we had one deficiency that was challenged leaving us with 100% survey results. Mr. Korbelik questioned the total of doctor visits on the presented data. He is concerned that number is up significantly more than what has been previously reported. 96 on ER 37 on clinic visits. The 96 is that because he takes a lot of on call work? Charlene stated that the PA's tend to pick up higher calls than the providers because they take first call. Ms. Morgan will follow up to validate the numbers reported on the clinic report. There was discussion about how the Stratton clinic operates. Are there set hours, do we have full provider participation when Dr. Gititu is on vacation, to keep the clinic staffed? Fedie spoke about the Stratton forums for getting community input. Bill would like to see the advertising ramped up for the clinic in Stratton, or even the specialty clinic. This would be to make sure that patients are aware of the dates and times of clinics. Mr. Korbelik spoke about local business's possibly sponsoring advertisement. The board voiced that they would like to see more information publicized on Facebook (possibly hours for the clinic).

b. Chief Operations/Compliance Officer

Corey Fedie

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Mr. Fedie states that they continue investigating complaints. One of these cases has been closed, he is still investigating another. Corey discussed the Human resources report that was presented at the forum. He would like to know the boards input about utilizing that format in the future. IT was discussed that would be fine moving forward. Health Fair will be held May 12<sup>th</sup>. Corey and Charlene conducted a radio interview that will be on the radio on Saturday. BBQ-invitation to the board. Rocky Mountain Health Plan came and conducted their survey, we did pass. Hyperbaric-update. Legal is still working on that. Corey hopes to have more information before the next board meeting.

- c. Chief Financial Officer / NSide Consulting Colette Martin  
Ms. Martin presented the financial info. Update: Colette met with Casey and Brenda and she is providing them with weekly updates on AR work. Tracking AR weekly. Report showed that we have seen a reduction in outstanding claims. Full time biller will be starting in May. 3 per Diem employees for billing, they will be remote, part time employees. Once their task is complete, they will be done. Ramona is working on specialty clinic medical records. They will be consolidating appropriately with HIM and Specialty Clinic. Megan reviewed the financial statements. March, profit 93,597. Days in AR was down, days cash on hand was down by 1 day. Ms. Ehrlich explains this is partly due to the extra pay periods in March. Debt Service Coverage Ratio is 2.62.
- d. Quality Report C.R.S § 25-3-109 Karen Hooker  
Ms. Hooker reviewed the quality report that was provided. She states that there were 19-22 medication errors for the month of March. Ms. Hooker will update on Patient Safety Survey next month. Ms. Hooker stated that there have been 5 patient complaints in the month of March.
- e. CFO Recruitment Committee Bill Korbelik, Casey McDaniel  
Bill and Casey discussed CFO Recruitment. There was discussion about BE Smith Recruitment Company. They are more expensive. Roughly a couple of thousand dollars more. Casey discussed that BE Smith state that finding a quality CFO could be harder without a CEO in place. The group reviewed the proposal.  
A MOTION was made by Mr. McDaniel to enter into an agreement with BE Smith Recruitment Company upon legal approval of the contract. This motion was seconded by Mr. Korbelik.  
**Outcome:** All Aye-Motion Passed  
Ms. Martin will work with Human Resources and legal counsel for the BE Smith agreement.

**VII. Unfinished Business**

- a. Chief Evaluations Tony Rodriguez  
Discussion: Garret Mitchek  
Reviews have been completed by the board. Drafts will be provided to the Chiefs for review. In the event that there is a board change over, how do we ensure there are no changes to the evaluations?  
A MOTION was made by Mr. Korbelik assigning Tony to provide approval signature on evaluations. This motion was seconded by Mr. Mitchek.  
**Outcome:** All Aye-Motion Passed

**VIII. New Business**

- a. CD Term Review-April 29<sup>th</sup>, 2018 Megan Ehrlich  
A MOTION: was made by Mr. Mitchek to move the CD to ECB at 1.75% for 6 months cashing out the other for capital.  
**Outcome:** All Aye- Motion Passed  
A MOTION was made by Ms. Rueb to assign Mr. Mitchek and Corey Fedie as signature authority at ECB Bank. This motion was seconded by Mr. Rodriguez.

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It shall be noted that Mr. McDaniel abstains from this vote.

**Outcome:**

**All Aye- Motion Passed**

- b. Golden Wheat Award Corey Fedie  
Mr. Fedie reviewed nominations. Nominations presented were for Dalene Colglazier, Ed and Kathy Dowd, and Dr. Gititu.  
The board conducted an anonymous vote. The majority vote that was presented was in favor of Ed and Kathy Dowd.  
The award will be presented to Mr. and Mrs. Dowd at the Hospital Barbeque during Hospital week.
- c. Electronic Medical Record System for Home Health and Hospice Charlene Morgan  
Charlene discussed the proposal that was presented to the board for potential Home Health EMR.  
A **MOTION** was made by Mr. Korbelik to select Care efficient for the Home Health EMR pending a legal review of the contract. This motion was seconded by Mr. Korbelik.  
**Outcome:** **All Aye-Motion Passed**
- d. Election Proceedings – Looking Forward Heather Cullop  
Ms. Cullop reviewed the timeline presented to the board, of the election proceedings moving forward. Ms. Cullop discussed that the District is required to participate in the canvass of the board election, and one board member not up for re-election must be a participant. Due to the fact that Mr. Mitchek is the only seat that will not be vacated, he will be participating in the canvass.

Mr. George called for a recess at 7:50 p.m.

Mr. George resumed the meeting at 8:01p.m.

**IX. Executive Session 24-6-402 (4) (f) for Personnel.**

A **Motion** was made by Mr. Mitchek to enter into executive session for the purpose of Personnel Matters under C.R.S § 24-6-402(f). This motion was seconded by Mr. Rodriguez.

**Attendees included. Mr. McDaniel, Mr. Korbelik, Mr. Rodriguez, Mr. George, Mr. Mitchek, Ms. Rueb, Mr. Fedie, Ms. Morgan, Ms. Martin, and Ms. Cullop.**

A **MOTION** was made by Mr. Rodriguez to exit executive session. This motion was seconded by Ms. Rueb. Executive Session was exited at 9:11 p.m.

Discussion:

Mr. George will contact legal counsel for the purpose of employment agreements for the Chief Clinical Officer and the Chief Operating Officer. Upon receipt from legal he will review with the Chiefs.

**X. Next Regular Meeting  
May 23<sup>rd</sup>, 2018**

**XI. Adjournment**

A **MOTION** was made by Mr. Rodriguez to adjourn. This motion was seconded by Mr. Korbelik. The meeting was adjourned at 9:14 p.m.

Respectfully Submitted,  
Secretary, KCCHSD Board of Directors

Approved *[Signature]*, 2018