

Kit Carson County Health Service District
Regular Meeting Board of Directors

Minutes for April 26, 2017

0.0 Roll Call

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

Staff present included: Corey Fedie, Charlene Morgan, Paul Fields, Heather Cullop, Marty Gaither, Alissa James.

Guests: Kindra Mulch, Brenda Rueb, Barry Romans, Antonio Rodriguez, Lisa Shryock, Casey McDaniel, Tracy Narvet and Colette Martin

1.0 Call to Order

The regular meeting was called to order by 6:20

2.0 Amendments and Approval of Agenda

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

Discussion: none

Outcome:

All aye — Motion Passed

3.0 Recognition of Special Guests and Announcements

Mr. Bancroft acknowledged the guests present, and asked all in attendance to state their name and speak briefly about themselves.

4.0 Approval of Minutes from Previous Meetings

A **MOTION** was made by Mr. George to approve the minutes from the March 15th meeting, as presented. This motion was seconded by Mr. Mitchek.

Discussion:

Outcome:

All Aye — Motion Passed

5.0 Approval of Bills and Appropriations

a. Vendor Check Registers/Credit Card Charges

A **MOTION** was made by Mr. George to approve the bills and appropriations as presented.

This motion was seconded by Mr. Korbelik.

Discussion: Mr. George questioned a transaction Park Place Floral Design. The question was whether the amount was a carryover amount from an old contract? This transaction was dated February 3, 2017. Mr. Fields stated that he was unsure and he would get back to Mr. George with more information. Mr. George also questioned a transaction for Langdon Worldwide Moving. It was stated that it was Ms. Morgan's moving cost.

Outcome:

All aye - Motion Passed

6.0 Hearings

a. None

7.0 Reports of Officers, Committees, Professional/Consultants

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a. Chief Clinical Officer

Ms. Morgan presented the Opioid Policy to the board that was previously approved by the Medical Staff Committee. This Policy was put into place to comply with Federal Regulations. She states that they have hired a consultant, Janice Davenport, for Home Health and Hospice. It is expected that she will bring the facility up to compliance and will address further issues. Ms. Morgan explained that the Infection Control nurse has resigned, and there are current applicants that are in the process of being reviewed.

A **MOTION** was made by Mr. George to accept the Kit Carson County Health Service District Guidelines for Emergency Department Opioid Management Policy as presented. This motion was seconded by Mr. Mitchek.

Discussion: No discussion

Outcome:

All Aye- Motion Passed

b. Chief Financial Officer

Mr. Fields discussed the audit, he stated that he and Megan are hoping to be finished in the next week or two and the auditors are planning on presenting in May. Mr. George recommended starting the May meeting at 5:00p.m. to accommodate the Auditors. It was discussed and decided that the May 24th meeting will start at 5:00p.m. Mr. Fields updated on the process with Prognosis contract and stated that they are working on a 2 year contract. Mr. Fields states that he is researching moving our retirement business to Mutual of America, he discussed the complications there have been in dealing with CCOERA. Mr. Fields spoke on the possibility of the bond renegotiation. He also reported that the State of Colorado because of budget cuts is looking to cut the Provider fee which would significantly effect KCCHSD. Potentially losing 1.3 Million dollars for the district. The bill is currently stuck in appropriations.

Specialty Clinic reimbursement trends: This topic was postponed until the May 24th meeting due to Ms. Calhoon being unavailable.

c. Chief Operations Officer

Mr. Fedie stated that for recruitment and retention, there are currently eight openings, five separations and three new hires. No new RN's this month. Mr. Fedie spoke on the Dr. Beethe Scholarships. Mr. Fedie recognized the winners of the awards for the scholarships and the internships. Mr. Fedie stated that he is pursuing working with a company to do a fundamental analysis of the market on our current marketing campaigns. He reports that they have already improved their marketing campaigns to include radio spots, newspapers and Facebook. Mr. Fedie notified the board that there will be activities going on for Hospital week as well as nurse's week. He asked for board support during these activities. Mr. Fedie brought for the Boards approval, credentialing for Paul Val Meredith CRNA. This had previously been approved by the Medical Staff. Mr. Fedie introduced Karen Hooker to the board, Ms. Hooker is the new Quality and Risk Director.

d. Operating Suite Renovation / Bond Defeasance Committee Report

Mr. Fedie discussed the budget of the repair and re-equip project with the board. He discussed that the project plan has been approved by the state. It is the Chiefs recommendation that instead of a renovation that the OR is repaired to continue operation in

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the Operating Room. He stated that the approx. budget is close to \$250,000. There was discussion about how the OR will operate in the future if larger repairs need to be made. There was a question about the Return on Investment for the OR Project, and whether the physicians would be willing to work in a repaired operating room. Mr. Fedie stated that this is not a "short term" fix and there has been some discussion with current physicians, and many of them are happy to be working within the facility.

e. NSide Consulting

Ms. Martin spoke on her report that was provided to the board. She states that she is working with the management team and is hoping to be able to bring forward new job descriptions as well as evaluation tools. She is still in the process of working with everyone for Survey Readiness. She noted that she will continue working with Mr. Fields on the Financial Analytics and Ms. Hooker for Quality. Ms. Martin believes that the team is well aware of where there risks lie where it pertains to the Survey. Ms. Martin will work with the Chiefs and Ms. Hooker to summarize the Tracer information and present it to the board. It is requested that Resolution to Amend the Reorganization of Executive Management team and Personnel Reporting Structure be included under New Business.

8.0 Unfinished Business

Approval of Capital Budget.

Mr. Fields briefly discussed the Capital Budget with the board, he explained that there have been some things come up that need to be made a priority. He asked Mr. Gaither to inform the board of the Radiology costs. Mr. Gaither reported to the board that in 2018 Radiology will be required to digitize all equipment. He also stated that the Medication Dispensing system is currently at least 10 years old and is exhibiting many issues. This system needs replaced. Mr. Gaither reports that staff have been working diligently to find a new and adequate system. Mr. Gaither gave a short overview of the systems that are being considered. It was stated that the board would like to have at least three quotes for major equipment purchases. Ms. Morgan stated that quotes are being put together in that format so the board can see exactly what is needed.

A **MOTION** made by Mr. George, to file the Capital Budget as presented. This motion was seconded by Mr. Mitchek

Discussion: None

Outcome:

All Aye-Motion Passed.

9.0 New Business

a. Review of Nominations and Applicant presentations for the KCCHSD Board of Directors. Mr. Bancroft opened the floor to nominations. Mr. George requested that the applicants each give a brief overview on why they would like to be on the Board of Directors. All Board Applicants were present, and each one gave a brief description on why they were interested in being on the KCCHSD Board of Directors.

A **MOTION** was made by Mr. Korbelik, to nominate to the ballot all six applicants; Brenda Rueb, Tony Rodriguez, Barry Romans, Kindra Mulch, Casey McDaniel and Lisa Shryock for the three vacant spots on the Kit Carson County Health Service District Board of Directors. The current members of the board will conduct a ballot vote to define the majority. This Motion was seconded by Mr. George.

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The ballot was presented for a majority vote for appointment to the Board of Directors. The majority vote listed; Brenda Rueb, Antonio Rodriguez and Casey McDaniels.

A **MOTION** was made by Mr. George to appoint the candidates as listed, and as voted on by the current Board of Directors, to the Kit Carson County Health Service District Board of Directors. This Motion was seconded by Mr. Korbek.

Discussion: None

Outcome:

All Aye- Motion Passed

New Board Members will be sworn in on May 24th at 5:00 p.m.

b. Golden Wheat Award

Ms. James spoke on the Annual Golden Wheat Award, she stated that there are two nominations for consideration. There were no outside nominations this year. The nominees are Lauren McCaffrey, who donates her time for breast feeding classes and education to our OB patients. There is also Kit Carson County Fair and Royalty, who donated their time to help with the Teddy Bear Clinic this year. It was asked that the board make a decision so the winners can be presented with their award during hospital week.

A **MOTION** was made by Mr. Mitchek for Lauren McCaffrey to be the Golden Wheat Award winner. This Motion was seconded by Mr. George.

Outcome:

All Aye- Motion Passed

c. Confidentiality Statement and Conflict of Interest Statement.

As per our By-Laws, all board members must sign the Confidentiality and Conflict of Interest Statement Policies. All forms were signed.

d. Resolution to Amend Reorganization of Executive Management Team and Personnel Reporting Structure.

A **MOTION** was made by Mr. Korbek to approve the following resolution:

The Board maintains oversight and governance of the three-member leadership team comprised of the Chief Clinical Officer, Chief Financial Officer, and Chief Operations and Compliance Officer. The organization's structure beyond the Board's governance of the three leaders ("Chiefs") falls to the three Chiefs. The Chief Clinical Officer, Chief Financial Officer, and Chief Operations and Compliance Officer shall maintain accountability for any changes to the organizational chart/structure below the Chief role with the approval of 2 of the 3 Chief Members. This Motion was seconded by Mr. George.

Discussion: Board will still have final oversight. Board requests to be notified of any changes that the management team makes regarding reorganization.

Outcome:

All Aye- Motion Passed.

A **MOTION** was made by Mr. George to enter a five minute recess at 8:30 p.m and reconvene at 8:35 p.m.

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

MOTION was made by Mr. George to enter into Executive Session, this motion was seconded by Mr. Korbelik. Executive Session was entered into at 8:44 p.m.

Present: Garret Mitchek, Ryan Bancroft, Virgil George, Bill Korbelik, Karen Hooker, Corey Fedie, Charlene Morgan, Paul Fields.

MOTION was made by Mr. Mitchek to exit Executive Session, this motion was seconded by Mr. Korbelik.

Outcome:
Executive Session was exited at 9:20

All aye- Motion Passed

Credentialing:

A **MOTION** was made by Mr. George to approve the Medical Staff Credentialing as presented. This motion was seconded by Mr. Korbelik.

11.0 Next Regular Meeting
May 24, 2017 at 6:00p.m

12.0 Adjournment
MOTION... 9:30

All aye — Motion passed

Respectfully Submitted,
William Korbelik
Secretary-Treasurer/ KCCHSD

Approved

 2017