

Kit Carson County Health Service District
REGULAR MEETING BOARD OF DIRECTORS
March 28th, 2018

Virgil George....Present
Bill Korbelik....Absent
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 6:02 p.m.

II. Amendments and Approval of Agenda

A **MOTION** was made by Ms. Rueb to amend the agenda to include under Executive Session: C.R.S 24-6-402 (4)(c) C.R.S. 24-6-402(4) (f). This motion was seconded by Mr. Mitchek.

Outcome: All Aye-Motion Passed.

III. Recognition of Special Guests and Announcements

IV. Approval of Minutes from Previous Meetings

a. February 2018

Suggested Motion: I move to approve the previous meeting minutes as presented.

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

Outcome: All Aye- Motion Passed

Approval of Bills and Appropriations

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

Suggested Motion: I move to approve the Consent Agenda Items as presented.

A **MOTION** was made by Mr. McDaniel, to approve the Consent Agenda Items as presented. This motion was seconded by Mr. Mitchek.

Discussion: There was question by Mr. George about the amount of refunds for the previous month. Ms. Ehrlich states that these are refunds from previous months. There will be a process in place for these refunds to be processed more frequently.

Outcome: All Aye- Motion Passed.

V. Hearings

VI. Reports of Officers, Committees, Professional/Consultants

a. Chief Clinical Officer

Charlene Morgan

Ms. Morgan provided her report in the packet. Ms. Morgan updated that a new MCC student has started shadowing with the district. Trauma Survey was completed on Tuesday, the outcome was great. We will be recertified for Trauma, and will expect another survey in 3 years. Ms. Morgan updated on the Med Cabinets. She stated that she is still waiting on quotes, she will present more in April. Ms. Hooker will also be discussing the safety issues that our current system present, later in the meeting. There was discussion amongst the board about purchasing the new system utilizing the same price quote that was previously given. There was further discussion about possible additional purchases needed to have a fully operational system (i.e. servers). It was discussed that there would be no needed additional items for the system. After further discussion on the necessity of the new med dispensing system,

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A MOTION was made by Ms. Rueb to approve the purchase of the Omnicell System as previously presented. This motion was seconded by Mr. McDaniel.

Outcome:

All Aye-Motion Passed

- b. Chief Operations/Compliance Officer Corey Fedie
Ms. Cullop discussed the election proceedings. She states that the Lot Drawing was held on March 8th to determine the order of candidates on the ballot. There will be 13 candidates on the ballot for the 2018 election. Mr. Fedie discussed the public forums. He states that this will be to address the issues from the community. The forums will be held in Stratton and Burlington. Mr. Fedie and Ms. Morgan have written letters that will be put in the newspaper. It is important to address community concerns and start getting the correct information out there. This will need to be held as a formal meeting. Mr. McDaniel would like to see some information come out about billing issues. Why are they 60-90 days out? The intention is to present a power point to include all information. Fedie discussed compliance complaints and the issues that they face with the hotline and vague complaints.
HR and Recruitment. Handbook has been sent out to all staff. Staff will be required to sign an acknowledgement form. Code of Conduct for employees will come out in April. There are some payroll policies that did not get out in the handbook, but they are ready for review to be able to roll out.
Separations and new hires: Patient access clerk has been replaced. Financial counselor has resigned. Health Fair is being revived, reaching back out to the community for more participation and there will be more advertising done. Mr. Fedie states that the Chiefs have recently met with the physicians and he feels that the meeting went well. Communication has gotten better.
Mr. Fedie updated on the hyperbaric services opportunity. He states that he has completed a site visit at Swedish. The core focus for the service will be on wound care, which has been very successful. The chiefs will be participating in a WebEx with one of the HBO physicians and legal has been reviewing contracts.
Board Education: Mr. Fedie discussed the need for board education. He will be providing more information to the board, but he states the approximate cost is \$10,000.
- c. Chief Financial Officer / NSide Consulting Megan Ehrlich
Ms. Ehrlich discussed that the auditors were here on March 5th. We do have some pretty old Medicaid, and we may have to make another adjustment. Mr. McDaniel would like to receive reports on accounts receivable. Ms. Ehrlich states that there will be a better estimate in April and will have actual information in May once the audit report is complete. Ms. Ehrlich states that Colette is working with the Medicaid biller to get more information as to the process of billing. Mr. McDaniel stated that he would like to have a special meeting when Colette is on site to discuss this issue. Ms. Cullop will set up a time with Mr. McDaniel when Ms. Martin is on site next week. Ms. Rueb will also be attending the meeting with Ms. Martin. Ms. Ehrlich updated that for February, there was a profit of 52,814, with a total YTD profit of 275,260.
Mr. McDaniel updated on the CFO Search, there were interviews conducted with a potential candidate, but no decisions were made.
- d. Quality Report C.R.S § 25-3-109 Karen Hooker
Ms. Hooker presented the quality report. She reviewed Medication errors, and Adverse Drug Events. There were 16 medication errors reported, and one adverse drug event, which is the first time since October of 2016. Medication errors 16. ADE Adverse drug event: first time since October 2016. ED response time: There was further discussion about the Omnicell cabinets. Mr. McDaniel would like to know what the cost is going to be for a scanning module for the med cabinets. Ms. Morgan will get further information as to what the cost will be for the board next month. There was discussion about the interface cost from prognosis and Omnicell. Ms. Morgan

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assured the board that there will be no extra cost to interface the two programs, although the current EMR system has issues of its own. Mr. McDaniel would like to see quotes for potential EMR's next month. There was discussion about misuse of Escribe by physicians. The expectation has been set for the physicians to utilize this system. Mr. McDaniel would like to get updated monthly as to whether the physicians are staying on top of utilizing Escribe.

VII. Unfinished Business

- a. Hologic Contract / Mammography Analysis Corey Fedie
Corey spoke with Hillary about her research on the use of the equipment. She is very comfortable without a large service agreement. Fedie feels that the basic service agreement will be adequate. The quote was presented to the board. The agreement shall be for \$19,000 per year, for the term of two years.
A Motion was made by Mr. McDaniel to approve the two year service agreement. This motion was seconded by Ms. Rueb.
Outcome: All Aye- Motion Passed.

VIII. New Business

- a. CD Term Review-March 29, 2018 Megan Ehrlich
Ms. Ehrlich stated that there will be another CD Term expiring on March 29th. She will be moving the funds from High Plains, to our current checking account. The board will need to make a decision as to what they would like to do with the CD. The board could choose to reinvest the CD, or cash it for the use of capital purposes.
A MOTION was made by Ms. Rueb, to move the expiring March 29th CD to the bank with the best rate for a term of 12 months. This motion was seconded by Mr. Rodriguez. It shall be noted that Mr. McDaniel chose to abstain from this vote.
Outcome: All Aye-Motion Passed.
- A MOTION was made by Ms. Rueb to allow Ms. Ehrlich the authority to reinvest the expiring March 29th CD at the facility with the best rate. This motion was seconded by Mr. Mitchek. It shall be noted that Mr. McDaniel chose to abstain from this vote.
Outcome: All Aye-Motion Passed.

Mr. George called for a Recess at 9:07 p.m.

Mr. George resumed regular session at 9:22 p.m.

IX. Executive Session: C.R.S 24-6-402(4) (e)

- A MOTION was made to enter into executive session under C.R.S 24-6-402(4) (e) at 9:23 p.m. by Mr. McDaniel. This motion was seconded by Mr. Rodriguez
Outcome: All Aye- Motion Passed.
A MOTION was made by Mr. McDaniel to exit executive session at 9:46 p.m. This motion was seconded by Ms. Rueb.
Outcome: All Aye- Motion Passed.

A MOTION was made by Ms. Rueb to enter into executive session under CRS § 24-6-402(4) (c); Colorado professional review act 12-36-101. This motion was seconded by Mr. Rodriguez.

A MOTION was made by Mr. McDaniel to exit executive session at 10:10 p.m. This motion was seconded by Mr. Mitchek.

Outcome: All Aye- Motion Passed.

A MOTION was made by Mr. Rodriguez, to implement the mandate for medical training regarding documentation. This motion as seconded by Ms. Rueb.

Outcome: All Aye-Motion Passed.

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A MOTION was made by Ms. Rueb at 10:11 p.m. to enter into executive session under C.R.S § 24-6-402(4) (f). This motion was seconded by Mr. Mitchek.

Outcome: All Aye-Motion Passed.

A MOTION was made by Mr. Rodriguez at 10:35 p.m. to exit executive session. This motion was seconded by Ms. Rueb.

Outcome: All Aye-Motion Passed.

There was brief discussion about Chief Evaluations being overdue. Ms. Cullop states that she has the evaluation tools and job descriptions available for members of the board who will be conducting the evaluations. Mr. Rodriguez and Mr. Mitchek volunteered to conduct the evaluations. Ms. Cullop will email the tools and job descriptions to them both.

A point of information was made by Ms. Cullop that in order to hold the public forums with all members of the board present, a board member must call a Special Meeting.

A MOTION was made by Mr. Mitchek to hold a Special Meeting on April 12th and also April 19th for the purpose of a public forum. This motion was seconded by Mr. Rodriguez.

Outcome: All Aye-Motion Passed.

X. Next Regular Meeting
April 25th, 2018

XI. Adjournment

A MOTION was made by Mr. McDaniel to adjourn. This motion was seconded by Mr. Rodriguez.

Outcome: All Aye-Motion Passed

Meeting adjourned at 10:43 p.m.

Respectfully Submitted,
Brenda Rueb
Secretary, KCCCHSD Board of Directors



Approved 4/25, 2018