

Kit Carson County Health Service District
REGULAR MEETING BOARD OF DIRECTORS

January 24, 2018

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

I. Call to Order

The meeting was called to order at 6:03 p.m. by Mr. George.

II. Amendments and Approval of Agenda

Mr. George requested that the Board address Mr. Bancroft's absence as a New Business.

A MOTION was made by Brenda, to amend the agenda, to include Board Meeting Absence under New Business. This motion was seconded by Mr. McDaniel.

Outcome

All Aye-Motion Passed.

III. Recognition of Special Guests and Announcements

IV. Approval of Minutes from Previous Meetings

a. December 2017

A MOTION was made by Mr. Rodriguez to approve the previous meeting minutes, with minor grammatical changes. This motion was seconded by Mr. Mitchek.

Outcome:

All Aye -Motion Passed.

V. Approval of Bills and Appropriations

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

Board

A MOTION was made by Ms. Rueb to approve the Consent Agenda Items as presented. This motion was seconded by Mr. Mitchek.

Outcome:

All Aye-Motion Passed.

VI. Hearings

VII. Reports of Officers, Committees, Professional/Consultants

a. Chief Clinical Officer

Charlene Morgan

Ms. Morgan discussed the report that was included in the packet. Morgan stated that her reports will start to look different in February. Ms. Morgan stated that she would like to give more meanings to the reports, and will include variances as well as action plans in accord with the variances. Currently the format is numbers only. There will be projects in 2018 focusing on community outreach. Ms. Morgan stated that the district will be participating in the Skills Fair this year, and hope to make it a much larger event. Morgan discussed that DON, Susan Vaughn, attended a recent RETAC meeting where the District's proposal to seek grant funds for a Rural Health Nursing Bootcamp was submitted. In this boot camp, Ms. Morgan hopes to train nurses on a wide variety of skills. Documents were provided for further information. Mr. McDaniel inquired as to how many traveling nurses we currently have. Ms. Morgan stated that currently we have 5 traveling nurses. She states that we also have 3 new hires, and they will be moving out of

Kit Carson County Health Service District
REGULAR MEETING BOARD OF DIRECTORS

orientation soon. As nurses complete orientation, they will be replacing the travelers on the floor. In the new report, Mr. McDaniel would like to see the number of traveling nurses each month.

- b. Chief Operations/Compliance Officer Corey Fedie
Mr. Fedie noted that the 2018 Regular Election is coming up in May, this will be discussed further under New Business. Mr. Fedie updated on Compliance, he states that the committee is currently reviewing the OIG Compliance Guide and will be working with necessary staff to ensure that the requirements are met. Fedie states that he will be working to make sure that the Compliance Plan is up to date and includes the required information. Mr. Fedie updated the board on Policy and Procedures, he states that currently the Employee Handbook is being updated with updated or new policies, and should be going out in February or March at the All Staff Meeting. Mr. Fedie states that staff will be required to sign off on the policies and procedures to assure their comprehension and understanding. Mr. George asked whether there will be an electronic version of the handbook available for staff to access. Mr. Fedie stated that all policies are held electronically, and once complete will come back to the board for approval. These will be placed on every desktop for easy staff access. Mr. Fedie states that due to the reduction in leadership, there has been some restructuring throughout departments. The new Organizational Chart will be reviewed and discussed at the All Staff Meeting. Mr. Fedie discussed the first baby of the New Year. He states that there was a large amount of community support, and they will be featured in the Burlington Record. Mr. Fedie updated that we have restructured our Leadership meetings. Previously, there was a Leadership Team meeting, which was a high level management meeting only, and a Department Leadership meeting. To enhance communication, all Managers and Directors have been invited to one meeting. Ms. Morgan stated that there have also been Team Building activities added to the meetings. Adding these activities has created not only a more positive atmosphere, but also has been a lot of fun. Ms. Morgan discussed the Employee of The Year Awards from 12:30-1:30 p.m. on Friday, and she would love to see Board Members there to celebrate with the staff.
- c. NSide Consulting/ Finance Colette Martin/Megan Ehrlich
Ms. Ehrlich discussed that there are no financial statements to review this month as she has been working diligently to close 2017 accounts. She states that there have been a few things that will need to be investigated before closing 2017 accounts. There was discussion about possibly holding a Special Meeting once the finances are available. Ms. Ehrlich noted that the new auditors from Stockman, Cast and Ryan were on site to conduct a preliminary audit earlier in the month, she states that she was very pleased with them. They will be onsite March 5th to complete the formal audit. Ms. Ehrlich provided documents on the bond payments to the Board, she states that there are some fluctuations in the payments throughout the year. Ms. Ehrlich will be working to get these payments in the register to provide to the board with the monthly financial statements. Ms. Ehrlich reviewed the contract spreadsheet with the Board. This spreadsheet will be used to track contracts with their expiration dates to allow better reviews of contracts prior to expiration dates. Ms. Ehrlich states that Stephanie will be notifying the Chiefs as well as Department Managers when contracts come up for review. This will include staff/provider contracts. Mr. George inquired about the billing issues. Ms. Ehrlich stated that there are reports that can be run daily for better tracking as well as daily checks and balances. There are steps being made to address the billing issues. There was concern about not replacing the Revenue Cycle Manager position. Charlene discussed that she is working with Colette to identify and address these issues. It is a slow process, but it is being worked on.
- d. Quality Report C.R.S § 25-3-109 Karen Hooker
Ms. Hooker reviewed the Quality Dashboard that was presented to the Board.

VIII. Unfinished Business

Kit Carson County Health Service District
REGULAR MEETING BOARD OF DIRECTORS

IX. New Business

a. **Approval of Meeting Dates for 2018**

The board reviewed the calendar of meetings for 2018. It was discussed that the meeting for December 2018 should be moved to a week prior in order to accommodate for the Christmas Holiday.

A **MOTION** was made by Mr. Rodriguez to approve the Board Meeting Dates for 2018 with the exception of the December 26th meeting, which shall be moved to December 19th, 2018. This motion was seconded by Mr. Mitchek.

Outcome:

All Aye-Motion Passed.

b. **2018 Election**

The Board Reviewed the 2018 Election Resolution. It was discussed that the Board would like to conduct a Mail Ballot Election, in order to reach more community members.

A **MOTION** was made by Mr. McDaniel to approve the 2018 Election Resolution, with the option for a Mail Ballot Election. This motion was seconded by Ms. Rueb.

Outcome:

All Aye-Motion Passed.

Appointment of DEO:

The Board Reviewed the Designated Election Official Resolution.

A **MOTION** was made by Ms. Rueb to appoint Heather Cullop as the Designated Election Official for the District as so described in the Designated Election Official Resolution. This motion was seconded by Mr. Rodriguez.

Outcome:

All Aye-Motion Passed.

c. **CPR Anesthesia Contract Renewal**

Mr. Fedie discussed that this will be a new contract with CPR Anesthesia to accommodate for the needed coverage as required by regulations. Mr. Fedie discussed that due to the fact that we now have a CRNA on staff, this has changed our contract requirements with CPR Anesthesia and our necessary coverage.

A **MOTION** was made by Ms. Rueb to approve the CPR Anesthesia Contract as presented. This motion was seconded by Mr. Mitchek.

Outcome:

All Aye-Motion Passed.

d. **Hologic Contract**

Mr. Fedie discussed that this is a service contract for the mammography equipment. Mr. McDaniel inquired how much revenue the machine is bringing in, and whether it is bringing in enough to cover the cost of the service contract. There was extensive conversation about the mammography equipment. The board asks that there be more information presented to the board in regards to the mammography equipment. This includes; Mammography revenue, cost of leasing a machine, and typical lease terms for new machine. This decision will be tabled until the next meeting where more information can be reviewed.

e. **High Plains Bank CD Term Review**

Ms. Ehrlich discussed that the District has five CD's held with High Plains Bank. Last week, a bank representative contacted Ms. Ehrlich and stated that the bank is implementing a new system and will no longer carry the terms that our current CD's hold. The District must decide on new terms by the end of January for all five.

A **MOTION** was made by Ms. Rueb to change the terms on the CD expiring in May to 6 month terms, cash out the CD expiring in January, and to leave the remaining CD's to their original maturity dates. This motion was seconded by Mr. Mitchek.

Kit Carson County Health Service District
REGULAR MEETING BOARD OF DIRECTORS

Outcome:

All Aye-Motion Passed.

f. Board Meeting Absence

Mr. George stated that Mr. Bancroft has missed the last three consecutive meetings, and as stated in our Board Bylaws, it is within the right of the Board to excuse Mr. Bancroft from his duties.

A MOTION was made by Mr. George to excuse Mr. Bancroft from his duties on the Board of Directors. This motion was seconded by Mr. Rodriguez.

X. Executive Session

XI. Next Regular Meeting

February 28th, 2018

XII. Adjournment

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

Outcome:

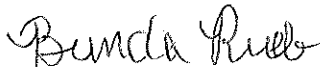
All Aye- Motion Passed.

The meeting was adjourned at 8:16 p.m.

Respectfully Submitted,

Brenda Rueb

Secretary, KCCHSD Board of Directors



Approved 2/28/18, 2018