

Kit Carson County Health Service District  
Regular Meeting Board of Directors  
Minutes for July 26, 2017

0.0 Roll Call

Bancroft.....Absent  
Korbelik.....Present  
Mitchek.....Present  
George.....Present  
Rueb.....Present  
Rodriguez.....Present  
McDaniel.....Absent

Staff present included: Marty Gaither, Susan Vaughan, Heather Cullop, Charlene Morgan, Corey Fedie, Andrea Calhoon, Megan Ehrlich, and Alissa James.  
Guests: Tracy Navaret

**I. Call to Order**

The meeting was called to order by Mr. Rodriguez at 6:07p.m.

**II. Amendments and Approval of Agenda**

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

**Outcome**

**All Aye- Motion Passed**

**III. Recognition of Special Guests and Announcements**

Mr. Fedie would like to recognize Peggy Spurlin. He states that Administration was just notified of an award that Ms. Spurlin received. He discussed that out of 125 materials management departments from Quorum Purchasing Advantage, Ms. Spurlin for her efforts and work with the Quorum contract received an award. Mr. Rodriguez asked whether there is a way that we can post it, and present it to the community. Mr. Fedie notified the group that it will be in our newsletter and the paper. Ms. Morgan shared that the Vice President of Quorum drove from Tennessee himself, to present the award to Ms. Spurlin.

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

- a. June 15, 2017
- b. June 28, 2017

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

**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 Mr. George to approve the consent agenda items as presented. This motion was seconded by Ms. Rueb.

Discussion: Ms. Rueb noted that there are still interest charges on the cc statements, she questioned whether that because it was after the switch? Ms. Ehrlich stated that it was.

**Outcome:**

**All Aye- Motion Passed**

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VI. Hearings

VII. Reports of Officers, Committees, Professional/Consultants

a. Chief Clinical Officer

Charlene Morgan

Ms. Morgan discussed the report that was available in the packet. She stated that they will be moving forward with Dr. Poulijo. Ms. Morgan also reported that they have had 32 sleep studies since starting the service in April. Mr. Mitchek stated that 2 years ago they had tried the sleep lab, with no success. He stated that the problem was that there were not any quiet places available for the studies, and was very pleased that we have been able to change that. Ms. Morgan stated that there have been no patient complaints, and have actually had compliments on the service thus far. Ms. Morgan discussed with the board that Administration will be making changes in the facility, and it is possible that the Board might hear comments from the staff or the community. She requests that they please refer comments back to the Chiefs, so that they may address them.

b. Chief Operations/Compliance Officer

Corey Fedie

Corey notified the Board that his report was available in the packet. He stated that he has Medical Staff items and checks for the Board to sign. Corey notified the Board that marketing has been reduced due to the current financial situation. Mr. George inquired about the use of Facebook. He asked whether we have noticed an increase in likes and participation since utilizing it more. Mr. Fedie stated that there was an increase at first, but does not know if it was a significant increase or not. He stated that he will look into it further. Mr. Fedie spoke about the upcoming fair week activities. He stated that many staff members will be spending their time at the fair. Mr. Fedie and Ms. Morgan will be presenting awards for Poultry and Rabbits at the Fair.

Mr. Rodriguez asked Mr. Fedie how long he sees the financial spend down lasting. Mr. Fedie requested that Ms. Navaret speak more on that during the financial piece of the meeting. Corey stated that across the board, we are working on doing more with less. Mr. Mitchek asked Mr. Fedie about the status of the boilers, he is aware that 2 out of the 3 boilers went down, he is curious whether there is a backup. Mr. Fedie stated that the service personnel have been out to investigate, and there is a possibility that we may not be able to fix at least one of the boilers. He has spoken with the Maintenance team to be more proactive with addressing these issues. He states that there is potential capital spending with the boiler issue. Mr. Fedie stated that as we look at long term building plans, this will be an item to be considered. Mr. Fedie also reports that Survey is coming up, he anticipates them in August or September. Mr. Fedie stated that he expects to be sited, but he believes that we are well prepared and the sites will be low level sites.

c. NSide Consulting

Tracy Navaret

Financial Packet is included for the board.

Ms. Navaret reported that there is some bad news. She stated that currently we sit at .03 with the bond ratio, this puts us significantly below the 1.5 requirement. Ms. Navaret discussed that we are starting to implement cost saving changes to help with this issue. Mr. Fedie discussed that we are trying to take advantage of attrition, looking extremely hard at open positions before filling them. Ms. Navaret discussed that they are looking at all expenses and revenue to come up with plan to change the ratio. She reports that the day's cash on hand has stayed above 100. It is currently 105. She gives credit to Ms. Calhoon for this, she has worked diligently on bringing days in AR down, and therefor has brought cash up. Days in AR is lower in June than it was in May. Ms. Navaret discussed the Medicaid Problem. We submitted our original app in January, we were initially approved March 1. On March 2, we received a declination of application. The letter stated that in order to approve, there needed to be an owner listed, and we are a Special District. A board

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member graciously provided the necessary information to move forward. We have been waiting to see what happened. Ms. Calhoon states that she has recently connected with a career biller who has worked to increase the communication and information between Medicaid and our facility. The challenge has been connecting with someone through Medicaid. Right now we are in the QA process, and she reports that it could take upwards of 90 days.

Mr. Rodriguez asked of Mr. Fedie, It sounds like you are in an analysis of the organization are you being proactive? Mr. Fedie states that he is trying to identify opportunities and weaknesses, our goal is to stay within the boundaries without cutting too deep. Yes, we have a plan, we are evaluating very closely but taking opportunities as they come available. Mr. Fedie states that they do not desire to make any drastic changes. He stated that some of the implementations will not reap a benefit for months. There is incremental savings for the year, but it will not be close to the 2 million dollar projected loss. Mr. Rodriguez wants to make sure that this is not being done on a chaos /contingency based plan. Mr. Fedie stated that this is very strategic. Ms. Morgan added that everything that they are doing is very planned out, and that they are working with department leaders to come up with cost savings and to take ownership of their finances. Once compiled and thoroughly investigated, these savings will be available for all staff to look at.

d. Quality Report C.R.S § 25-3-109

Karen Hooker

Ms. Hooker presented the Quality report that was included. She reported that there are a few concerns. Some of those concerns include; patient complaints, ECG time, the time that an EKG is done on cardiac patients. She discussed that there was a question asked to all patients; would you recommend this hospital to your friends and family? One patient answered this question and stated that they would. This leads the 100 % data to be deceiving as it is reporting only one patient's response. Staff is working hard to conduct discharge phone calls, and they are very positive. Ms. Hooker reported that she is working with the regional care collaborative, if we participate, we get incentive payments in return. Communication boards have been put up throughout the facility. Data is updated monthly after the board meeting and typically before the first of the month. She stated that there is one in the lobby, one in the nurse's station, one in the cafeteria, and one in Parke Health.

**VIII. Unfinished Business**

None

**IX. New Business**

a. Policies and Procedures

Credit Card Process- Ms. Navaret reviewed with the board, the proposed process that was included in the packet. There was no further discussion.

CC Policy- Ms. Navaret reviewed with the board, the Credit Card Policy that was included in the packet. There was no further discussion.

Paychex Expense Memo: Ms. Navaret discussed that there are currently duplicate payroll systems in place. Paychex as well as the payroll capabilities that Prognosis offers. She discussed that the team would like the board to allow the staff to evaluate the systems separately and look into the potential of changing that. Mr. George asked if there is an early contract termination. Mr. Fedie stated that this is a multi-faceted approach, and there are significant amounts of investigation that will be involved.

**A MOTION** was made by Mr. Mitchek to approve the proposed action as presented. This motion was seconded by Mr. Rodriguez.

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**Outcome:**

**All Aye-Motion Passed**

Financial Auditing Firm: Tracy discussed that there is no current contract with Eide Bailly and she would like to request an RFP for soliciting proposals from other auditing firms that also specialize in Critical Access Hospitals. The proposed action would be that the district would complete a Request for Proposal (RFP) to solicit proposals from other auditing firms. This would allow the district to compare prices and services to our current auditing firm.

Mr. George asked Ms. Navaret, how many proposals will she be seeking. Ms. Navaret stated that she will seek three, and all will specialize in work with Critical Access Hospitals.

A **MOTION** was made by Mr. George to approve the proposed action option #1 as stated. Ms. Rueb seconded.

**Outcome:**

**All Aye- Motion Passed**

Cardinal Pharmacy Payment: Ms. Navaret discussed that by utilizing an EFT payment option with Cardinal, there is an estimated savings of approx. \$6,450 in 12 months. She proposes that the district maximize the pricing benefits with Cardinal Health.

A **MOTION** was made by Mr. Mitchek to approve the proposed action. Ms. Rueb seconded.

**Outcome:**

**All Aye- Motion Passed**

Ms. Morgan discussed that the included polices are policies that Home Health and Hospice must have in place per CMS regulations. She stated that these are all up to date policies. These policies will take the place of all preexisting policies. The reason that these new policies will be in effect, is due to the multiple duplicate policies that exist. Mr. Fedie added that these are all CMS policies that will simply be adopted by the agency.

Ms. Morgan stated that these do not need board vote, just simply need a board signature.

**X. Executive Session:**

None

**XI. Next Regular Meeting**

August 24<sup>th</sup> 2017

**XII. Adjournment:**

A Motion to adjourn was made by Ms. Rueb. This motion was seconded by Mr. George.

**Outcome:**

**All Aye-Motion Passed**

Meeting was adjourned at 7:02p.m

Respectfully Submitted,  
William Korbelik  
Secretary-Treasurer/ KCCHSD

Approved  2017