

Kit Carson County Health Service District  
Regular Meeting Board of Directors

Minutes for May 24, 2017

0.0 Roll Call

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

Staff present included: Chris Gleason, Karen Hooker, Alissa James, Megan Ehrlich, Nancy Rodriguez, Andrea Calhoon, Marty Gaither, Corey Fedie, Paul Fields, Charlene Morgan, Heather Cullop

Guests:

1.0 Call to Order

The regular meeting was called to order by Mr. Bancroft

2.0 Amendments and Approval of Agenda

Amendment to Agenda-

An amendment to the agenda was made, C.R.S § 24-6-402(4) (f) will be added to the Executive Session.

A **MOTION** was made by Mr. Mitchek to approve the agenda as amended. This Motion was seconded by Mr. Korbelik.

Discussion: None

**Outcome:**

**All Aye — Motion Passed**

3.0 Recognition of Special Guests and Announcements

- a. Rick Alexander with Eide Bailly, presented a power point presentation of the 2016 Financial Audit to the Board and the attendees. Mr. Alexander discussed each aspect of the audit and answered questions accordingly. Mr. Alexander will call once the Final Draft is completed to explain the differences between the presentation and what is included in the final report (if there are any). It was suggested that the Board hold a special meeting to approve the Final Draft

4.0 Approval of Minutes from Previous Meetings

- a. April 26, 2017

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

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

Discussion: None

**Outcome:**

**All Aye — Motion Passed**

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6.0 Hearings

a.

7.0 Reports of Officers, Committees, Professional/Consultants

a. Chief Clinical Officer

Ms. Morgan reviewed the report that was included in the Board Packet. She discussed the possibility of a new Geriatric service. She will be having the last conversation with the cataract physician and hopes to extend this service line soon. Ms. Morgan stated that a new Director of Nursing has been hired, Susan Vaughan will start June 5<sup>th</sup>.

b. Chief Financial Officer

Mr. Fields stated that the current years income and balance sheet are included in the packet, and briefly discussed them. Ms. Calhoon discussed that the DSH Audit has come back, and the board was notified of Ms. Calhoon's resignation. There was discussion on filling the Revenue Cycle Director position. No decisions were made.

c. Chief Operations Officer

Mr. Fedie briefly discussed the report that was included in the Board Packet. It was stated that the overall employee engagement has been improved. Nursing meetings were also conducted over the last week and there was tremendous employee feedback. There has been more overall interaction from the staff. Mr. Fedie and Ms. James updated on HR/Recruitment. Mr. Rodriguez questioned where the majority of the positions that are posted exist. Ms. James stated that the majority of the positions are held in nursing. There was discussion amongst the group about employee retention and engagement, and what is being done to increase employee retention.

d. Operating Suite Renovation / Bond Defeasance Committee Report

e. NSide Consulting

Ms. Martin is still working on survey readiness, and also reviewing service contracts to see how they can be approved. Ms. Martin has helped with Infection Control matters and has been working with Ms. Morgan to improve several departments in the hospital.

8.0 Unfinished Business

a. Operating Suite Renovation

Mr Fedie stated that there is no update as the ROI has not been completed as requested. Anticipate that the ROI be completed at the next regularly scheduled meeting.

9.0 New Business

a. Approval of Chief Job Descriptions, Evaluation Tool and Goal Setting Tool.

Colette spoke briefly on the process of how the Job descriptions were evaluated, and they have been presented to the Board.

**A MOTION** was made by Mr. Mitchek to approve the Chief Clinical Officer, Chief Financial officer, and Chief Operating Officer Job Descriptions as presented. This Motion was seconded by Mr. Korbek.

**Outcome:**

**All Aye- Motion Passed**

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- b. Colette spoke briefly on the Evaluation tool and the process of how it will be used.

A **MOTION** was made by Mr. George to approve the Management By Objectives Performance Appraisal Tool as presented. This motion was seconded by Ms. Rueb.

**Outcome:** All Aye- Motion Passed

- c. A **MOTION** was made by Ms. Rueb to approve the Performance Evaluation for Exempt Employees tool as presented. This Motion was seconded by Mr. Rodriguez

**Outcome:** All Aye- Motion Passed

- d. A **MOTION** was made by Mr. Korbelik to direct the Chiefs and NSide Consulting, to draft an 1-month Operating Plan for Board review/approval at the July 2017 Board Meeting, so that the Board and Chiefs can mutually identify performance goals. This Motion seconded by Mr. George.

**Outcome:** All Aye- Motion Passed

A recess was called by Mr. Bancroft at 6:53 p.m.

The meeting was called back into session by Mr. Bancroft at 7:17 p.m.

10.0 Executive Session C.R.S. §24-6-402(4)(f)

Attendance: Paul Fields, Virgil George, Bill Korbelik, Garret Mitchek, Ryan Bancroft, Antonio Rodriguez, Brenda Rueb.

- a. A **MOTION** was made by Mr. Mitchek to enter into Executive Session for the purpose of discussing a personnel matter as provided by § C.R.S 24-6-402(4)(f) at 7:18 p.m. This motion was seconded by Mr. George.

Discussion: None

**Outcome:** All Aye - Motion Passed

- b. A **MOTION** was made by Mr. George to exit Executive Session and enter back into Regular Session. This motion was seconded by Mr. Mitchek.

Discussion: None

**Outcome:** All Aye - Motion Passed

11.0 Regular Session

- a. A **MOTION** was made by Mr. George to terminate Paul Fields employment, effective immediately. This motion was seconded by Mr. Mitchek.

Discussion: None

**Outcome:** All Aye- Motion Passed

- b. A **MOTION** was made by Mr. George to rescind our prior vote directing the Chiefs to coordinate an employee vote to change 401A benefit providers. We direct the Chiefs to gather more information before entertaining this discussion. This motion was seconded by Mr. Mitchek.

Discussion: None

**Outcome:** All Aye- Motion Passed

- c. A **MOTION** was made by Ms. Rueb to extend the NSide Agreement and Leadership Support SOW through 12/31/2017. This extension will include an amendment that outlines financial management support to be provided to ensure issues are addressed and continuity

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is provided. The rate will remain \$95.00/hour. This motion directs the CCO and COO to sign these agreements on our behalf. This motion was seconded by Mr. Korbek.

Discussion: None

**Outcome:**

**All Aye- Motion Passed**

- d. **A MOTION** was made by Mr. Korbek to direct Megan Ehrlich to address all banks and signature cards that pertain to the hospital and have the Chiefs sign the signature cards and comply to the signature authority matrix. This motion was seconded by Mr. Mitchek.

Discussion: None

**Outcome:**

**All Aye- Motion Passed**

- 12.0 Next Regular Meeting  
Wednesday, June 28<sup>th</sup> 2017 at 6:00 p.m.

- 13.0 Adjournment  
Mr. Bancroft called to adjourn the meeting at 8:40 p.m.

**All aye — motion passed**

Respectfully Submitted,  
William Korbek  
Secretary-Treasurer/ KCCHSD

Approved



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