

Minutes

KCCHSD Board of Directors - Regular Board Meeting

Wednesday, December 19, 2018, 6pm In the Rosa Lee Lopez Learning Center (Former Classroom)
at the Kit Carson County Memorial Hospital Located at 286 16th Street Burlington, CO 80807

- Call To Order 6:04pm.

Recognition of Special Guests and Announcements: We want to acknowledge Bryan Gorton. Parke Wellness Manager, Bryan is a clinical instructor for Colorado University Physical Therapy students. His students nominated him for the award and he was chosen. Bryan was awarded with the Outstanding Clinics Instructor Award. Congratulations Bryan!

- Amendments and Approval of Agenda – Judi asked if we could address as many items on this agenda as we could prior to the phone call to their legal team in the Executive Session regarding a former employee at 6:30pm.
 - Motion made to approve the agenda as presented with the agreed upon changes that we would address as many items on the agenda prior to going into Executive Session with the attorney. 6:07pm
 - Motion by: Casey M.
 - Seconded by: Garret M. Vote results: All Aye – Motion Passed
- Approval of Minutes from Previous Meetings
 - 10-24-2018
 - 11-28-2018
 - Motion made to approve the October 2018 minutes as it is presented. 6:12p
 - Motion By: Garret M.
 - Seconded By: Karl I. Vote results: All Aye – Motion Passed
 - Motion made to approve the November 2018 minutes as it is presented. 6:14p
 - Motion By: Casey M.
 - Seconded By: Kylee M. Vote results: All Aye – Motion Passed

Judi mentioned that they'll need to approve the December 13 Lunch & Learn minutes also.

- Approval of Bills and Appropriations
 - Discussion on voided checks and answer was provided by Megan and Butch. Megan said that the explanation is on the register.
 - Motion was made to approve the bills and appropriations. 6:18p
 - Motion By: Casey M.
 - Seconded By: Terry P. Vote results: All Aye – Motion Passed
- Unfinished Business (OLD)
 - Approval of EMTALA policies – Karen Hooker
 - Karen presented the EMTALA policies that were sent in a previous email. Karen stated that she had converted all 23 policies into the new format. There was discussion between Judi asking questions regarding education. Karen said that she educated the physicians & mid-levels and Duane is testing them afterwards.



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- Motion made to approve the policies as Karen presented with the conditions meeting our plan of correction. 6:22p
 - Motion By: Casey M.
 - Seconded By: Karl I. Vote results: All Aye – Motion Passed
- Safe Purchase – Bought it 2 months ago. Paid \$340. Over budget by \$40.

- New Business
 - Set Regular Board Meetings for 2019
 - Regular meetings will be the 4th Wednesday of every month with November and December 2019 being the week prior (3rd Wednesday) to Thanksgiving and Christmas holidays
 - Lunch & learns will be 2nd Thursday, Noon to 1pm for 6 months to start. Shauna is preparing topics to learn
 - Motion made to have lunch & learns on the 2nd Thursday of each month for 6 months and then re-evaluate, regular meetings will be the 4th week except for the November and December meetings which would be on the 3rd Wednesday. 6:25p
 - Motion By: Casey M.
 - Seconded By: Terry P. Vote results: All Aye – Motion Passed
 - Decision needed for bank accounts – Megan
Discussion on which banks we have and who are signers. Casey asked if they are 2 signature withdrawals and Megan confirmed they are.

The banks in question are: Frontier Bank (Payroll, Deduction, Cash, & PHC accounts), High Plains Depository Bank, and Bank of the West Money Market, Bank of Burlington CD and UMB Bonds. Megan commented that Bill and Charlene are still on many of the banks and she would just like the formality of getting it updated.
 - Motion made to have Kelly, Butch, Judi – 2 signature required on all of them; Garret and Corey are fine on ECB. Add and change the signatories on our bank accounts. 6:27p
 - Motion By: Casey M.
 - Seconded By: Garret M. Vote results: All Aye – Motion Passed

- Motion to go into Executive Session. 6:27pm
 - Motion By: Casey M.
 - Seconded By: Garret M. Vote results: All Aye – Motion Passed

- Executive Session:
24-6-402 (4)(b) C.R.S. *Conference with legal counsel regarding employment matters.*
(Information on case was sent via encrypted email to Board Members regarding Campbell & Morgan cases.)



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- Out of Executive Session at 7:25pm.
John moves that we have spoken to Ryan Lessman with Jackson Lewis and Kevin with Chubb Insurance and have come to a plan of action and are in agreement except Casey.
 - Motion By: John S.
 - Seconded By: Garret M. Vote Results: Aye 6, Nay 1 (Casey) – Motion Passed

- New Business (Continued)
 - Facility Insurance – Butch
Discussion ensued over whether or not to remain with our \$5M umbrella policy. The board decided to keep the umbrella policy and leave it at \$5M. Terry made a motion that we do not change our Copic insurance leaving the \$5M umbrella right where it is.
7:34p
 - Motion By: Terry P.
 - Seconded By: Casey M. Vote Results: All Aye – Motion Passed

- Reports of Officers, Committees, Professional/Consultants (Reports have been submitted)
 - Chief Operations/Compliance Officer Corey Fedie
 - Roof Update: Skylights were problematic but have been resolved. HBO Project is on track to start seeing patients on January 7th.
 - Chief Financial Officer Butch Forrest
 - EMR – Still in Jennifer’s hands. Discussion on attorneys. It was suggested that we request a change in representation with another attorney at the firm. The Board requested Kelly contact the firm and makes the request to change to another lead attorney. They also discussed retainer vs. hourly. They decided to go hourly with Meghan as the attorney. Casey requested to see the AR reports with the financials each month. 7:50
 - Colorado Network represents rural Colorado hospitals, specifically Critical Access Hospitals. Owner, John, negotiates rates with the State for Medicare/Medicaid, Anthem reimbursements, etc. Cost: \$1200/mo. Butch recommends that KCCHSD join the Colorado Network because John is on the front line with Medicaid/Medicare, Anthem, etc.. The Board asked Butch to please get more information on the Colorado Network.
 - PFS – Ramona
 - Described the up’s and down’s and the reasons that cause the movement within our AR. Judi thanked Ramona for helping someone within the community who was having issues with our billing office but when he came into the hospital and dealt directly with our own people, all issues were resolved right then and there.
 - Chief Nursing Officer Susan Vaughan
 - Reported that she, Kelly and Judy Fuchs are in process of “shaking the bushes” for more nurses. Ads will be starting after the first of the year, regional and other facilities and schools are being contacted regarding recruitment of nurses, our sign-on bonus is up to \$10k, the Philippine Nursing Company needs 90 days



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but they can be in place. Nursing is in-process of stabilization. Kelly explained the Pilipino nurse connection to the Board. These nurses are highly trained nurses that have 4-5 years' experience with patients and will have to pass all of the US tests, etc. Dr. Gititu has worked with Pilipino nurses in the past and she describes them as the hardest working nurses you'll come across. The doctors are excited about it because they will be in on the interview process.

- Employee Turnover Rate discussion. Kelly mentioned that our hospital has a 30% turnover rate in 1 year! Kelly described the goal for employees was to aim for 15% and hope for 12% turnover rate.
 - Melissa Pelkey reported on Home Health, Hospice for the last quarter and updated the board on the corrections that have been made.
 - Parke Health Center Brenda Briegel
 - Jesse and Daniela have started working. Stratton Medical Clinic will increase in days open as soon as Brenda has an MA that can offer MA and Receptionist work. She then shared a written "atta boy" from a current patient family.
 - Medical Staff Office Shauna Richardson
 - Spoke about HealthONE and flying in physicians for Specialty Clinic. NexGen's Jonathan is bringing Dr. K (Podiatrist) from Denver and she doesn't like to drive herself. Jonathan said that he would work out the logistics to get Dr. K here and others.
 - By-Laws change: Shauna asked to change the By-Laws for Med Staff to recognize the CEO. A Motion was made to approve the by-law change to med staff. 8:34p
 - Motion By: Casey M.
 - Seconded By: Karl I. Vote Results. All Aye – Motion Passed
 - Dr. James Swinehart. Shauna instructed the board they have no disciplinary actions and Med Staff has approved him. Shauna instructed them they have no legal authority to withhold authorizing this physician in our hospital. Kelly reiterated how important it is to document, document, document so that the records support whichever decision is made moving forward.
- A motion was made to approve Dr. Swinehart because the board has no legal authority not to keep him from practicing and they're voting to pass because they don't have any other choice. 8:55p
- Motion By: John S.
 - Seconded By: Kylee M. Vote Results. Aye 6, Nay 1 (Casey) – Motion Passed
- Quality Report Karen Hooker
 - Meaningful Use, we are at 41% and are on track to be at 50% by December 31st.
 - Thanked the Board for allowing Gayle Nash and her mock survey crew to come in because of the valuable education component involved. Brenda commented that they answered several questions she had.
 - Chief Executive Officer Kelly Duke



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- Strategic Business Plan presentation. Instructed the board to give feedback on the information provided in the slides. Town Halls will be set up to show this presentation to the public county-wide.
 - Kelly announced that he now has signed contracts in-hand for Drs. Pimentel and Perez and Dr. Gititu has expressed an interest in re-negotiating hers which will come due this coming spring.
 - After this weekend (December 21, 2018), there will be no more contract labor in the ER!
- Executive Session:
24-6-402 (4)(a) C.R.S. *Purchase, acquisition, lease, transfer, or sale of any property interest.*
9:51 pm. Motion made to go into Executive Session with Kelly & Butch.
 - Motion By: Casey M.
 - Seconded By: Terry P. Vote Results: All Aye – Motion Passed.
- Motion made to finish Executive Session 24-6-402 (4)(a).
- Motion By: Casey M.
 - Seconded By: Garret M.
- Next Regular Meeting: January 24, 2019
 - Adjournment – 10:16 pm

Respectfully submitted:
J. Mann
PR/Administrative Assistant

 _____, 2018
Kylee Miltenberger, KCCHSD Board Secretary

KCCHSD Board Attendees:

Judi Mitchek, John Swick, Casey McDaniel, Kylee Miltenberger, Terry Pfaffly, Garret Mitchek, Karl Ingram

