

Kit Carson County Health Service District  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
June 27<sup>th</sup>, 2018

**0.0 Roll Call**

Korbelik.....Present  
McDaniel.....Present  
Pfaffly.....Present  
Miltenberger.....Present  
J. Mitchek.....Present  
G. Mitchek.....Absent  
Swick.....Present

**I. Call to Order**

The meeting was called to order by Mr. Korbelik at 6:01p.m.

**II. Amendments and Approval of Agenda**

A **MOTION** was made by Ms. Mitchek to approve the agenda as presented. This motion was seconded by Ms. Miltenberger.

**Outcome:** **All Aye- Motion Passed**

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

Jennifer Sullivan, Legal Counsel from Caplan and Earnest. Ms. Sullivan has prepared educational information for the Board.

Johnathon Rotella with NexGen Hyperbaric. Mr. Rotella will be discussing the opportunity for the District to implement hyperbaric services in the Hospital.

Mr. Swick, and the Board of Directors recognized Ms. Linnea Schroeder for her faithful service and excellent patient care during her time with the District. The Board would like to wish her best of luck on her new adventures.

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

a. June 2018

Board

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

A **MOTION** was made by Mr. Swick, to approve the previous meeting minutes as presented. This motion as seconded by Mr. Pfaffly.

**Outcome:** **All Aye-Motion Passed**

**V. Approval of Bills and Appropriations**

a. 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. Pfaffly, to approve the Consent Agenda Items as presented. This motion was seconded by Ms. Miltenberger.

**Outcome:** **All Aye-Motion Passed**

**VI. Hearings**

Call for public comment. Time will be allotted to 3 minutes per person. Mr. Korbelik discussed that if there are any complaints that the public would like to address, please address the board with a problem/solution statement. Public comment on the agenda will be a standing item moving forward at the request of the Board. A question was presented to the Board as to whether these discussion should be submitted in writing prior to the meeting. The Board stated that they do not feel it necessary to submit these questions in writing at this time.

**VII. Presentations**

Kit Carson County Health Service District  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
June 27<sup>th</sup>, 2018

- a. **NexGen Hyperbaric** **Johnathon Rotella**  
Johnathon with NexGen Hyperbaric provided information to the board about the proposed hyperbaric service.  
A **MOTION** was made by Mr. McDaniel to approve of the agreement with NexGen Hyperbaric subject to TABOR Restrictions, Physician Approval upon a meeting with a committee of the Board, Contract Completion and final review by the Board and Schedule 7.2F. This motion was seconded by Ms. Mitchek.  
**Discussion:** Mr. Rotella discussed that his company would bear the responsibility of educating the physicians per CMS Rules. Mr. Rotella will provide Ms. Briegel with more information on CMS Ruling specific to Rural Health Clinic Physicians.  
**Outcome:** **All Aye-Motion Passed.**

**Caplan and Earnest - Board of Directors Education Session** **Jennifer Sullivan**  
Ms. Sullivan prepared and reviewed her presentation which highlighted the roles and responsibilities of the Board of Directors. Topics included Roles and Responsibilities, Standards of Care and Practice Pointers. This session was for informational purposes only, no legal advice was provided.

**VIII. Reports of Officers, Committees, Professional/Consultants**

- a. **Chief Clinical Officer** **Charlene Morgan**  
Ms. Morgan's report was provided to the Board in the packet. Ms. Morgan updated on the traveling staff that the district is currently utilizing to fill open clinical positions. Ms. Morgan updated on Physician Recruitment. She states that at this point all necessary coverage through September. Ms. Morgan discussed that she will work with the agency as needed for any additional coverage.  
**Discussion:** Traveling Staff Currently fill open positions. PA Recruitment: At this point we have coverage for all needed days through September. Charlene will work with the recruitment company as needed for further coverage. Conversations have been held with potential PA. Discussion on physician/mid-level scheduling to ensure that there is continuous coverage for the clinic and hospital.  
A **MOTION** was made by Mr. Swick to recruit and hire an additional Physician's Assistant. This motion was seconded by Ms. Mitchek.  
**Outcome:** **All Aye-Motion Passed**  
Ms. Mitchek requested that charts for credentialing be presented to the board moving forward. It was requested that Shauna Richardson be present to speak to credentialing. Clarification is needed on credentialing packets for providers who no longer practice or have an active MOU with the facility. -Request for Shauna to provide more information.
- b. **Chief Operations/Compliance Officer** **Corey Fedie**  
Mr. Fedie's report was provided to the Board in the packet. Mr. Fedie updated that the digital x-ray update component will be implemented next week. Mr. Fedie will move forward with the Stratton Forums, he is looking to schedule in early August.  
Mr. Fedie discussed that there is a leak in the Specialty Clinic Canopy, he is currently seeking bids for repair.
- c. **Chief Financial Officer / NSide Consulting** **Megan Ehrlich for Colette Martin**  
Ms. Ehrlich presented the financial statements for May. Ms. Ehrlich discussed that the District had a net profit of \$89,316 for the month and a net profit of \$467,876 YTD. Days

Kit Carson County Health Service District  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
June 27<sup>th</sup>, 2018

Cash on Hand is 148 in May compared to 135 in April. Gross Days in AR for the District were 96.4 in May compared to 99.9 in April. The District has increased full time staff and added per diem staff to help reduce aging, limit write offs, and clean up AR report. The Debt Service Ratio for May is at 2.32 which is a decrease from April at 2.33. Ms. Ehrlich also spoke about the Districts desire to obtain RFP's from alternate EHR Systems in order to move forward with the possibility of utilizing a new EHR. The Board expressed that they would like the finance team to continue moving forward in acquiring RFP's for alternate EHR Systems.

- d. **Quality Report C.R.S § 25-3-109** **Karen Hooker**  
Ms. Hooker reviewed the Quality Scorecard that was provided to the Board. For the month of May, there was 1 fall reported, 6 medication errors and 5 patient complaints. Ms. Hooker also reviewed the side by side comparison of the Patient Satisfaction Survey Results for 2017-2018.
- e. **Home Health and Hospice Annual Agency Evaluation and Review** **Melissa Pelkey**  
Ms. Pelkey presented the Home Health and Hospice Annual Agency Evaluation and Review to the Board. Ms. Pelkey discussed that moving forward the board will receive a quarterly report.
- f. **CFO Recruitment** **Casey McDaniel/Kylee Miltenberger**  
Mr. McDaniel discussed that the District has received an application for a CFO candidate. The initial interview was completed by Ms. Miltenberger and Mr. McDaniel. They would like to move forward with scheduling a second interview with the candidate the second week in July. Mr. McDaniel and Ms. Miltenberger will work with HR to schedule.

**IX. Unfinished Business**

**X. New Business**

- a. **Hyperbaric Agreement** **Corey Fedie**  
This item was discussed during the NexGen presentation. No Further discussion.

**Mr. Korbelik called for a Recess at 9:18 p.m.**

**Mr. Korbelik returned the meeting to order at 9:29 p.m.**

**XI. Executive Session**

A **MOTION** was made by Mr. McDaniel to enter into Executive Session for the purpose of discussing Personnel Matters pursuant to C.R.S § 24-6-402 (4)(f) at 9:30 p.m. This motion was seconded by Ms. Mitchek.

**Outcome:** **All Aye-Motion Passed**

A **MOTION** was made by Mr. McDaniel to exit Executive Session. This motion was seconded by Mr. Pfaffly.

**Outcome:** **All Aye-Motion Passed**

A **MOTION** was made by Mr. McDaniel To enter into Executive Session for the purpose of obtaining legal advice on personnel matters pursuant to C.R.S §24-6-402(4)(b). This motion was seconded by Ms. Miltenberger.

Kit Carson County Health Service District  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
June 27<sup>th</sup>, 2018

**Notice:** Jennifer Sullivan, Legal Counsel for Kit Carson County Health Service District is entering into Executive Session with the Board of Directors for the purpose of providing specific legal advice on specific legal matters pursuant to C.R.S § 24-6-402

**Outcome:** All Aye-Motion Passed

A **MOTION** was made by Mr. Swick to exit Executive Session at 10:50 p.m. This motion was seconded by Mr. Pfaffly.

**Outcome:** All Aye-Motion Passed

A **MOTION** was made by Ms. Miltenberger to enter into Executive Session for the purpose of discussing Personnel Matters pursuant to C.R.S§ 24-6-402 (4)(f) at 10:51 p.m.. This motion was seconded by Mr. McDaniel.

**Outcome:** All Aye-Motion Passed

A **MOTION** was made by Mr. McDaniel to exit Executive Session. This motion was seconded by Ms. Miltenberger. Executive Session was exited at 11:16 p.m.

**Outcome:** All Aye-Motion Passed

**XII. Next Regular Meeting**

It was decided by the Board that the next regular meeting will be held on August 1<sup>st</sup> at 6:00 p.m. instead of the regularly scheduled meeting scheduled for July 25<sup>th</sup>, to accommodate the Kit Carson County Fair.

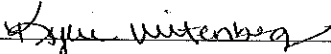
**XIII. Adjournment**

A **MOTION** was made by Mr. McDaniel to adjourn the meeting. This motion was seconded by Ms. Miltenberger.

**Outcome:** All Aye-Motion Passed

The meeting was adjourned at 11:22 p.m.

Respectfully Submitted,  
Kylee Miltenberger  
Secretary, KCCHSD Board of Directors

Approved , 2018