

RAWLINS COUNTY HEALTH CENTER BOARD OF TRUSTEES

MONDAY March 23, 2015
7:00 PM
REGULAR BOARD MEETING

Rawlins County Health Center Education Room

1. **CALL TO ORDER:** Board Chairperson Peggy Cabrinha called the Board of Trustees Regular meeting to order March 23, 2015 at 7:00 pm in the Rawlins County Health Center Education Room. Board Members present were: Rosalie Ross, Phil Studer, Harlan Holste, Karen Bolt, Mike Mulligan and Cabrinha. LeRoy Luedders joined at 7:03pm and Matt Wolters joined at 7:10pm. Also present were: Ryan Marvin, Les Lacy, Amber Withington, Destiny Schroeder, Suzanna Dozbaba, Heather Prideaux, Lanee Carpenter, Sharon Cox, Lloyd Huff, Grant Creager, and Lisa Woody. Absent: Kenny Micek.
2. **APPROVAL OF CONSENT AGENDA:** Changes to the Consent Agenda are as follows: Add to Agenda 7B Change in Signature Cards. Pull 2.I. Chairperson Report from Consent Agenda and place after Financial Report for discussion. Holste moved to approve the consent agenda with changes, second from Studer; motion carried 6-0.
3. **PROCEDURE ROOM UPDATE:** Grant Creager, CG Architects was present to discuss an issue with wording required as part of the Community Development Block Grant (CDBG). CDBG requires a "Fair and Open Bidding" clause allowing anyone to be able to bid on the project. Furthermore, CDBG requires that the lowest bid must be accepted. Creager would like to define a responsible bidder as anyone completing three healthcare projects of comparable size and complexity since this project is a Class B Surgical Suite. Creager feels that without this definition of a responsible bidder, he cannot in good conscience keep his name on this project as the safety, health and welfare of the people using that room outweighs the fair bidding clause. Creager will follow up with Corina Cox and see what the appeals process will be to remove this clause from the project. Creager left at 8pm. It was decided that Cox will contact Chad Austin from KHA to see what action he recommends. Marvin will get talking points from Creager. Cox will let everyone know what Austin suggests.
4. **AMENDED & RESTATED BY-LAWS OF THE RCHC BOARD OF TRUSTEES:** Cabrinha pointed out that it is a requirement that officers be elected for two year terms and RCHC Board member terms should be retro-active to January 1 to coincide with election of board member terms. Luedders questioned Page 5 Section 4 wording requiring a majority of quorum present. He would like to leave the wording as majority of membership. Also discussion on the correction of only the Chairperson could request a ballot vote to remain any board member can request a ballot vote. Discussion on Section 5 regarding the number of days prior to the meeting a board member must request the inclusion of an item on the agenda from six to three days. It was determined that RCHC will send out board packets by noon the Tuesday before the Monday board meeting so the inclusion of an item on the agenda needs to remain six days. Discussion on

page 6 regarding when credentialing needs to be re-approved. Currently the requirement is every two years, however it is permissible to increase to three years. To save cost, time and staff savings, and with Dr. Kellogg's approval, this will change to three years. A Motion was made by Phil Studer to approve the first reading of the By-Laws with the above mentioned changes, second from Ross; motion carried 8-0.

5. REPORTS:

- A. Sharon Cox, CEO/Administrator stated her report/presentation on Physician Recruiting will be postponed.
- B. Destiny Schroeder brought two re-appointments for Credentialing and one new appointment for credentialing. Lyle Barksdale, MD, Pathologist, and Steven Freeman, DO, Cardiology are for re-appointment and Jenny Niblock, ARNP is a new appointment. Wolters motioned to accept the credentialing as presented, second by Mulligan; motion carried 8-0. Lisa Woody left the meeting at 8:30pm.

- 6. STRATEGIC PLAN PROGRESS REPORT:** Destiny Schroeder, RHIT and Heather Prideaux, CFO presented the first quarter strategic plan update to improve Financial Strength. They explained what they have done in January, February and March.

7. FINANCIAL REPORT:

- A. Heather Prideaux, CFO presented her previously submitted, written Financial review for February 2015. There were some questions regarding the check registry. Questions were answered, but with a reminder that if there are questions on the check registry, the check registry needs to be pulled out of the consent agenda for discussion. The Board was encouraged to call with questions about checks before the Board meeting. There was also a discussion on if money for advertising is working and worth the cost. Wolters noted there is value in communication and an inherent value in marketing/advertising that you don't always see. Discussion on how self-referral works was also brought up. Withington mentioned that they just need to call Physical Therapy and set up an evaluation with Cheryl Timm. Wolters asked if the October 2015 ICD-10 Implementation was still on track and if there is still an expected impact on the revenue cycle. Lacy commented that everyone is doing what they can to help with the transition; however there will still be a cash flow issue with coding taking longer. It was noted that Practice Partner went live in the clinic today.
- B. Prideaux requested a change in Signature Cards and procedures for who can sign checks. It is requested that CFO and CNO be added to the checking account signature card. There will still be two signers required; however a board member will not always be required to sign. BKD auditors are okay with the change in procedure. Bolt motioned to change the checking account signature cards as presented to add Chief Financial Officer and Chief Nursing Officer, second by Wolters; motion carried 7-1 with Luedders opposing.

8. CHAIRPERSON REPORT

Peggy Cabrinha presented her goals and objectives. She noted that she wrote a Thank You note to Dr. Swinehart, Dermatology and his three nurses who visited RCHC on March 12th. She asked

that a Committee be formed to decide on some ways the Board can thank staff monthly or quarterly. Bolt and Ross agreed to join Cabrinha on this committee.

9. GPHA REPORT

Les Lacy presented a power point and hand out on what GPHA does for RCHC. Lacy presented a management contract and discussed that there is an annual 4% increase. He noted that GPHA has added resources in Aaron Miller in human resources and Tim Kerr in pharmacy. It was decided to put the GPHA Contract renewal on the agenda next month to allow everyone a chance to read through the contract. Self-funded Insurance was discussed. The new carrier will be First Health. This is a strategic move to control costs. New coverage will begin July 1, 2015. The CEO Evaluation format was shown. Lacy read a memo from Dave Dellasega in regards to the anticipated Siemens/Cerner software change. The information gathering process is still in its infancy.

10. ADJOURN

There being no further business to come before the Board at this time, the meeting was adjourned at 9:45 pm.

Respectfully Submitted,



Rosalie Ross, Secretary



Suzanna Dozbaba, Recording Secretary