

RAWLINS COUNTY HEALTH CENTER BOARD OF TRUSTEES

MONDAY, November 24, 2014

7:00 PM

REGULAR BOARD MEETING

Rawlins County Health Center Education Room

1. **CALL TO ORDER:** Board Chairman Phil Studer called the Board of Trustees Regular meeting to order November 24, 2014 at 7:00 pm in the Rawlins County Health Center Education Room. Present: Matt Wolters, Ryan Marvin, Mike Mulligan, Karen Bolt, Les Lacy, Amber Withington, Heather Prideaux, Destiny Schroeder, Sharon Cox, Violet Beims, Harlan Holste, LeRoy Luedders, Kenny Micek, Suzanna Dozbaba and Rosalie Ross. Beims left at 8:55 pm. Absent: Peggy Cabrinha.
 - a. **APPROVAL OF AGENDA:** Following review, Holste moved to approve the agenda; second from Mulligan; motion carried 8-0.
 - b. **APPROVAL OF MINUTES:** Following review, Holste moved to approve the minutes with minor adjustments from the October 27, 2014 Regular Board meeting; Luedders seconded; motion carried 8-0.
2. **REPORTS:**
 - a. Suzanna Dozbaba reviewed her previously submitted written Capital Campaign, Grants and Fundraising report reminding all that a retirement reception will be held for Dr. Dill on November 25, 2014 at 2:00 PM in the RCHC Conference Room and all Staff and Board members are invited. Dozbaba has golf ball tickets for the Board to pick up to sell for the Santa Golf Ball drop.
 - b. Sharon Cox, FACHE shared that Greg Heibert sent the book Engaged and reminded the Board that the Strategic Planning meetings are ongoing. Heibert has agreed to give feedback free of charge as these meeting move forward. Cox and Withington continue to work on Physician recruitment. Cox met Citizen's Medical Center's new CEO at a recent meeting. Cox brought the Rawlins County Shuttle Endorsement request letter from the County to the Board for a motion. Bolt moved; Holste seconded; motion carried 8-0. KHA Compliance and the Board – Role of the Board for Corporate Responsibility webinar coming up Dec. 2, 2014 at 1:00 PM. Bolt and the Administrative Team are registered to attend.
 - c. Amber Withington, RN discussed her previously submitted written CNO report in which she was requesting a Board motion to approve the Medical Screening Exam policy which is the EMTALA Law for the ER. Medical Staff had previously approved this policy. Wolters moved and Beims seconded; motion carried 8-0. Discussion was held in regards to the definition of triage in terms of this policy. Withington stated to triage in this case is to discern if someone is coming in the ER entrance as a guest or a patient. RCHC was surveyed on 10-9-2014 and was recertified after the plan of correction was approved. Some of the concerns were policies, processes and Infection Prevention. Withington went over the quarterly Quality Improvement report stating they are looking very closely at re-admissions within 30 days of

hospitalization. In regards to the Adverse Drug Events, staff are being encouraged to self-report any near misses. The MAK system is helping with this as employees must scan their name badge, scan the patient's id bracelet and scan the medication before administering. Withington noted there are some no occurrences on the graphs presented due to the recent addition of the measures.

- d. Destiny Schroeder, RHIT reviewed her previously submitted written Information Systems report. Credentialing-Wolters moved and Mulligan seconded; motion carried 8-0. Schroeder requested the Board make a motion to accept the Medical Staff by Law Addendum which was changed to match the state policy. This will allow Providers 30 days after a patient is discharged to have the record completed versus 15 days now. Wolters moved; Studer seconded; motion carried 8-0. Micek stated he likes the new billing form being mailed out.
- e. Ryan Marvin, Support Services, discussed the Fire Marshall report that was submitted following their survey. The night shift missed a quarterly fire drill and there was a spot in the wall between the hospital and the Specialty Clinic that needed some attention to be compliant as a fire wall. Marvin stated they are working on rescheduling the Sign Committee meeting. Commercial Sign from Colby and some other outside sources are to be in attendance also. Marvin brought before the Board a request to purchase a new four wheeler with a blade to help remove snow this upcoming winter. He stated it would be the perfect width to remove snow at the Prairie Plaza where most of the hand shoveling is taking place now. This purchase will help save time and possible work compensation claims. Marvin presented three separate quotes. Mulligan moved and Wolters seconded to purchase a new four wheeler with blade from The Great Outdoors pointing out the pros of staying local when it comes to service. Motion carried 8-0. There is an ad in the paper for a Support Service Technician position also.

3. FINANCIAL REPORT

a. Heather Prideaux, CFO presented her previously submitted written financial report, check registers and statistical review for October 2014. Days cash on hand went down due to the Medicare Cost Report payment. Net patient service revenue is \$500,000 more than last year. For October there was a loss of \$175,000. Some of this was due to uncollectable accounts. Prideaux reviewed the Acute/Swing Bed and Outpatient services graphs. Acute and Swing Bed continue to decrease as Outpatient continues to increase. The Wound Care stat went from 5 procedures the first month to 28 the second. Three patients have been discharged from the program already due to healed wounds. Plan to have a story run in the paper in January with one-on-one success stories from these patients. Goodland and WaKeeney are reporting about the same numbers. The majority of RCHC's patients are from the Atwood area. Norton and Colby patients have also been seen. The Medicare Cost Report has a payable of \$179,405 with the payment being due December 1, 2014. Patient census and cost per day plays into this. Prideaux stated an interim cost report will be compiled the end of December. If it shows a receivable it will be filed. Several questions were brought up in regards to the check registers.

4. GPHA REPORT

Les Lacy, Regional VP, GPHA discussed the VHA Washington update stating many could lose their healthcare subsidy in as many as 34 states. There is a GPHA survey going around to see if they are meeting their clients' needs.

5. CHAIRMAN REPORT

Studer stated some of the Board members are going to meet with the State Representatives.

6. EXECUTIVE SESSION

Wolters made a motion to go into executive session to go over the Risk Management quarterly report not to exceed 10 minutes; Mulligan seconded. Motion carried 8-0. Executive session began at 8:20 and ended at 8:30.

Wolters made a motion to go into executive session to discuss personnel matters not to exceed 15 minutes; Mulligan seconded. Motion carried 8-0. Executive session began at 8:30 and ended at 8:45.

Wolters made a motion to go into executive session not to exceed 10 minutes; Mulligan seconded. Motion carried 8-0. Executive session began at 8:45 and ended at 8:55.

Wolters made a motion to go into executive session not to exceed 10 minutes; Mulligan seconded. Motion carried 8-0. Executive session began at 8:55 and ended at 9:05.

Wolters moved to amend the CEO's contract to include paying \$325.00 for ACHE dues annually; \$3,000.00 annually for continuing and professional education; to increase vacation time off to 4 four weeks annually; and to extend the original contract by 2 two years-making the end date January 28, 2019. All amendments are effective February 1, 2014. Mulligan seconded; motion carried 7-0.

7. ADJOURN

There being no further business to come before the Board at this time, Micek moved to adjourn the meeting; Bolt seconded. Meeting ended at 9:20.

Respectfully Submitted,



Violet Beims, Secretary



Tara Bowles, Recording Secretary