

RAWLINS COUNTY HEALTH CENTER BOARD OF TRUSTEES

MONDAY, January 26, 2015

7:00 PM

REGULAR BOARD MEETING

Rawlins County Health Center Education Room

1. **CALL TO ORDER:** Board Chairperson Phil Studer called the Board of Trustees Regular meeting to order January 26, 2015 at 7:00 pm in the Rawlins County Health Center Education Room. Board Members Present were: Mike Mulligan, Karen Bolt, Studer, Harlan Holste, Kenny Micek, Rosalie Ross, LeRoy Luedders and Peggy Cabrinha. Also present were: Ryan Marvin, Les Lacy, Amber Withington, Destiny Schroeder, Suzanna Dozbaba, Tara Bowles, Heather Prideaux, Lanee Carpenter and Lloyd Huff. Absent: Matt Wolters, Sharon Cox.
  - a. **APPROVAL OF AGENDA:** Following review, Bolt moved to approve the agenda with these changes: change the date of the minutes needing approved to December 22, 2014; changing the title President and Vice-President to Chairperson and Vice-Chairperson; adding Legal Counsel and Recording Secretary to Election of Officers; removing the motion to purchase the ultrasound machine and adding CEO annual evaluation under the GPHA Report, second from Holste; motion carried 7-0.
  - b. **APPROVAL OF MINUTES:** Following review, Micek moved to approve the minutes from the December 22, 2014 Regular Board meeting with the following change: Vice-Chairperson Kenny Micek called the meeting to order, second from Mulligan; motion carried 7-0.
2. **SWEARING IN OF BOARD MEMEBERS:** The Honorable Judge Carroll swore in Rosalie Ross, Mike Mulligan and Harlan Holste as Rawlins County Health Center Board of Trustee members.
3. **ANNUAL ELECTION OF OFFICERS:**

**Chairperson:** Luedders made a motion to nominate Cabrinha as Chairperson; second from Bolt. Micek made a motion for nominations to cease; second from Luedders; motion carried 8-0.

**Vice-Chairperson:** Bolt made a motion to nominate Holste as Vice-Chairperson; second from Mulligan. Micek made a motion for nominations to cease; second from Mulligan; motion carried 8-0.

**Secretary:** Mulligan made a motion to nominate Ross as Secretary; second from Micek. Mulligan made a motion for nominations to cease; second from Cabrinha; motion carried 8-0.

**Treasurer:** Mulligan made a motion to nominate Micek as Treasurer; second from Luedders. Holste made a motion for nominations to cease; second from Bolt; motion carried 8-0.

**Legal Counsel:** Bolt made a motion to obtain legal counsel as needed and deemed necessary; second from Mulligan; motion carried 8-0.

**Newspaper:** Ross made a motion that the Rawlins County Square Deal be the legal publication; second from Mulligan; motion carried 7-1 abstention.

**Recording Secretary:** Bolt made a motion for Tara Bowles to be the recording secretary; second from Holste; motion carried 8-0.

4. **PICTURE OF BOARD MEMBERS:** Dozbaba took individual pictures of each Board member to be placed on the RCHC website along with their biographies.
5. **A.** Suzanna Dozbaba reviewed her previously submitted written Capital Campaign, Grants and Fundraising report. Dozbaba is still waiting on a couple of Board member's biographies. An extension was granted through 10-31-2015 for the Community Tax Credit Grant funding for the Surgical Suite/Procedure Room. A contract needs to be in place by 05/01/2015 in order to meet the CDBG funding requirements. \$10,000 was approved by the Second Century group for 2015 and the \$15,000 which was granted in 2014 was allowed to be moved to 2015 to be used for the Surgical Suite/Procedure Room. Grant Creagor from CG Architects stated bids have been coming in high.

**B.** Les Lacy, Regional VP, GPHA reviewed the 2015-2018 Strategic and Operational Plan discussing the importance of and factors that need to be included in identifying an appropriate provider mix. The Strategic Plan will call for Board involvement. Cabrinha stated she would like to see monthly updates on the goals that are set. Lacy discussed a reporting matrix which is being designed. Lacy stated the team will move forward with this as the Strategic Plan and welcomes comments and/or recommendations.

**C.** Amber Withington, CNO reviewed her previously submitted written report stating Atwood Good Samaritan Center is supplying weekend patient meals which have been quality meals. Good Sam has been very cooperative with our variable patient volume. Withington hopes this will be the beginning of other agreement/relationship building with Good Sam. This has allowed RCHC Dietary staff a reduction in overtime hours. Patient meal times were adjusted, serving breakfast at 8:30 AM, lunch at noon and supper at 5:30 PM. RCHC has enrolled in the 340B program, Jim Hampton, Pharmacist at Currier Drug will have the opportunity to enroll next quarter. We have presented a contract for Hampton to be the 340B pharmacist for RCHC. April 1<sup>st</sup> should begin to see a savings for outpatient medications.

**D.** Destiny Schroeder, RHIT reviewed her previously submitted written report. Board members signed their annual confidentiality statement and acknowledgement forms. Ross moved to approve the reappointment of Dr. Joshua David Garcia's Medical Staff credentials; second by Micek; motion carried 8-0.

**E.** Ryan Marvin, Support Services Director reviewed his previously submitted written report discussing the status of the Surgical Suite/Procedure Room. Researching the status of asbestos in this area before mechanical and HVAC systems can be tied in. Surgical lights are also being researched with the help of Dr. Frankum and the surgical staff. Creagor hopes to have bids out by the end of February, must be out for one month. Marvin stated the sign committee has not met but plans to before the next RCHC Board meeting and will have a report then. The committee consists of Marvin, Luedders and Mulligan.

F. Lanee Carpenter, Quality Assurance presented Nov. 2014 reports on Adverse Drug Events also Naloxone usage. Naloxone is an opioid reversal drug which can be used to help patients come out of surgery more quickly. There were two instances of this drug being used per the 100 day reporting period. Naloxone is the only reversal drug which must be reported. Excessive Anticoagulation usage, there was one instance out of 100 days. If a patient's blood sugar tests below a 50, they will be documented as hypoglycemic.

#### 6. FINANCIAL REPORT

Heather Prideaux, CFO presented her previously submitted written Financial and Statistical reports stating cash on hand is at 39.89 days, up slightly from the previous month. RCHC received notice of the Prairie Plaza bond payment coming due in March for \$95,000.00. Next year the payment will be \$70,000.000 and this will be the final payment. Revenue for the hospital and clinic is more than last year. Prairie Plaza is less than last year due to rent being down. Several tenants moved out and repairs were made while the apartments were empty. Plan to have another apartment rented by Feb. 1<sup>st</sup>. The hospital has two apartments reserved now and will always have one reserved for providers. Expenses were up for the hospital due to contracted services, up for the Prairie Plaza due to remodeling and down for the clinic. An interim cost report was completed showing an approximate \$23,000.00 receivable. Operating loss for the year is \$478,235.00. The Atwood Clinic shows a profit of \$682.00, McDonald Clinic shows a loss of \$1,710.00. Total loss reported was \$246,078.00. The statistical review reflects lower numbers for inpatients and outpatients for December. Bolt asked to see a report of where orders are coming in from, internal providers vs outside providers. Prideaux will also bring a two year analysis of stats as a line graph. Luedders questioned a couple of checks on the check register.

#### 7. GPHA REPORT

Les Lacy, Regional VP of GPHA discussed the multitude of training dates coming up, also the Critical Issues Summit is Feb. 26<sup>th</sup> and 27<sup>th</sup> in Wichita and to let Cox know if you would like to attend. The CEO annual evaluation is due Feb. 1<sup>st</sup> and the Board will proceed with the same process used to complete the 90 day evaluation. The committee will consist of Bolt, Cabrinha, Holste, Lacy and Luedders. Lacy will have the evaluation emailed and hard copy mailed out. Cabrinha stated she is not in support of the current evaluation document being used stating some of the questions don't apply to board members. The committee will plan to meet early in Feb. to begin the process.

#### 8. CHAIRPERSON REPORT

Studer let Cabrinha speak about a dermatologist she knows that she would like to have come to RCHC. His name is Dr. Swinehart and he currently is going to St. Francis. Cabrinha spoke about a recent Mohs surgery procedure she had done by Dr. Swinehart to remove skin cancer cells. Dr. Swinehart is open to speaking to Cox, CEO regarding potential opportunities. Cabrinha will bring her packet of paperwork to Cox. Cabrinha also mentioned wanting to do something to commemorate Violet Beims for her many years of dedicated service as an RCHC Board of Trustee member.

**9. EXECUTIVE SESSION**

Cabrinha moved to go into executive session at 8:45PM for 20 minutes to discuss the Risk Management 2014 Fourth Quarter report presented by Carpenter; Micek seconded; motion carried 8-0. No motions were made following the executive session.

**10. ADJOURN**

There being no further business to come before the Board at this time, the meeting was adjourned at 9:05PM.

Respectfully Submitted,



Rosalie Ross, Secretary



Tara Bowles, Recording Secretary