

RAWLINS COUNTY HEALTH CENTER BOARD OF TRUSTEES

TUESDAY MAY 27, 2014

5:00 PM

REGULAR BOARD MEETING

Rawlins County Health Center Education Room

1. **CALL TO ORDER:** Board chairman Phil Studer called the meeting of the Rawlins County Health Center Board of Trustees to order May 27, 2014 at the Rawlins County Health Center education room at 5:00 pm. Board members present were Studer, LeRoy Luedders, Peggy Cabrinha, Mike Mulligan, and Karen Bolt. Kenneth Micek and Matt Wolters arrived at 5:10 PM. Julie Drake arrived at 6:00 PM. Also present were Sharon Cox, Heather Prideaux, Les Lacy, Amber Withington, Alicia Baumfalk, Kevin Holle and Tara Bowles. Absent were board members Harlan Holste, Violet Beims.
 - a. **APPROVAL OF AGENDA:** Following review, Cabrinha moved to approve the agenda; second from Luedders, motion carried unanimously 5/0.
 - b. **APPROVAL OF MINUTES:** Following review, Cabrinha moved to approve the minutes from the April 28, 2014 Regular Meeting and the April 30 & May 1st, 2014 Special Board Education Meetings with changes being made to the times on May 1st. Start time was 8:10 AM and end time was 10:00 AM. Bolt seconded, motion carried unanimously 5/0.
2. **APPOINTMENTS:**
 - a. **COMPLIANCE OFFICER:** Bolt moved and Luedders seconded the appointment of Sharon K. Cox, CEO as the RCHC Compliance Officer. Motion carried unanimously 5/0.
 - b. **HIPAA PRIVACY OFFICER:** Luedders moved and Bolt seconded the appointment of Destiny Schroeder, Information Systems Director as the RCHC HIPAA Privacy Officer. Motion carried unanimously 5/0.
3. **REPORTS:**
 - a. **CEO/ADMINISTRATOR REPORT:** Sharon K. Cox, FACHE showed a video Practice Transformation. Cox reminded the Board of the whole picture, where we are now and where we are headed and why we are focusing on Information Technology (IT) as it is our future. Cox will request Schroeder attend future Board meetings to present the IT progress. A request for Ryan Marvin, Support Services Director to attend future Board meetings was also made so that he can present the status of the Procedure Room building plans.
PRAIRIE PLAZA REPORT: Cabrinha presented her report from May 13, 2014 where she met with the residents of the Prairie Plaza. Cox stated Marvin is working on resident guidelines.
 - b. **CAPITAL CAMPAIGN, GRANTS, and FUNDRAISING:** See report submitted by Suzanna Dozbaba. Wolters suggested a different approach for installment invoice for Fundraising. Notes of appreciation for the Golf Tournament donations

were also brought up. These are both Foundation issues. Dozbaba's report needs the June 19th date changed to May 19th.

- c. **CHIEF NURSE OFFICER:** Amber Withington, RN presented her CNO report.
 - a. Networking Opportunities
 - 1. Working with Citizens Medical Center on a service agreement; will be meeting soon to discuss contractual details.
 - 2. Wound care: Contract and financial review to come
 - b. Eagle Med Site Visit: RCHC was experiencing issues with response times, issues have ceased since site visit. Toured the call center which answers calls for multi states. Life Team is also used out of McCook. RCHC checks the estimated time of arrival for each company to provide the fastest route of care for the patient.
 - c. Quality Assurance/Risk Management: Lane Carpenter now overseeing these Departments.
 - d. Chief Financial Officer: Prideaux gave her report.
 - 1. Information Systems Update: Prideaux provided a written report. An agreement was signed with Reach Solutions, Inc. for Matt Wilson to provide additional IT services for RCHC. Looking into auto attendant dialing through Nex-Tech. Will help cut down time employees are spending answering and transferring phone calls, will speed up the time it takes a caller to reach their party. Patient families will be able to dial directly into their loved ones room. There will be public education prior to installation of this process. Physical Therapy staff has been attending on line training for ReDoc. Once installed will help with therapy cap tracking.

4. **CONSENT AGENDA**

- a. **MEDICAL STAFF CREDENTIALING:** Wolters moved to approve all Medical Staff Credentialing, Cabrinha seconded. Motion passed unanimously 7/0.


5. **FINANCIAL REPORT:** Prideaux, CFO gave report

- a. **APRIL 2014 FINANCIALS:** Prideaux reviewed highlighted areas of the April Financials showing hospital and Rawlins Clinic/Atwood revenue both higher than budgeted for month and year to date. Bolt questioned Lab and Physical Therapy staffing numbers due to the amount of visits being recorded in the stats. Cox explained to the Board that we are working on contracting staff in the Lab for weekend coverage, and Physical Therapy services had slowed down recently, enabling staff to begin training on ReDoc.
- b. **CHECK REGISTER REVIEW:** Prideaux reviewed check registers for payments made in May 2014. Prideaux also informed Board members that last payment to Farmers State Bank was made for the financing on the telemetry equipment.
- c. **CHARITY CARE WRITE OFF:** Prideaux reviewed, and Bolt moved and Cabrinha seconded, a Charity Care write off in the amount of \$6,595.65 due to a deceased patient with no estate. Motion passes unanimously 7/0.

- d. **INDIGENT CARE WRITE OFF:** Prideaux reviewed, and Micek moved and Mulligan seconded, an Indigent Care write off in the amount of \$5,599.00. Patient will be responsible for 10% of the balance and will be on a payment plan. Motion passed unanimously 7/0.
6. **GPHA REORT:** Lacy, Regional VP, GPHA gave report. He stated this is a very busy time of year for GPHA with December 31 Medicare cost reports due at the end of May.
7. **CHAIRMAN REPORT:** Studer gave report
- a. **STRATEGIC PLANNING:** Greg Hiebert, Facilitator will be August 13th & 14th in the RCHC Education Room.
- Studer also presented a contract to be signed by RCHC accepting a land donation from the Holle family. It was moved by Bolt that the charitable donation of real property from ACE Foundation be accepted by RCHC pursuant to the Board's authority under the Kansas County Hospital Act and K.S.A. Â§ 19-4608(b) and that the Board give authority to the CEO, Sharon Cox, to sign the Charitable Donation Agreement and take all other necessary action to carry out the terms of that Agreement. The motion was seconded by Cabrinha. Following discussion, the motion was passed unanimously 7/0.
- Luedders brought up the land by the RCHC helipad and the issues with erosion. Marvin will be asked to attend a future Board meeting to present the status of the area in question. Studer appointed a Board Committee of Luedders, Marvin and possibly a couple of community members to look into possible solutions. The CEO's job description was mentioned as one has not been completed as of this time. She will also need to have her evaluation completed in August 2014, which would be a six month evaluation.
8. **SPECIAL REQUEST-5 MINUTES**
- a. **ALICIA BAUMFALK:** Baumfalk presented handouts to RCHC Board Members and reported she is questioning her status on the RCHC Exit Interview of being not for rehire. Studer stated it is not customary for the Board to overturn Management decisions. Luedders stated he felt the Board should look over the handouts and discuss further at a later date. Baumfalk thanked the Board for their time.
9. **ADJOURN:** There being no further business to come before the board at this time, Wolters moved to adjourn the meeting. Micek seconded and the motion passed unanimously 7/0. Meeting adjourned at 7:00 PM.

Respectfully Submitted,


Tara Bowles, Recording Secretary


Violet Beims, Secretary