



## **BOARD OF TRUSTEES**

### **Regular Meeting**

February 28, 2019

Minutes

6:00 pm

#### **Members Present:**

Sherrod France, President  
Rod Waeckerlin, Vice President  
Garry Goergen, Treasurer  
Jason Campbell, Secretary  
Mark Kostovny, Member

#### **Administration:**

Bob Quist, Chief Executive Officer (Interim)  
Todd Gibson, Chief Financial Officer (Interim)  
Collin McDonald, Director, Quality/Compliance/Risk  
Stephanie Malcolm, Executive Assistant and Marketing and Communications Director

#### **Counsel:**

Abbi Forwood, Attorney at Law (via phone)

#### **Guests:**

Ken Ward, Associate Vice President, QHR (via phone)  
Christina Baugh, RN, Infection Prevention Specialist/Employee Health Nurse  
Bill Minion, OR Supervisor  
Joe Palmer, MOA  
Gary Olson, LM Olson

Sherrod France, President, called the Memorial Hospital of Carbon County Board of Trustees meeting to order at 1800 hours.

#### **Approval of Agenda:**

Mark Kostovny made a motion and Rod Waeckerlin seconded the motion to accept the agenda as presented. Motion carried.

**Approval of Regular Board Minutes:** Board of Trustees 01.24.19

Request was made to correct the minutes as follows:

1. Time of meeting adjournment was 2235.

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to accept the minutes as corrected. Motion carried.

**Health Fair Committee Report presented by Christina Baugh, RN, Infection Prevention/Employee Health Nurse:**

- The 2019 Health Fair is scheduled for April 27, 2019 at the Rawlins Recreation Center from 8 am to 11 am. Plans for the Health Fair were shared and the Board of Trustees was invited to participate by having a booth and meeting with the public.

**Surgical Services Report presented by Bill Minion, OR Supervisor, Surgical Services:**

- Bill Minion provided updates for Surgical Services and the OR.

**MOA/New Clinic Report presented by Joe Palmer and Gary Olson:**

- Final plan review from State of Wyoming Department of Health is still needed. Internal construction has slowed. Additional findings showed that the facility would require upgrades to electrical, mechanical, a backup generator and the addition of a fourth restroom. A variance has been submitted regarding the backup generator. MOA is looking further into code to determine if a fourth restroom is required. Lastly, air exchange numbers need to be evaluated by an engineer. A risk assessment was performed and submitted at same time as variance as additional documentation. An answer on variance will be needed within two weeks in order to keep current completion date for clinic. Projected occupancy date is mid-June 2019. July 1<sup>st</sup> is the worst case scenario.

**Memorial Hospital of Carbon County Foundation presented by Bob Quist, CEO:**

- Foundation met for regularly scheduled meeting February 19, 2019. There were not enough members present for a quorum. The next meeting is scheduled for March 19, 2019.

**Medical Staff Report presented by Charles Cunningham, MD:**

- Hospitalist program is going well and well received by MHCC staff. There is now a third CRNA on staff. GI Group will be starting services March 19, 2019.

**Corporate Compliance Report presented by Mark Kostovny, Board Member:**

- Mark Kostovny reported that no calls were received via the compliance line.

**Citizen Participation:**

- Ongoing billing concerns were discussed. Sherrod France, President, relayed that he had received a letter from a patient that was happy with care but was cold during her stay.

## **Administrative Report:**

### **Bob Quist, CEO:**

- MOU: Abbi Forwood, Crank Legal Group, has drafted a MOU between Carbon County and MHCC regarding the Carbon County Courthouse serving as a host location for a microwave antenna to meet internet needs for new clinic. The agreement has been forwarded to the County for review and consideration.
- Dan Star has been re-hired as an EMT Supervisor.
- Stephanie Malcolm has taken the Marketing and Communications Director position and will also remain as Executive Assistant. Candie Zumbrennen has been hired as a Marketing Assistant to assist Stephanie.
- Jan Gulbrandson and the MHCC Radiology Department recently received notification they are the recipients of the Helmsley Grant. Public notification cannot occur until MHCC receives permission.

## **Human Resources, Clinical Services, Quality, Compliance and Risk Management and Clinic Report:**

- Details from these departmental reports were provided in Board packet.

## **QHR Report:**

### **Ken Ward, QHR Associate Vice President:**

- Financial Operating Review (FOR) will take place prior to April 30, 2019 and will include a mid-year bad debt review.
- Dwayne Gunter has been named new President of QHR. Other changes in the organizational chart have been made but this will not affect services offered.
- A proposed consulting policy is being prepared to finalize additional consulting hours.
- CEO recruitment is underway. Feedback from employee meetings with Ron Vigus were compiled and provided to Board.

## **Financial Report:**

### **Todd Gibson, CFO:**

### **YTD Highlights for January 2019 included:**

- Gross Revenue is 2.3% below budget.
- Net Revenue is .75 % below budget.
- Deductions are 53.52% of revenue.
- Expenses are 2.74% below budget.
- Salaries are 3.89% below budget.
- Year to Date Income is \$695,515 with \$411,609 budgeted.
- Current Days Cash on Hand is 168.7.

- Current Days in Accounts Receivable is 68.5.

#### **Capital Budget:**

- Funding for new clinic: Board would like to see a report reflecting actual expenses as they occur. Bob Quist will begin incorporating into weekly board report.

#### **Approval of Financials for period ending 01/31/2019 was requested.**

Garry Goergen made a motion and Jason Campbell seconded the motion to approve the financials for the period ending 01/31/2019 as presented. Motion carried.

#### **Approval of Vouchers for period ending 01/31/2019 was requested.**

Garry Goergen made a motion and Jason Campbell seconded the motion to approve the vouchers for the period ending 01/31/2019 as presented. Motion carried.

#### **Annual Business Plan:**

##### **Bob Quist, CEO:**

- Bob Quist requested that an update for Annual Business Plan be presented on a quarterly basis. Board approved request. An update will be given at the March 2019 meeting.

#### **Quality Report:**

##### **Collin McDonald, Director Quality/Compliance/Risk:**

- Dashboard highlights were presented.
- HCAHPS: 75% will be the new goal.
- Quorum Compliance Survey: This will take place April 23-25 2019.

#### **Old Business:**

- New Clinic presented by Bob Quist, CEO and Garry Goergen, Board of Trustees Treasurer
  - Signage: Discussed sign options including advantages and disadvantages of various sign types as well as potential DOT and City of Rawlins requirements. Maureen Arnold will complete further research before a final decision is made.
  - Name: Architectural images were presented with the name of “Memorial Hospital of Carbon County Family Practice Clinic.” The need for consistent branding was discussed.

Mark Kostovny made a motion and Garry Goergen seconded the motion to accept Memorial Hospital of Carbon County Family Practice Clinic as the name for the new clinic. Motion carried.

**New Business:**

- QHR Consulting Request presented by Bob Quist, CEO: Ralph Parker has been asked to review different services available through QHR on the clinical side and identify two key projects.

Jason Campbell made a motion to accept the QHR Consulting Request and Mark Kostovny seconded the motion. Motion carried.

- Contracts presented by Todd Gibson, CEO:
  - Avanos: Capital purchase of RF Generator for \$32,902.00.
  - VapoTherm: Purchase of a third unit for \$7740.00 as a Capital Budget item. Contract also includes Service Agreement for an additional \$2400.00 which will cover all VapoTherm units. Purchase option is more cost effective than continuing with existing lease agreement.

Jason Campbell made a motion to purchase the Avanos RF Generator and the VapoTherm in substitution of the OR Sterilizer previously budgeted in Capital Budget and Mark Kostovny seconded the motion. Motion carried.

**Open Discussion:** None

**Recess Board of Trustees Public Meeting to Executive Session.**

Rod Waeckerlin made a motion and Mark Kostovny seconded the motion to go into Executive Session. Motion carried.

Board convened to Executive Session at 2153 hours.

Resume Board of Trustees Public Meeting.

Mark Kostovny made a motion and Rod Waeckerlin seconded the motion to resume the Board of Trustees public meeting at 2333. Motion carried.

**New Business Continued:**

Mark Kostovny made a motion and Rod Waeckerlin seconded the motion to grant privileges to:

1. James Edlin, MD – Radiology: Courtesy Staff Reappointment
2. Christopher Harker, MD – Radiology: Courtesy Staff Reappointment
3. James Harris, MD – Radiology: Courtesy Staff Reappointment
4. Justin Lamb, DO – Radiology: Courtesy Staff Reappointment
5. James Schmultz, MD – Radiology: Courtesy Staff Reappointment
6. Steven Smith, MD – Radiology: Courtesy Staff Reappointment
7. John Strobel, MD – Radiology: Courtesy Staff Reappointment

8. James Taylor, DO – Radiology: Courtesy Staff Reappointment
9. Peter Vance, MD – Radiology: Courtesy Staff Reappointment
10. David Warden, III, MD – Radiology: Courtesy Staff Reappointment
11. Dirk Bigler, DO – Radiology: Courtesy Staff Reappointment
12. Kendall Jones, MD – Radiology: Telemedicine Staff Reappointment
13. Humphrey Mansfield, MD – Radiology: Telemedicine Staff Reappointment
14. Yvonne Bodemann, DO – Internal Medicine: Active Staff Appointment
15. William Elzi, MD – Internal Medicine: Active Staff Appointment
16. Eric Martin, MD – Internal Medicine: Active Staff Appointment
17. Frederick Workman, DO – Internal Medicine: Active Staff Appointment
18. Brian Bradley, APRN: Certified Registered Nurse Anesthetist: Allied Health Staff Appointment
19. Patricia Shue, APRN: Pediatric Nurse Practitioner: Allied Health Staff Appointment
20. Joel Pull, MD: Emergency Medicine: Locum Tenens Staff Appointment
21. Charles Grant, APRN: Certified Registered Nurse Anesthetist: Allied Health Staff Appointment.

Motion carried.

**Adjournment:**

With no further business coming before the Board, the Board of Trustees public meeting adjourned at 2335 hours.

The next Board of Trustees meeting will be March 28, 2019.

Respectfully Submitted.

Stephanie Malcolm, Executive Assistant

Jason Campbell, Secretary, Board of Trustees

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