



Memorial Hospital
of Carbon County

BOARD OF TRUSTEES

Regular Meeting

March 28, 2019

Minutes

6:00 pm

Members Present:

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

Administration:

Bob Quist, CEO (Interim)
Todd Gibson, CFO (Interim)
Ralph Parker, CNO
Stephanie Malcolm, Executive Assistant and Marketing and Communications Director

Guests:

Ron Vigus, Regional Vice President, QHR
Jan Gulbrandson, Radiology Department Manager
Gary Olson, LM Olson

Absent:

Jason Campbell, Secretary
Collin McDonald, Quality, Compliance and Risk Director

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

Approval of Agenda:

Request was made to amend the agenda as follows:

1. Additions to Agenda: LM Olson Report, Ambulance Quote Revision and Consent for Vaginal Birth after Cesarean Section.

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

Approval of Regular Board Minutes: Board of Trustees 02.28.19

Garry Goergen made a motion and Mark Kostovny seconded the motion to accept the minutes as presented. Motion carried.

LM Olson New Clinic Report presented by Gary Olson:

- The Department of Health has granted a variance; RF Generator will not be required. A fourth restroom will have to be added to floor plan. Pricing for changes is being finalized; estimating an additional \$55-60K. The projected completion date is the middle of June. Exterior finishes are currently being installed. Additional signage, outside of the lettering provided by LM Olson on the exterior of the building, will continue to be explored before a final decision is made.

Radiology Department Report presented by Jan Gulbrandson, Radiology Manager

- Announcement of the Helmsley Grant award was shared. MHCC is receiving \$881,757 in funds. Current statistics for the Radiology Department were discussed including 12,800 exams a year. There are currently 5 full time technicians, 2 part time and 2 PRN technicians. 24-7 radiology coverage is provided.

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

- Foundation met for regularly scheduled meeting March 19, 2019. Bob Quist was voted in as a member. Promotional activities including a golf tournament and raffle were noted. The next meeting is scheduled for April 16, 2019.

Medical Staff Report presented by Greg Johnson, MD:

- Medical staff is pleased with Hospitalist group. Medical Staff Committee approved the VBAC Consent. Reviewed recruitment needs due to recent changes in staff at Spruce Clinic.

Corporate Compliance Report presented by Mark Kostovny, Board Member:

- No report at this time.

Citizen Participation:

- Dr. Greg Johnson asked about potential overlap between Spruce Medical Clinic and the new clinic not being completed within given time frame. Bob Quist replied that Administration will wait until the end of April to re-evaluate clinic progression before considering the possibility of another lease extension for Spruce.

Administrative Report:

Bob Quist, CEO:

- Staffing changes at Spruce Medical have resulted in recruitment efforts for additional providers.
- Key senior management positions have been filled including the following:
 - Lisa Woodcock, Human Resources Director
 - Jon Smith, CFO
 - Cody Lewis, Facilities and Plant Operations Director
- The 2019 Health Fair Committee is finalizing details for the April 27th event. Close to 1500 blood draws have been completed to date. Bob thanked Christina Baugh and committee for their work on this important community event.

Ralph Parker, CNO:

- Discussed open positions in Laboratory.
- Physical Therapy has offered free ergonomic assessments to Sinclair. Sinclair has not made a decision yet but this may expand the relationship between MHCC and the refinery.
- Remaining details from this departmental report provided in board packet.

Stephanie Malcolm, Marketing and Communications Director:

- An update of current projects was shared including marketing campaigns, press releases, patient testimonials, Facebook, website maintenance, Health Fair and the addition of a monthly radio call in to local station. The goal is to communicate services and events throughout all of Carbon County and improve public perception.

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

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

QHR Report:

Ron Vigus, QHR Regional Vice President:

- Compliance Audit is scheduled for April 23rd, 2019.
- Working with MHCC to complete a Wage and Salary Analysis and Strategic Supply Review.
- Clinical needs are being assessed with the assistance of Ralph Parker, CNO.
- Actively searching for CEO candidates.

Financial Report:

Todd Gibson, CFO:

YTD Highlights for February 2019 included:

- Gross Revenue is 2.44% below budget.
- Net Revenue is .02 % above budget.
- Deductions are 53.10% of revenue.
- Expenses are .02% above budget.
- Salaries are 2.54% below budget.
- Year to Date Net Income is \$408,088 with \$470,410 budgeted.
- Current Days Cash on Hand is 140.4.
- Current Days in Accounts Receivable is 73.9.

Capital Budget:

- Funding for new clinic: Todd Gibson presented a line item report through February 2019. CFO stated that he has no concerns with the clinic budget.
- GE 3D Pristina Digital Breast Mammography Quote: Jan Gulbrandson presented a quote for approval. It was noted that \$300,000 was previously approved within Capital Budget. The finalized quote presented was for \$296,048.22.
- Ambulance Quote Revision: Ralph Parker presented a revised quote for the new ambulance that is currently being built. Review of the previous spec sheet found that the new unit did not include the upgraded suspension. This is necessary for safety and patient comfort. The revised quote is \$234,806. Money from the pending insurance claim will be applied to the overall cost of the new ambulance. It was noted that this was for informational purposes only as the ambulance purchase had previously been approved.

Mill Levy Priority List/County Funding:

- Requests must be submitted to County by April 17th, 2019. There is \$390,000 available to MHCC. The current capital item listed is the Nurse Call Light System for \$250,000. Carbon County will reimburse MHCC for this capital improvement. Mill levy receipts to date are \$36,000. Administration will prepare a list of red dot items to present for the April 17th request deadline.

Wyo-Star Investment:

- MHCC currently has \$4 million invested at a 2% rate of return. Discussion ensued regarding other potential investment opportunities that would provide a higher interest rate for secured funds. Wyo-Star is offering a new product, Wyo-Star 2, which offers a 3 month investment with a slightly higher interest rate. Rod Waeckerlin stated he would like to see interest rates from local banks before a decision is made. Investment strategies were discussed including the importance of rate vs. security. Garry Goergen and Rod Waeckerlin both noted that safety should be of higher priority than interest rates. Administration will develop a formal investment policy to present to the Board at the April 2019 meeting.

Approval of Financials for period ending 02/28/2019 was requested.

Mark Kostovny made a motion and Garry Goergen seconded the motion to approve the financials for the period ending 02/28/2019 as presented. Motion carried.

Approval of Vouchers for period ending 02/28/2019 was requested.

Mark Kostovny made a motion and Garry Goergen seconded the motion to approve the vouchers for the period ending 02/28/2019 as presented. Motion carried.

Annual Business Plan:

Bob Quist, CEO:

- An overview of the existing Annual Business Plan was given including:
 - Increased visibility
 - Become an active partner in community events
 - Enhanced communication with providers
 - Updating policies and procedures
 - Evaluating HCAHPS
 - Develop ongoing training for clinical staff
 - Improve Revenue Cycle performance
 - TeleHealth
 - Leadership priorities including evaluation of turnover, wage and salary review and employee engagement

Quality Report:

Collin McDonald, Director Quality/Compliance/Risk:

- No report at this time.

Old Business:

- New Clinic presented by Bob Quist, CEO and Garry Goergen, Board of Trustees Treasurer: This item was presented and discussed at beginning of meeting under Gary Olson's report. No further discussion occurred under Old Business.

New Business:

- Consideration of Consent Agenda Format presented by Bob Quist, CEO: Bob Quist presented the idea of Consent Agenda Format for management reports. Monthly financials would still be presented in traditional format.

Rod Waeckerlin made a motion to operate under a Consent Agenda Format for the minutes and management reports and Garry Goergen seconded the motion. Motion carried.

- Helmsley Grant Equipment Purchases presented by Jan Gulbrandson, Radiology Manager:
 - GE Discovery RF180 Fluoroscopy Unit: \$519,981.00
 - GE Optima 240 Portable Unit: \$170,000.00
 - GE OEC Digital Elite C-Arm Unit: \$185,000.00

Mark Kostovny made a motion to purchase all the three GE units as presented and Garry Goergen seconded the motion. Motion carried.

- Policy and Procedures presented by Ralph Parker, CNO:
 - Car Seat Challenge Test for Pre-Term Infants.

Mark Kostovny made a motion to approve the policy as presented and Rod Waeckerlin seconded the motion. Motion carries.

- Consent for VBAC: Presented for informational purposes only; policy previously approved. No action required.

Open Discussion:

- Sherrod France stated he had received feedback from a patient that had billing concerns but was then very pleased after speaking with Business Office and the issue was resolved. Todd Gibson was commended for the improvements he has made in this area in particular.

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 2105 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 2210. Motion carried.

New Business Continued:

Mark Kostovny made a motion and Rod Waeckerlin seconded the motion to approve the Employment Agreement for Michael France, MD. Motion carried.

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

1. Brett Talbot, MD – Radiology: Courtesy Staff Reappointment
2. Katheryn Sapp, LPC– Emergency Detention: Allied Health Staff Appointment

Motion carried.

Adjournment:

With no further business coming before the Board, the Board of Trustees public meeting adjourned at 2220 hours.

The next Board of Trustees meeting will be April 25, 2019.

Respectfully Submitted.

Stephanie Malcolm, Executive Assistant

Jason Campbell, Secretary, Board of Trustees

sm