



BOARD OF TRUSTEES

Regular Meeting

April 25, 2019

Minutes

6:00 pm

Members Present:

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

Administration:

Bob Quist, CEO (Interim)
Ralph Parker, CNO
Collin McDonald, Quality, Compliance, Risk Director
Lisa Woodcock, Human Resources Director
Stephanie Malcolm, Executive Assistant and Marketing and Communications Director

Guests:

Ron Vigus, Regional Vice President, QHR
Voytek Marciniak, Physical Therapy Manager

Absent:

Rod Waeckerlin, Vice President
Todd Gibson, CFO (Interim)

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 Garry Goergen seconded the motion to accept the agenda as presented. Motion carried.

Approval of Regular Board Minutes: Board of Trustees 03.28.19

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

Physical Therapy Department Report presented by Voytek Marciniak, Physical Therapy Manager:

- Reviewed services available including the addition of Dry Needling. Department has been contacting local employers to offer ergonomic assessments and discuss treatment options available through the Physical Therapy Department.

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

- Foundation met for regularly scheduled meeting April 16, 2019. Nomination of officers for the upcoming year were as follows:
 - Ron Bach, President
 - Brandon Taylor, Vice President
 - Richard Chenoweth, Treasurer

Elections will occur at the May meeting as well as consideration of two new members.

Scholarship applications have been extended until May 17th, 2019. One application was received and approved for Brooklyn Arnold. The Foundation will host the first annual Golf Tournament August 23rd the Rochelle Golf Course.

Medical Staff Report presented by Greg Johnson, MD:

- The Medical Executive Committee recommended a clarification of the Medical Staff By-Laws. A ballot for removing Provisional Staff as a category will be voted on at the next MEC meeting. Provisional status is in place for all new appointments.

Corporate Compliance Report presented by Mark Kostovny, Board Member:

- No report at this time.

Citizen Participation:

- Sherrod France reminded everyone about the Health Fair scheduled for April 27th at the Rawlins Family Recreation Center.

Administrative Report: Consent Agenda

Garry Goergen made a motion and Jason Campbell seconded the motion to accept the items within the Consent Agenda as presented. Motion carried.

QHR Report:

Ron Vigus, QHR Regional Vice President:

- Compliance review took place this week. A report will be provided to the Board and Administration.
- Wage and Salary review is scheduled for May.
- CEO Recruitment is underway. Currently reviewing potential candidates with the goal of providing resumes to the Board of Trustees by June 2019.

Financial Report:

Pam Evert, Controller:

YTD Highlights for March 2019 included:

- Gross Revenue is 3.89 % below budget.
- Net Revenue is 2.07 % below budget.
- Deductions are 53.39% of revenue.
- Expenses are .27% below budget.
- Salaries are 2.12% below budget.
- Year to Date Net Income is \$175,857 with \$530,560 budgeted.
- Current Days Cash on Hand is 144.9.
- Current Days in Accounts Receivable is 76.1.

Approval of Financials for period ending 03/31/2019 was requested.

Mark Kostovny made a motion and Garry Goergen seconded the motion to approve the financials for the period ending 03/31/2019 as presented. Motion carried.

Approval of Vouchers for period ending 03/31/2019 was requested.

Garry Goergen made a motion and Jason Campbell seconded the motion to approve the vouchers for the period ending 03/31/2019 as presented. Motion carried.

Discussion:

Mark Kostovny asked if there is a way to determine financial benefit of Hospitalist Program. Bob Quist confirmed that this information would be identifiable after 3-4 months of data was available. This information will be compiled and shared with Board when available.

Quality Report:

Collin McDonald, Director Quality/Compliance/Risk:

- Dashboard
 - Re-admissions is up. Currently being evaluated.
 - Average ER out time: 114 minutes
 - Average ER to Floor time: Increased from 262 to 331
 - Possibly due to few admissions
 - HCAHPS will be presented next month
 - Currently working with nursing home staff to educate and reduce the number of re-admissions.
- Annual Liability Insurance Quote
 - 2018-2019 Premium: \$477,561.30
 - 2019-2020 Premium: \$493,133.30
- QHR Compliance Review
 - Compliance Review has taken place over the past 2.5 days. A completed report will be available within the next month.

Old Business:

- New Clinic presented by Bob Quist, CEO and Garry Goergen, Board of Trustees Treasurer: A meeting was held with LM Olson and MOA to review clinic progress.
 - Change Order PR12: Electric Snow Melt, West Entry: Bob Quist discussed the addition of electric to this portion of concrete in order to keep snow and ice melted for patient and employee safety. Cost is \$12,549. It was also suggested that additional heated concrete be poured at entryway under the awning at an estimated cost of \$2,000.

Jason Campbell made a motion and Mark Kostovny seconded the motion to approve Change Order PR12 and additional concrete pour at entryway. Motion carried.

Discussion: Bob Quist stated that Gary Olson will have additional changes he will present for approval at the May meeting as he wanted to present in person.

- Mill Levy Priority List presented by Bob Quist, CEO: The Capital Request Form, required for receipt of any Mill Levy Funding, was distributed to the Board for review. List of priority items, 1-5 as reflected below, will be presented to the County in May for consideration of approval.
 - Elevator #1 Major Upgrade/Refurbishment: \$227,425.00
 - Elevator #2 Major Upgrade/Refurbishment: \$227,425.00
 - Boiler Repair (replace blow down piping): \$12,500.00
 - Boiler Repair (install new vertical expansion tube): \$15,800.00
 - Information Technology/Security Upgrade: \$30,000.00

Garry Goergen made a motion and Jason Campbell seconded the motion to approve the Mill Levy Priority List as presented. Motion carried.

- MHCC Family Practice Clinic Microwave Connection Options presented by Matt Brooke, IT Manager: Two options were reviewed to allow for network connectivity to the MHCC Family Practice Clinic.
 - Option 1: Buy two microwaves to transmit the distance from the Courthouse to the new clinic and move the two existing microwaves from Spruce Medical Clinic to the Courthouse. The install and move would need to take place during one weekend.
 - Option 2: Buy four microwaves allowing for connection requirements to be completed weeks in advance.
 Pros and cons of each option were presented.

Jason Campbell made a motion and Mark Kostovny seconded the motion to approve Option 2 and purchase four microwaves at an estimated cost of \$14,955.83. Motion carried.

Discussion: Abigail Crank Forwood stated that she had not received a response from the County Attorney regarding the status of the MOU prepared to allow MHCC to utilize the Courthouse as a host site for the microwave antennas. She will continue to follow up on this item.

- Wyo-Star Statement of Account presented by Bob Quist, CEO: Current balance is \$4,135,528.00. This amount is not collateralized in other pledges. Products from local banks have been reviewed that will offer less risk and higher security.

Jason Campbell made a motion and Garry Goergen seconded the motion to move funds from Wyo-Star to local entities in accordance with new investment policy. Sherrod France abstained from voting. Motion carried.

Mark Kostovny made an amendment to the motion and Garry Goergen seconded to approve the investment policy as presented. Sherrod France abstained from voting. Motion carried.

- Spruce Medical Clinic Lease Extension presented by Bob Quist, CEO: Potential for a lease extension dependent upon required structural changes to Wagon Circle by the State of Wyoming Department of Health was summarized. It was noted this was informational only and no action was needed at this time.
- Land Exchange between MHCC and City of Rawlins presented by Sherrod France, President: The area where 21st Street is located has been given to the Historical Society. This greatly restricts the land that could be given to MHCC in a land exchange and prohibits future projects. Sherrod stated that the City of Rawlins will have the area surveyed. Jason Campbell noted that further discussion should wait until the survey is complete. Discussion was informational only.

New Business:

- **Contracts:**
 - Cardinal Health Remote Pharmacy Services presented by Ralph Parker, CNO: Offers 24/7 access to a Pharmacist.
 - iMedX Transcription Services presented by Ralph Parker, CNO: Transcription services vendor change due to poor performance by previous company.
 - Praxair presented by Ralph Parker, CNO: New provider for gas and oxygen that is more cost effective than previous vendor.

Mark Kostovny made a motion and Jason Campbell seconded the motion to approve all contracts as presented. Motion carried.

- State of Wyoming Department of Aging Budget Proposal presented by Dar Marcott, WY Home Services Manager

Jason Campbell made a motion and Mark Kostovny seconded the motion to approve the budget as presented. Motion carried.

- Parking Lot Scope of Work and Estimate by R&D Sweeping and Asphalt Maintenance presented by Bob Quist, CEO: Scope of work to renovate asphalt surrounding hospital and restripe parking lot was reviewed. Estimate total is \$37,750.

Garry Goergen made a motion and Mark Kostovny seconded the motion to approve the R&D scope of work as presented. Motion carried.

Open Discussion:

- Mark Kostovny shared that Medicine Bow Clinic is experiencing financial problems again. Mr. Kostovny then posed the question of how do we reach the counties outlying areas to make sure they are informed and also change public perception of MHCC. Discussion occurred including attending various community organizations across the county to share this information in person and continuing to use an array of marketing techniques to reach all demographics within Carbon County.

Recess Board of Trustees Public Meeting to Executive Session.

Jason Campbell made a motion and Garry Goergen seconded the motion to go into Executive Session. Motion carried.

Board convened to Executive Session at 2111 hours.

Resume Board of Trustees Public Meeting.

Mark Kostovny made a motion and Jason Campbell seconded the motion to resume the Board of Trustees public meeting at 2231. Motion carried.

New Business Continued:

Mark Kostovny made a motion and Jason Campbell seconded the motion to approve the PRN Employment Agreement for Roy Bryan, MD. Motion carried.

Mark Kostovny made a motion and Garry Goergen seconded the motion to grant privileges to:

1. Edward Zimmerman, MD – Emergency Medicine: Courtesy Staff Reappointment
2. Jared Bailey, MD – Radiology: Courtesy Staff Reappointment
3. Nicolas Pierson, MD – Radiology: Courtesy Staff Reappointment
4. Paul Fonken, MD – Family Medicine: Active Staff Appointment

Motion carried.

Mark Kostovny made a motion and Garry Goergen seconded the motion to approve members as recommended by Credentialing Committee.

1. Vicki Macy, MD – OB/GYN: Active Staff
2. Daniel Long, MD – Pathology: Courtesy Staff
3. Donald Hansen, MD – ER: Locum Tenens Staff
4. Layne Kamalu, MD – ER: Locum Tenens Staff
5. Penny Sanderson, FNP – Spruce Clinic: Allied Health Staff
6. Mel Hodde, DO – ER: Active Staff
7. John Lumb, MD – General Surgery: Active Staff

Motion carried.

Adjournment:

Mark Kostovny made a motion and Garry Goergen seconded the motion to adjourn the Board of Trustees public meeting at 2233 hours with no further business coming before the Board.

The next Board of Trustees meeting will be May 23rd, 2019.

Respectfully Submitted.

Stephanie Malcolm, Executive Assistant

Jason Campbell, Secretary, Board of Trustees

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