



Memorial Hospital  
of Carbon County

**BOARD OF TRUSTEES**

**Regular Meeting**

May 23, 2019

Minutes

6:00 pm

**Members Present:**

Sherrod France, President  
Rod Waeckerlin, Vice President  
Garry Goergen, Treasurer

**Administration:**

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

**Guests:**

Ken Ward, QHR  
Casey Kearbey, Cardiopulmonary Manager  
Abbi Forwood, Crank Legal Group (via phone)

**Absent:**

Jason Campbell, Secretary  
Mark Kostovny, Member

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

**Approval of Agenda:**

Rod Waeckerlin 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 04/25/19.

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

**Cardiopulmonary Department Report presented by Casey Kearbey, Cardiopulmonary Manager:**

- Reviewed services available to both inpatient and outpatient including sleep lab studies. Department has doubled revenue over the past year. Questions from the board were addressed.

**MHCC Family Practice Clinic Change Orders presented by Gary Olson, LM Olson:** Gary Olson described the required changes to the clinic.

- PRO7: Cabinet Revisions - \$5475.00
- PR10: OHLS Permitting - \$72,406.00
- PR12: Snow Melt System - \$12,549.00
  - Change Order Total: \$90,430.00

Mr. Olson reminded the Board that \$56,000 had been allocated to cover small, minor changes such as change in door size to accommodate x-ray equipment, additional outlets in exam rooms, etc. At this time, it appears that these funds will be used entirely. Rod Waeckerlin asked how many more state inspections would take place; Mr. Olson stated that one more inspection will occur near project completion. Former completion date was June 14<sup>th</sup>, 2019. This has been extended to the last week in June due to Department of Health requirements. GE Imaging equipment is scheduled to be installed June 4<sup>th</sup>. Anticipated occupancy date is first week of July.

Garry Goergen made a motion and Rod Waeckerlin seconded the motion to approve the Change Orders as presented for \$90,430.00. Motion carried.

**Memorial Hospital of Carbon County Foundation presented by Bob Quist, CEO:** No report at this time. May 21<sup>st</sup> meeting was canceled and has been rescheduled for May 28<sup>th</sup>.

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

- Dr. Chiu will be heading up the Antimicrobial Stewardship Program.
- Surgical Site Infection Protocols will be implemented.
- Standing Orders will be implemented.
- Medical Staff Officer nominations will take place in June. Patty Shue was nominated to continue serving on the MHCC Foundation Board.
- “Provisional” was removed as a category from the Medical Staff By-Laws.

Garry Goergen made a motion and Rod Waeckerlin seconded the motion to accept the Medical By-Laws Revision, Article V. Categories of Membership, 5.1 Categories. Motion carried.

**Corporate Compliance Report presented by Collin McDonald, Quality, Compliance, Risk:**

- One call had been received; this was a Human Resources issue and has been resolved.

**Citizen Participation:**

- No comments

**Administrative Report: Consent Agenda**

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

**QHR Report:**

**Ken Ward, QHR:**

- CEO Search: Candidates have been selected to attend initial interview with QHR. QHR will make recommendations to MHCC.
- Compliance Report: Findings have been compiled and sent to Abbi Forwood who will review with MHCC.
- Audit/Year-End Review: No substantial findings and audit results were good.
- Wage and Salary Review: Kick-off call will occur May 30<sup>th</sup>, 2019.
- 5G Network: Mr. Ward presented upcoming network changes and the impact on healthcare.

Additional discussion occurred regarding CEO Recruitment. All board members present agreed that they want Bob Quist to be involved in the selection process of the permanent CEO. Mr. Quist welcomed the opportunity to participate.

**Financial Report:**

**Todd Gibson:**

**YTD Highlights for April 2019 included:**

- Gross Revenue is 4.95 % below budget.
- Net Revenue is 1.56 % below budget.
- Deductions are 52.63% of revenue.
- Expenses are 1.97% above budget.
- Salaries are 0.86% below budget.
- Year to Date Net Income is \$734,961 with \$590,712 budgeted.
- Current Days Cash on Hand is 147.1.
- Current Days in Accounts Receivable is 69.6.

**Approval of Financials for period ending 04/30/2019 was requested.**

Garry Goergen made a motion and Rod Waeckerlin seconded the motion to approve the financials for the period ending 04/30/2019 as presented. Motion carried.

**Approval of Vouchers for period ending 04/30/2019 was requested.**

Garry Goergen made a motion and Rod Waeckerlin seconded the motion to approve the vouchers for the period ending 04/30/2019 as presented. Motion carried.

**Dingus, Zarecor and Associates (DZA) presented by Todd Gibson, CFO:**

- Todd Gibson presented the Audit Proposal from DZA for fiscal year 2019. Estimate for Audit is \$26,500 plus \$10,000 for Cost Report; incidental travel expenses will be additional.

Garry Goergen made a motion and Rod Waeckerlin seconded the motion to execute the engagement letter to DZA for the 2019 Audit Proposal. Motion carried.

**WYO-Star Funds presented by Todd Gibson, CFO:**

- Funds have been put into CD's at Rawlins National Bank in addition to operating funds. Money will also be transferred to Bank of Commerce via wire. Note: Informational only; no action needed due to formal approval having taken place.

**Capital Budget Request presented by Casey Kearbey, Cardiopulmonary Manager**

- Request for PFT (Pulmonary Function Testing) Machine Acquisition: Purchase for a replacement unit that measures lung volumes was reviewed. This is critical service for respiratory therapy. Total cost is \$26,070.00. Todd Gibson stated the purchase would be capital item substitution; capital budget savings to date are approximately \$70,000.

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to approve the purchase of the PFT unit as presented. Motion carried.

### **Discussion Pertaining to Financials:**

Rod Waeckerlin stated he continues to receive good feedback on the Hospitalist Program and wanted to know if MHCC was beginning to see revenue from the program. Bob Quist responded that RPG does the billing for the Hospitalist's time; in turn MHCC pays a lower fee to have RPG physicians on site. The main selling point is that the hospitalists will generate enough additional patients that they are able to stay in house vs. sending to another facility. Rod Waeckerlin also stated that he is continuing to hear concerns within the community about billing. Todd Gibson reported that the Medhost/Athena conversion is nearing completion which will result in all billing originating from one company and simplifying the process for patients.

### **Quality Report:**

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

- HCAHPS
  - Score has been raised from 50<sup>th</sup> percentile to 75<sup>th</sup>.
  - Scores were lower across the board due to February numbers.
  - Dr. Chiu has taken an interest in HCAHPS for facility and will be submitting numbers to all physicians.
- Dashboard
  - Mortalities were reviewed and both were comfort care related.
  - ER LOS (length of stay) appears to be stabilizing.

### **Old Business:**

- Spruce Clinic Lease Extension presented by Bob Quist, CEO: Continuation of the Spruce Clinic building was discussed due to life safety survey findings at Wagon Circle and the potential need for operating space while Wagon Circle is remodeled. Abbi Forwood has contacted Byzantine and they have agreed to a month by month lease if needed. Note: Informational only; no action needed.
- Tully Park Land Exchange presented by Sherrod France, President: Exchange would include offering Tract B in exchange for 15<sup>th</sup> Street. It was noted while this is not enough space to build a new facility, it does offer a buffer to prevent another entity from taking the space. Mr. France also stated that the City of Rawlins had agreed to maintain the grounds until such a time that MHCC decided to build.

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to approve the Tully Park Land Exchange with the terms that the City of Rawlins maintain the land. Motion carried.

### **New Business:**

- Washington Park; Insurance Coverage presented by Collin McDonald, Director Quality, Compliance, Risk: Collin reported that this parcel is listed and covered by insurance policy at no additional cost.
- MOU-MHCC and Carbon County Board of County Commissioners presented by Bob Quist, CEO: MOU has been completed and signed. The inspection for the antenna tower has been completed; awaiting final report.
- Contracts:
  - Baxter Vaporizer Lease Agreement presented by Ralph Parker, CNO

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to approve the Baxter Vaporizer Lease Agreement as presented. Motion carried.

**Open Discussion: None**

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

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

Board convened to Executive Session at 2030 hours.

Resume Board of Trustees Public Meeting.

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to resume the Board of Trustees public meeting at 2128. Motion carried.

**New Business Continued:**

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to approve the PRN Employment Agreements for Stephanie Chiu, MD and Matthew Rice, MD. Motion carried.

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

Credentialing:

1. Michael Biddulph, MD – Radiology: Courtesy Staff Appointment
2. Richard Bentley, MD – Radiology: Courtesy Staff Appointment
3. Jerimiah Andersen, MD – Pathology: Courtesy Staff Appointment
4. Vincent Hinshaw, DO – Emergency Medicine and Family Medicine with Obstetrics: Courtesy Staff Appointment
5. Matthew Rice, MD – Family Medicine: Active Staff Appointment
6. Gregory Johnson, MD – Emergency Medicine: Active Staff Reappointment

Provisional Review:

1. Kaare Kolstadt, MD – Orthopedic Surgery: Courtesy Staff (recommended full, unrestricted membership.)
2. Larry Van Atta, CRNA: Allied Health Staff (recommended full, unrestricted Membership.)

Resignation of Privileges:

1. Gillian Griffith, MD – Radiology: Telemedicine Staff

Motion carried.

**Adjournment:**

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to adjourn the Board of Trustees public meeting at 2140 hours with no further business coming before the Board.

The next Board of Trustees meeting will be June 27, 2019.

Respectfully Submitted.

Stephanie Hinkle, Executive Assistant

Jason Campbell, Secretary, Board of Trustees

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