



BOARD OF TRUSTEES

Regular Meeting

June 27, 2019

Minutes

6:00 pm

Members Present:

Sherrod France, President
Rod Waeckerlin, Vice President
Garry Goergen, Treasurer
Jason Campbell, Secretary (via phone)
Mark Kostovny, Member
Jerry Steele (Member Elect)

Administration:

Bob Quist, Interim CEO
Becky Forney, Interim CNO
Jon Smith, CFO
Collin McDonald, Quality, Compliance, Risk Director
Lisa Woodcock, Human Resources Director
Stephanie Hinkle, Executive Assistant, Marketing and Communications Director

Guests:

Ron Vigus, QHR
Stevan Squires, Pharmacy Manager
Christina Baugh, Employee Health Nurse/Infection Prevention
Abbi Forwood, Crank Legal Group (via phone)

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

Approval of Agenda:

Garry Goergen 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 05/23/19.

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

Introduction of New Senior Management Team Members: Bob Quist, CEO

- Jon Smith, CFO
- Cody Lewis, Director of Maintenance and Plant Facilities
- Denise Clark, Operations Consultant
- Becky Forney, Interim CNO

Department Manager Report: Stevan Squires, Pharmacy Department Manager:

Stevan Squires provided a PowerPoint presentation on the MHCC Pharmacy Department including services and equipment being utilized. The implementation of Remote Entry Pharmacy Services and an upgrade to the Pyxis automated drug dispensing system were described to the audience.

2019 Health Fair Review presented by Christina Baugh, Employee Health Nurse/Infection Prevention:

Christina Baugh shared final numbers for the 2019 Health Fair.

- 1000 attendees in 3 hours
- 1500 blood draws
- 71 vendors
- Total Expenses: \$63,452
- Total Revenue: \$124,552
- Total Profit: \$34,788

Memorial Hospital of Carbon County Foundation Report presented by Bob Quist, CEO: A review of the May and June 2019 Foundation Meetings was provided.

May 2019:

- Election of Officers:
 - President: Ron Bach
 - Vice President: Brandon Taylor
 - Secretary/Treasurer: Richard Chenowith
- Scholarships: 4 (\$500) Scholarships were awarded to the following recipients: Brooklyn Arnold, Sean Stewart, Montana Spaulding, Bailey Morgan.

June 2019:

- Golf Tournament: 1st Annual Foundation Fun Scramble is scheduled for August 23rd at the Rochelle Ranch Golf Course. This will be the primary fundraiser for 2019.
- 501 (c) 3 Status: It was discovered that the 501 (c) 3 status for the Foundation had expired as well as Secretary of State filing due to forms not being submitted properly in 2018. Alyssa Hoffman, Accounts Payable, is working with the IRS and State of Wyoming to take corrective action.

Medical Staff Report presented by Greg Johnson, MD:

- Ballots for MEC nominations will be finalized the first week of July at the monthly MEC/Credentialing Meeting.

Corporate Compliance Report presented by Mark Kostovny:

- No calls had been received.

Board Member Jason Campbell joined via phone at 1830 hours.

Special Presentation by Rod Waeckerlin: A plaque was presented to Sherrod France as outgoing President for his years of service with the MHCC Board of Trustees.

Citizen Participation:

- No comments

Administrative Report: Consent Agenda

- Discussion: Treasurer Garry Goergen requested further information about participation in the Junior Livestock Sale included in the Marketing and Communications Report by Stephanie Hinkle. Mr. Goergen wanted to know the budget allocated for this as well as the use of the purchased animals. Stephanie Hinkle responded by informing the Board that \$5000 had been budgeted for the Livestock Sale with the hope of purchasing two animals from Carbon County youth as a “good will” gesture to show County residents that MHCC supports youth and the agriculture industry. Ideas for using the meat included hosting an employee BBQ for employee appreciation and then donating the rest to a food bank for community service. Board Member Jason Campbell also suggested that the meat could be raffled to employees and funds could be given to Foundation Board. A final decision for use of the meat will be determined at a later date. Mr. Goergen thanked Stephanie Hinkle for the additional information.

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

QHR Report, Ron Vigus, QHR Regional Vice President:

- Compliance Report: A draft report has been completed and provided to Collin McDonald for review.
- CEO Recruitment: Candidate information will be presented to the Board of Trustees in Executive Session.
- A summary of rising employee healthcare costs was given. The option of a self-insured program through QHR was briefly discussed.
- Reviewed upcoming Board of Trustees training opportunities.

Financial Report: Jon Smith, CFO:

YTD Highlights for June 2019 included:

- Gross Revenue is 5.4 % above budget.
- Net Revenue is 4.3% above budget.
- Deductions are 52% of revenue.
- Expenses are 2.05% below budget.
- Salaries are 0.4% below budget.
- Year to Date Net Income is \$887,800 with \$650,863 budgeted.
- Current Days Cash on Hand is 146.2.
- Current Days in Accounts Receivable is 80.

Approval of Financials for period ending 05/31/2019 was requested.

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to approve the financials for the period ending 05/31/2019 as presented. Motion carried.

Approval of Vouchers for period ending 05/31/2019 was requested.

Garry Goergen made a motion and Mark Kostovny seconded the motion to approve the vouchers for the period ending 05/31/2019 as presented. Motion carried.

Capital Budget Overview presented by Jon Smith, CFO:

- Jon Smith presented the 2019-2020 Capital Budget of \$4,823,097.00. Fiscal Year 2020 is \$2,982,776. Fiscal Year 2021 equates to \$1,840,321. Of this, \$1,264,661.00 was requested through Carbon County Mill Levy funds.

Discussion: Jan Gulbrandson reported that \$1,300,000 had been included for the future acquisition of an Open MRI. The uses and benefits of an open MRI were described. Gulbrandson stated that MHCC is losing patients because we cannot offer this service. Outward migration information is currently being researched and will provide supporting data in order to complete a business plan prior to investing in this equipment.

Wagon Circle Clinic Renovation presented by Bob Quist, CEO:

- The Life Safety Survey revealed that the facility did not meet ADA requirements. MHCC hired MOA to do a separate survey and report for recommendations. Based on the report from MOA, LM Olson reported an estimated \$900,000 in needed renovations. MHCC is working with the State of Wyoming to explore all possibilities before proceeding with facility changes. This matter will be tabled until the July 2019 Board Meeting.

Barco Coronis Unit Mammography Monitors Purchase presented by Jan Gulbrandson, Radiology Manager:

- A capital equipment request for monitors required for a new 3D Mammography Unit was reviewed. It was reported that monitors have to be inspected yearly by the FDA. The most recent inspection found units are nearing end of life and are close to not passing inspection which would prevent mammo screenings completely. The new monitors need to be available the same time the 3D Mammography unit is installed resulting in an order deadline of July 1, 2019.

Mark Kostovny made a motion and Rod Waeckerlin seconded the motion to approve the purchase of the Barco Coronis Monitors unit as presented. Motion carried.

New Business:

(Note: New Business-Election of Officers took place ahead of agenda schedule as member Jason Campbell needed to leave meeting prior to completion.)

President Sherrod France asked for nominations. Discussion ensued. Mark Kostovny stated he felt it would be a benefit to have President complete a 2 year term. Garry Goergen agreed and stated he would like to remain Treasurer. Jason Campbell nominated Rod Waeckerlin for President. Mr. Waeckerlin stated he was willing to serve in whatever capacity as chosen by the Board.

Mark Kostovny made the following nominations: Rod Waeckerlin (President), Jason Campbell (Vice President), Garry Goergen (Treasurer), Jerry Steele (Secretary). Sherrod France seconded the nominations. Motion carried.

Quality Report:

Collin McDonald, Director Quality/Compliance/Risk:

- Dashboard: Numbers for quality surveys for outpatient services were discussed. A new program is being considered for quality surveys in order to effectively capture clinical information.

Old Business:

- Land Exchange Update presented by Sherrod France, President: Mr. France reported that after speaking with the City of Rawlins Attorney and Danielle Gross, the completion of the land exchange process is dependent upon an appraisal; however this will not affect the Tully Park acquisition. The City of Rawlins informed Mr. France that they will continue to work with the Board of Trustees to complete the process for the land being given to MHCC. It was noted that MHCC had completed their requirements for the exchange in February 2018.

Discussion: Rod Waeckerlin expressed the thought that via state statute, government entities can exchange property without an appraisal or assessment being required. Further discussion ensued and the Board agreed to continue to work through the process with the City of Rawlins without accruing additional costs; MHCC legal council will not look into state statute any further at this time per Board request.

- MHCC Family Practice Clinic Update:
 - Clinic Expenditures presented by Jon Smith, CFO: A review of capital expenditures for the new facility was provided. The budgeted amount was set for \$3,331,300.00. To date, \$2,777,676.00 has been paid with a variance of \$553,624.00.
 - Grand Opening presented by Stephanie Hinkle, Marketing and Communications Director: The facility is scheduled to open for business August 6, 2019. VIP Tours will be scheduled for July 30 from 3-6 pm. MHCC employee tours will be held July 31 from 8-10 am and 4-6 pm. The Grand Opening and Ribbon Cutting will take place in October.

Note: Jason Campbell left meeting at 1950 hours.

New Business:

- QHR Consulting Requests, Bob Quist, CEO
 - QHR Manager Training Request (60 Hours)
 - QHR Case Management Assessment Proposal (60 Hours)
 - QHR RHC Consultation Request (100 Hours)

Mark Kostovny made a motion and Garry Goergen seconded the motion to approve 220 hours of QHR consultation as requested. Motion carried.

- Auxiliary Donation, Bob Quist, CEO: The MHCC Auxiliary donated \$5000 to MHCC for the purchase of new automatic door openers at the North entrance to the building and magnetic door stops in the middle portion of the same hallway. This is a high traffic area and these improvements will greatly improve work flow and efficiency. A thank you letter was written to the Auxiliary on behalf of MHCC.
- Contracts:
 - T-Systems Agreement, Becky Forney, Interim CNO: Electronic documentation system for Emergency Department use which will increase efficiency and improve accuracy of charges resulting in increased revenue.
 - BD Carefusion Pyxis Agreement, Becky Forney, Interim CNO: Upgraded Pyxis units in clinical care areas with improved reporting functions.

Rod Waeckerlin made a motion and Mark Kostovny seconded the motion to approve the T-Systems and BD Carefusion Pyxis agreements as presented. Motion carried.

Open Discussion:

Mark Kostovny requested an update on the employee satisfaction surveys that had been discussed earlier in the year. Bob Quist informed the Board that Human Resources is currently evaluating 2-3 different survey providers so this project can be completed. Mr. Kostovny asked that the Board continue to stay informed of progress and findings. He then followed with a question about renaming clinics for a consistent branding message within the county. Bob Quist reported that this is also being addressed with the intent to rename clinics to include “MHCC” in each name.

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 2039 hours.

Resume Board of Trustees Public Meeting.

Mark Kostovny made a motion and Garry Goergen seconded the motion to resume the Board of Trustees public meeting at 2326 hours. Motion carried.

New Business Continued:

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

- A. Credentialing
 1. Stephen Larsen, MD – Radiology: Courtesy Staff Reappointment
 2. Matthew Williamson, MD – Radiology: Courtesy Staff Reappointment
 3. John Bodenhamer, MD – Radiology: Telemedicine Staff Reappointment
 4. Adam Hecht, MD – Radiology: Telemedicine Staff Reappointment
 5. Thomas Vreeland, MD – Radiology: Telemedicine Staff Reappointment
 6. Joseph Skinner, Jr., APRN – Certified Registered Nurse Anesthetist: Allied Health Staff Reappointment
 7. Steven Beer, MD – Neurological Surgery: Courtesy Staff Reappointment
 8. Charles Young, MD – Family Practice: Active Staff Reappointment
 9. Joy Magruder, MD – Family Practice: Locum Tenens Staff Appointment
- B. Provisional Review
 1. Bill Whitaker, DO – Family Medicine: Active Staff (continue provisional status)
 2. Michael Enslow, MD – Radiology: Courtesy Staff (full, unrestricted)
 3. Scott Parker, MD – Radiology: Courtesy Staff (full, unrestricted)

Motion carried.

- C. 401 K Contribution: Confirmation of 1% match previously authorized in 2018. The contribution match will date back to January 1st, 2019.

Adjournment:

Rod Waeckerlin made a motion and Garry Goergen seconded the motion to adjourn the Board of Trustees public meeting at 2335 hours with no further business coming before the Board.

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

Respectfully Submitted.

Stephanie Hinkle, Executive Assistant

Jason Campbell, Secretary, Board of Trustees

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