



Memorial Hospital
of Carbon County

BOARD OF TRUSTEES

Regular Meeting

August 22, 2019

Minutes

10:00 am

Members Present:

Rod Waeckerlin, President
Garry Goergen, Treasurer
Jerry Steele, Secretary
Mark Kostovny, Member

Members Absent:

Jason Campbell, Vice President

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
Dan Starr, EMS Manager
Maureen Arnold, Director of Physician Practice
Dr. Greg Johnson, Chief of Staff

Rod Waeckerlin, President, called the Memorial Hospital of Carbon County Board of Trustees meeting to order at 1000 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 07/25/19.

Rod Waeckerlin stated that a correction to the 07/25/19 was required. Regarding the Saratoga clinic discussion (page 6, item 7) MHCC was never formally approached regarding a proposal to offer services in Saratoga. The Board of Trustees welcomed the opportunity to make a proposal but that never occurred.

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

Department Manager Report: Dan Starr, EMS Manager

Dan Starr presented an overview of EMS including the geographic area covered and statistics. The MHCC EMS currently consists of 9 full time and 6 part time medics. They serve as a backup for the entire county. Cross training opportunities with other entities are utilized to ensure all EMS throughout the county receive ongoing training.

Medical Staff Report presented by Greg Johnson, MD:

- Surgical committee will be presenting multiple policies for approval today.
- OR is looking into nuclear medicine for breast cancer.
- Dr. Chiu will be taking over the Antibiotic Stewardship Program. She will be working with Christina Baugh to monitor antibiotic resistance. This additional role will be a part of Dr. Chiu's hospitalist duties.

Corporate Compliance Report presented by Mark Kostovny:

- No calls had been received.

Citizen Participation:

- No comments.

Administrative Report: Consent Agenda

- Rod Waeckerlin noted a special thank you to Becky Forney for her work as Interim CNO. He also commended Collin McDonald for incorporating clinical areas into the HCAHPS report.

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

QHR Report, Ron Vigus, QHR Regional Vice President:

- QHR Self-Insurance: A potential option for employees as well as local employers. QHR hospitals are eligible to participate. A proposal will be presented to Administration for further review.
- Reviewed quality measures and how this can be used as a competitive advantage to help prevent outward migration.
- Rural Health Clinic: QHR will work with Administration to begin process.

Financial Report:

Jon Smith, CFO:

YTD Highlights for July 2019 included:

- Gross Revenue was 2.3% below budget for July 2019.
- Net Operating Revenue was 7.2% below budget.
- Deductions were 55% of revenue.
- Total operating expenses were 8.5% below budget.
- Salaries were 16.4% below budget.
- Year to Date Net Income is \$29,282 as compared to a budget of \$27,960.
- Current Days Cash on Hand is 146.
- Current Days in Accounts Receivable is 77.4

Approval of Financials for period ending 07/31/2019 was requested.

Garry Goergen made a motion and Mark Kostovny seconded the motion to approve the financials for the period ending 07/31/2019 as presented. Motion carried.

Approval of Vouchers for period ending 07/31/2019 was requested.

Garry Goergen made a motion and Mark Kostovny seconded the motion to approve the vouchers for the period ending 07/31/2019 as presented. Motion carried.

Accounts Receivable Update: Jon Smith, CFO

- A summary of current accounts receivable was provided which is currently over \$20 million and approximately half are self-pay accounts. Recommendations to reduce AR included the following:
 - Self-pay patients will be offered a 50% discount to pay their balance in full. A 40% discount will be offered if account can be paid in full within two payments.
 - MHCC Staff will be offered a 50% discount if paid in full. A 30% discount payment plan will be offered for immediate family that MHCC employee is financially responsible for.
 - Working with local banks to discuss self-pay financing options for patients with outstanding balances. 12-18 month plans with minimum payment requirements would apply.
 - Self-pay accounts with no activity will be turned over to collections at 60 days.
 - Conversion of Athena to MedHost for billing and coding to eliminate separate statements from hospital vs. clinic. A support phone number will be provided for patients to clarify billing questions (currently in process.)
 - Billing statements will have a guarantor number versus each individual account (currently in process.)
 - Implementing processes to collect payment at time of service.

Discussion: Rod Waeckerlin asked if clinic co-pays would be exempt moving forward. Jon Smith said no, clinic co-pays will not be exempt. Mr. Waeckerlin also encouraged Administration to explore CareCredit or similar plan to give patients another option to handle medical bills. Garry Goergen requested clarification about continuation of the 50% discount. Jon Smith stated the 50% discount only applies for old debt on the books, it will not be offered for new bills. Mark Kostovny noted that something similar to this was discussed three years ago but was not enforced. Bob Quist stated that CFO turnover has contributed to some of the challenges we are currently facing; Jon Smith and Revenue Cycle Committee are working diligently to improve processes.

Board was in unanimous support of the recommendations made to reduce existing accounts receivable.

New Capital Budget Request presented by Jon Smith, CFO and Cody Lewis, Director of Maintenance and Facilities:

- Alaco Ladder Company: Request is to replace ladders on side of building as existing ladders are in poor condition and not safe for employees. Cost is \$10,075.00 (not on original capital budget.)

Mark Kostovny made a motion and Garry Goergen seconded the motion to adjust the original capital budget to approve the Alaco Ladder Company quote. Motion carried.

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

- HCAHPS Report: Trends are indicating a positive movement in numbers.

Open session dismissed for a ten minute break at 11:05 a.m.

Open session resumed at 11:15 a.m.

Old Business:

- MHCC Family Practice Clinic Update, Maureen Arnold, Director of Physician Practice: Operations are going well; facility is quiet and efficient and providers and patients alike are enjoying the new space. Currently looking for a new clinic supervisor. Maureen presented a virtual tour video she created for the clinic. This will be posted on website. The budget for the MHCC Family Practice Clinic was reviewed; original budget was \$3,331,300.00. Project completion came in under budget at \$3,192,953.00. Plans for the grand opening are currently underway. It was suggested that a large sign be placed at the Spruce Street clinic to reduce confusion for patients as well as send a postcard to all patients notifying them of location change. The building and street sign have been removed at that facility. An ad campaign featuring the new clinic will be featured in September. Garry Goergen suggested that we contact local service organizations to offer special tours.
- Physician and Provider Update, Bob Quist, CEO: Dr. Wallace Salter, Dr. Debra Sue Salter and Chere Bohr, FNP, have all accepted offer letters and committed to MHCC. Contracts for the Salters will be presented for Board approval at this meeting; Chere Bohr's employment contract will be presented in September. A third physician, Dr. Theodore Haskin, is in his last year of residency and expressed interest in coming to Rawlins. We are looking ahead for future needs.
- Saratoga Clinic Discussion, Bob Quist, CEO: Mr. Quist presented a PowerPoint presentation highlighting the numbers presented in BDK's report as well as an analysis of MHCC numbers. Board of Trustees will begin creating a strategy to move forward with a facility in Saratoga, WY.

New Business:

- Foundation Donation, Garry Goergen, Board Treasurer: Mr. Goergen notified the Board that the local Knights of Columbus have expressed the desire to make a donation to the MHCC Foundation for the purchase of a new Stryker Bed. Garry will update both Boards with additional information when available.
- Contracts:
 - Nthrive, Jon Smith, CFO: Implementation and ongoing maintenance of Charge Master Review to provide accurate, up to date costs for patients to review in advance.
 - VersaBadge, Jon Smith, CFO: SSP Contract that provides reimbursement for our cost to have an ED Physician on call plus time study reports for hospital use. Cost is \$36,000 per year with a net benefit of \$108,000 per year.

Mark Kostovny made a motion and Garry Goergen seconded the motion to approve the Nthrive and VersaBadge agreements as presented. Motion carried.

- Policies:
 - Policy and Procedure: Scheduling Surgical Cases (change in verbiage), Bill Minion, OR Manager
 - Policy and Procedure: Electrosurgery (change in verbiage), Bill Minion, OR Manager
 - Policy and Procedure: Surgery Medication Dispensing to the Sterile Field (change in verbiage), Bill Minion, OR Manager
 - Policy and Procedure: Surgical Attire (change in verbiage), Bill Minion, OR Manager
 - Policy and Procedure: Surgical Case and Bumping (new policy), Bill Minion, OR Manager
 - Policy and Procedure: Environmental Cleaning (Intra-operative areas including Operating and Procedure Rooms) (change in verbiage), Bill Minion, OR Manager
 - Policy and Procedure: Preoperative Testing and Assessment (change in verbiage), Bill Minion, OR Manager

Jerry Steele made a motion and Garry Goergen seconded the motion to approve all policy and procedures as presented. Motion carried.

Open Discussion: None

Recess Board of Trustees Public Meeting to Executive Session.

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

Board convened to Executive Session at 1210 hours.

Resume Board of Trustees Public Meeting.

Garry Goergen made a motion and Jerry Steele seconded the motion to resume the Board of Trustees public meeting at 1404 hours. Motion carried.

New Business Continued:

- A. Credentialing
 - 1. Adam Crawford, APRN – Certified Registered Nurse Anesthetist: Allied Health Staff Reappointment
 - 2. Wendy Gersing, PsD – Psychology: Allied Health Staff Reappointment
 - 3. Direct Radiology: Telemedicine Staff Appointment
 - i. Frederick Jones, MD
 - ii. Charles Westin, MD
- B. Provisional Review
 - 1. Stephanie Runyan, MD – Radiology: Telemedicine Staff, Recommended for full, unrestricted membership
- C. Resignation of Privileges
 - 1. David Oettel, DO – Radiology: Telemedicine Staff

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

- D. Wallace Salter, MD – Employment Agreement
- E. Debra Sue Salter, MD – Employment Agreement
- F. Jen Wagdy, NP – Employment Agreement

Mark Kostovny made a motion and Garry Goergen seconded the motion to approve the employment agreements as presented. Motion carried.

Adjournment:

Jerry Steele made a motion and Garry Goergen seconded the motion to adjourn the Board of Trustees public meeting at 1412 hours with no further business coming before the Board.

The next Board of Trustees meeting will be September 26, 2019.

Respectfully Submitted.

Stephanie Hinkle, Executive Assistant

Jerry Steele, Secretary, Board of Trustees

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