



BOARD OF TRUSTEES

Regular Meeting

November 21 2019

Minutes

10:00 am

Members Present:

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

Administration:

Bob Quist, Interim CEO (via phone)
Phil Reints, CNO
Jon Smith, CFO
Collin McDonald, Compliance and Risk Management Director
Lisa Woodcock, Human Resources Director
Stephanie Hinkle, Marketing, Communications and Foundation Director
Chandra Buchholz, Executive Assistant

Guests:

Woody White, QHR
Pat Crank, Legal Counsel (via phone)
Dan Starr, EMS Manager
Christina Baugh, Quality and Infection Prevention Director
Ellie Dana, Saratoga Resident (via phone)
Randy Raymer, Saratoga Resident (via Phone)

Rod Waeckerlin, President, called the Memorial Hospital of Carbon County Board of Trustees meeting to order at 1000 hours.

Approval of Agenda:

Addition/Amendment to Agenda:

- a. DZA Audit Report, Kami Matzek, CPA, CHEP moved to December 19, 2019
- b. Moved Item 14, Open Discussion/Citizen Participation, to Item 4

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

Approval of Regular Board Minutes: Board of Trustees 10/24/19.

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

Approval of Special Board Minutes: Board of Trustees 10/30/2019.

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

Open Discussion/Citizen Participation: Ellie Dana and Randy Raymer, residents of Saratoga, presented a letter of concern to the Board of Trustees. They pointed out a number of issues that they had regarding the MHCC Clinic project that is in progress in Saratoga. There was also concern about comments that Bob Quist made at a recent Saratoga Town Council meeting. There was some discussion between the parties to which Ms. Dana determined there was no clarity on either side, even after efforts were made by Mr. Quist to clarify the issues of concern.

Medical Staff Report presented by Greg Johnson, MD:

- Dr. Johnson announced the resignation of privileges for all virtual radiology due to a change in services. Dr. Johnson also noted that Mayra Mendoza has been granted temporary approval for Behavioral Health Services.

Discussion: Dr. Johnson stressed the importance of having continuity of process for both MHCC Employees, as well as patients, regarding Behavioral Health processes. CNO Phil Reints stated that he will review processes being followed.

Corporate Compliance Report presented by Mark Kostovny:

- No complaints to report.
- A new on-line reporting format is being implemented, which will be more user-friendly for everyone involved.

Administrative Report: Consent Agenda

- President Rod Waeckerlin highlighted a few items including the upcoming extended hours of the Hanna Clinic and the Family Practice Clinic, the funding received from the County Commissioners, the implementation of the Daisy Program, and the recent grant money received from Sinclair.
- Vice President Jason Campbell also commended CNO Phil Reints on the data he provided.

Discussion: President Waeckerlin asked if the low temperature freezer and handheld X-ray had been received. CFO John Smith reported that they had been received; we are just waiting on credentialing for Dr. Jones, Dentist. Waeckerlin asked for a report at the next meeting.

Board Member Mark Kostovny asked if the Digital Marketing Campaign is worth the cost. Stephanie Hinkle, Director of Marketing and Communications, stated she will not have specific numbers on the return until after at least three months of tracking. She agreed that this is definitely something that needs to continue to be evaluated, but MHCC has to move forward with innovative ways of marketing and reaching other demographics. Kostovny asked for updates at future meetings.

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

QHR Report, Woody White, QHR Regional Assistant Vice President:

- There is a new CMS regulatory mandate that will take effect January 1, 2021 requiring hospitals to post pricing of all charge masters and 300 procedures or “shoppable items” on their websites to ensure price transparency. A cost calculator will also be required. MHCC is already implementing some of these requirements.

- The Quorum Annual Board Training will take place in Phoenix, AZ in March 2020.

Open session dismissed for a 10 minute break at 11:05am.

Open session resumed at 11:15am.

Financial Report presented by Jon Smith, CFO:

October showed a mix of up and down volumes compared to budget. Loss of operations was \$72, 216 with a total net loss of \$72, 022 compared to budgeted net income of \$40, 442.

YTD Highlights for October 2019 included:

- Gross Patient Revenue was \$4,719,380
- Net Operating Revenue was \$2,730,264
- Deductions were 44% of gross revenue
- Total operating expenses were \$2,802,480
- Salaries and Benefits were \$ 1,530,877 combined
- Month-to-Date Net Gain/(Loss) was (\$72,022) negative
- Year-to-Date Net Gain/(Loss) is (\$427,285) loss through the first 4-months of FY2020
- Current Days Cash on Hand were 99 as of October 31, 2019
- Current Net Days in Accounts Receivable is 87.5

Discussion: Board Member Mark Kostovny inquired why the day's cash on hand was so much lower. Jon explained that it was discovered that investments are not considered cash and, additionally, there have been several emergency capital costs arise that were not budgeted for. Smith assured the Board that we are in the process of rebuilding the cash fund. Kostovny asked how MHCC's credit balance related to the national average, to which Jon stated that we are right in line with the average being \$545,000.

Approval of Financials for period ending 10/31/2019 was requested.

Jerry Steele made a motion and Gary Goergen seconded the motion to approve the financials for the period ending 10/31/2019 as presented. Motion carried.

Approval of Vouchers for period ending 10/31/2019 was requested.

Jerry Steele made a motion and Gary Goergen seconded the motion to approve the vouchers for the period ending 10/31/2019 as presented. Motion carried.

Compliance Report presented by Collin McDonald, Director Compliance/Risk:

Mr. McDonald noted that billing is compliant and commended the great work on the Revenue Cycle. The new compliance program is anticipated to go live in January, which will bring all policies into compliance. The HCAHPS report showed percentiles down in almost every area. These numbers will change, however, after we start capturing clinic and outpatient data. McDonald also reported that he will be exploring other insurance options in January.

Discussion: Mark Kostovny asked if other hospitals have the same issues with HCAHPS reporting. McDonald explained that by the time we get the data it is two years old. Bob Quist added that HCAHPS doesn't capture any outpatient data. JL Morgan will capture more areas of service and provide more accurate data.

Quality Report presented by Christina Baugh, Quality Director:

Christina reported that CMS has mandated new measures which will include the Board of Trustees' responsibilities. She provided a handout outlining those. She pointed out that she will provide a hospital care report to the Board monthly and that there are four committees that she needs to create. Quality measures have begun, and a list of the 6-month goals were provided.

Old Business:

- Wagon Circle Clinic Discussion, Bob Quist, CEO: Still looking at the possibility of converting the clinic to a non-surgical center to avoid potentially significant costs of renovation. Discussions will continue.
- Saratoga Clinic Discussion, All: President Rod Waeckerlin asked if there was anything to add to the discussion at the beginning of the meeting. Gary Goergen presented a letter written by the Carbon County Commissioners in support of the critical access hospital in Saratoga. He expressed his concerns with the Commissioner's support of the hospital in Saratoga as it would jeopardize MHCC patients and employees due to the astounding financial responsibility needed to maintain a hospital. Mark Kostovny added that he doesn't think anyone understands the "nuts and bolts" of running a healthcare facility. He expressed that providing care to residents of Carbon County should be the priority for all parties, and he would like it if we could all work together. Jerry Steele stated that he would have liked to have had a discussion with the County Commissioners before the letter of support was written. President Waeckerlin appointed Vice President Jason Campbell, Member Mark Kostovny and CFO Jon Smith as a committee to explore all the options to move forward with plans for a facility in Saratoga.

New Business:

- City of Rawlins MOU, Phil Reints, CNO: Mr. Reints gave an overview of the long-standing relationship MHCC has had with the City. He explained the two additions to the MOU which were the reimbursement of supplies and mileage rate of \$0.58/mile and the liability release. Mark Kostovny expressed concern that there is no language in the MOU that would stop the City from running their own ambulance calls and taking MHCC business as it is a great revenue opportunity. He requested some language be added that would deter them from doing that. This issue was tabled until next month.
- US Bank Signature Authority, Jon Smith, CFO: Mr. Smith informed the Board that we need to update the authorized users on our US Bank account as there was only one very outdated user listed. Treasurer Gary Goergen advised that the Board should make the authorization of users on all bank accounts to be an annual review.

Gary Goergen made a motion to add the CFO Jon Smith, incoming CEO Ken Harman, Board Treasurer Gary Goergen and President Rod Waeckerlin as authorized users to the US Bank account. Motion was amended to replace President Rod Waeckerlin with Board Vice President Jason Campbell. Mark Kostovny seconded the motion. Motion carried as amended.

- Policies, Bill Minion, OR Manager:
 - Discharging the Patient After Recovering
 - Loan Instrumentation
 - Cleaning and Decontamination of Surgical Instrumentation Outside of Surgery
 - Occurrence of Reporting for Surgical Services Department
 - Infection Control Practices in the Surgical Environment
 - Cleaning Instruments and Trays Prior to Sterilization

Discussion: Jason Campbell inquired why it said to “see attachment” on the Cleaning and Decontamination of Surgical Instrumentation Outside of Surgery policy. Bill said that was a mistake, and he would remove it.

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

Open session dismissed for a 30 minute break at 12:30pm.

Open session resumed at 1:00pm.

- Board of Trustees Annual Training, Philip Stubblefield, QHR Compliance Consultant: WebEx presentation was presented to the Board at 1:00-1:30pm.
Discussion: Gary Goergen asked how the Board is supposed to oversee the amount of opioids physicians are prescribing. Philip responded that that is usually done through a compliance committee. President Waeckerlin added that everything that comes in and out of pharmacies is federally monitored.

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 1305 hours.

Resume Board of Trustees Public Meeting.

Gary Goergen made a motion and Mark Kostovny seconded the motion to resume the Board of Trustees public meeting at 1530 hours. Motion carried.

New Business Continued:

A. Credentialing:

1. Allan Wicks, MD – Cardiology: Courtesy Staff Reappointment
2. Wyoming Medical Center – Neurology: Telemedicine Staff Appointment
 - i. Oliver Jeffrey, MD
 - ii. Rene Mosada, MD
 - iii. David Wheeler, MD
3. Jen Wagdy, APRN – Family Nurse Practitioner: Allied Health Staff Appointment
4. Edwin Butler, MD – Radiology: Courtesy Staff Appointment
5. Muhammad Khan, MD – Cardiology: Courtesy Staff Appointment
6. Bob Keel, PA-C – Physician Assistant: Allied Health Staff Reappointment
7. Peggy Lake, APRN – Family Nurse Practitioner: Allied Health Staff Reappointment
8. Mayra Mendoza, LPC – Licensed Professional Counselor: Allied Health Staff Appointment

Mark Kostovny made a motion and Jerry Steele seconded the motion to approve Credentialing Privileges for the individuals listed above and as presented. Motion carried.

Resignation of Privileges:

1. Virtual Radiologic Professionals:
 - John Alexander, MD
 - Michael Allen, MD
 - Benjamin Bak, MD
 - Thomas Boden, MD
 - John Bodenhamer, MD
 - Raymond Bozman, MD
 - Lawrence Briggs, MD
 - Christina Cavazos, MD
 - Delphia Clarke, MD
 - Adam Hecht, MD
 - Douglas Hughes, MD
 - Kendall Jones, MD
 - Humphrey Mandsfield, MD
 - Barbara McCovey, MD
 - Donald Nicell, MD
 - Marc Paul, MD
 - Alan Pratt, MD
 - Frank Rembert, MD

Mark Kostovny made a motion and Jerry Steele seconded the motion to approve Resignation Privileges for the individuals listed above and as presented. Motion carried.

B. Employment Agreements:

1. Stephanie Chiu - Medical Director Agreement
2. Dr. Vicki Macy, PRN Employment Agreement
3. Dr. Fonken, PRN Employment Agreement

Mark Kostovny made a motion and Gary Goergen seconded the motion to approve the Employment Agreements listed above and as presented. Motion carried.

C. Holiday Bonus 2019

Mark Kostovny made a motion and Jerry Steele seconded the motion to accept the 2019 Holiday Bonus as presented. Specifically, a bonus will be awarded to MHCC employees with a hire date before October 1, 2019. Motion carried.

Adjournment:

Mark Kostovny made a motion and Jerry Steele seconded the motion to adjourn the Board of Trustees public meeting at 1530 hours with no further business coming before the Board.

The next Board of Trustees meeting will be December 19, 2019.

Respectfully Submitted.

Chandra Buchholz, Executive Assistant
Jerry Steele, Secretary, Board of Trustees

cb