



BOARD OF TRUSTEES

Regular Meeting

April 22, 2021

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:

Ken Harman, *Chief Executive Officer*
Jon Smith, *Chief Financial Officer*
Collin McDonald, *Compliance and Risk Management Director*
Dr. Johnson, *Chief of Staff*

Guests:

Abbi Forwood, *Legal Counsel* (via phone)
Melissa Yowell, *Director of Clinics*
Wally Shepard, *Owner, Shepard Construction, Inc.*

Rod Waeckerlin, President, called the Memorial Hospital of Carbon County Board of Trustees meeting to order at 10:01am. The Pledge of Allegiance and a moment of silence for those affected by COVID-19 followed.

Approval/Amendment of Agenda:

President Waeckerlin requested to add an update from Shepard Construction, Inc. on the MHCC Health Center-Platte Valley construction and a presentation from the Rawlins Chamber of Commerce to the agenda, after the approval of the minutes.

Mark Kostovny made a motion, and Jerry Steele seconded the motion to approve the agenda as amended. Motion carried.

Approval of Regular Board Minutes from Board of Trustees 03.25.2021:

Jerry Steele made a motion, and Garry Goergen seconded the motion to accept the minutes as presented. Motion carried.

MHCC Health Center-Platte Valley presented by Wally Shepard, Owner, Shepard Construction, Inc.:

- Mr. Shepard reported that progress on the clinic is moving along, and he feels confident that everything will be finished by May 5th. The specialty details are getting done, and the electrician and plumber will be finished this week. The exterior will be complete in 3 weeks, with the exception of the landscaping. Mr. Shepard also noted that he's had inspectors in along the way, and the fire and electrical inspections look good. The north side is ahead of schedule, and he assured the Board that there hasn't been a day that something hasn't been done.

Discussion: Treasurer Goergen expressed his concerns about the issues with the flooring coming up due to improper heat, as happened at the Family Practice Clinic. Mr. Shepard assured him that he has had the building heated with industrial electrical heaters during construction so that will not be an issue. He added that the 1-year warranty starts at occupancy, and he will make it right if anything happens.

Mr. Goergen also inquired about drainage on the west side. Mr. Shepard explained that he raised the elevation slightly to have water flow to the north, but there is still a little work to do to ensure that there aren't any water problems.

President Waeckerlin asked to have Mr. Goergen added to the punch-list meetings as they finish construction.

Chamber of Commerce Award presented by Megan Donovan, Executive Director, Rawlins Chamber of Commerce:

- Ms. Donovan presented the Board with the "Star Business Award" for the month of April in recognition of all that MHCC has contributed to the community during the pandemic while still offering and growing new services for the residents of Carbon County. She also noted that Stephanie Hinkle, MHCC's Marketing and Communications Director, won the "Thoughtful Thursday" award for all of her efforts in going above and beyond in the community.

Medical Staff Report presented by Greg Johnson, MD, Chief of Staff:

- Dr. Johnson reported that Medical Executive Committee reappointed Dr. Abels to active staff in order for him to be a voting member on the committee. He also noted that Dr. Sridharan and Dr. Saydjari have both agree to continue to cover for Dr. Lumb when he is out for vacation time.

In addition, MEC continues to review numerous Lab policies as Dr. Long, the Lab Medical Director, reviews and approves them.

The Medical Executive Committee recommended credentialing for the following individuals:

- Jared Bailey, MD (MIA) – Radiology: Courtesy Staff Reappointment
- Michael Biddulph, MD (MIA) – Radiology: Courtesy Staff Reappointment
- Nicholas Pierson, MD (MIA) – Radiology: Courtesy Staff Reappointment
- Matthew Rice, MD (RPG) – Family Medicine: Active Staff Reappointment
- Jeremiah Andersen, MD – Pathology: Courtesy Staff Reappointment
- Vincent Hinshaw, DO – Emergency Medicine and Family Medicine: Courtesy Staff Reappointment
- James Haering, DO – Internal Medicine: Locum Tenens Staff Appointment
- Grace Jackson, MD – Psychiatry: Telemedicine Staff Appointment

MEC also recommended the continuation of provisional status for the following individuals, based on their patient volume:

- Mehdi Gheshlaghi, MD – Cardiology: Courtesy Staff
- Jennifer Webb, LCSW – Mental Health: Allied Health Staff

Discussion: President Waeckerlin asked how Ortho was going, to which Dr. Johnson replied that he is hearing good reports about Dr. Allred and his coordination of care for his patients with the other departments. There was also discussion about the thoughts on the lower ER volumes, which included COVID, not as much overflow due to better staffing at the clinic, and more telemedicine options.

Administrative Report - Consent Agenda:

Discussion: President Waeckerlin commented on how pleasant is first official visit to the Family Practice Clinic was and commended Melissa Yowell, Director of Clinics, on her work. Mrs. Yowell added that they are working on customer service and cash collections, as well as some different flow processes for the patients.

Board Member Kostovny inquired about the status of the refrigerator temperature issues in Hanna. Mrs. Yowell assured him that the issue had been fixed and the temperatures are being logged now. CEO Harman added that we are

looking into a temperature monitoring system for all of the organization's refrigerators that will send email alerts when they get out of range in order to avoid losing inventory.

Treasurer Goergen requested an update on the progress on the orthopedic clinic construction. Mr. Harman reported that demo is complete, and they are just waiting on clarification on some design issues. He added that a firm was hired to help with the renovation in Hanna since our engineering staff has so much on their plate. It was also clarified that all of the construction projects have been approved by the State and permits were issued, even though Cody Lewis, Director of Facilities, is acting as the General Contractor for them.

Secretary Steele expressed concern about the mobile clinic sitting for so long in one spot. He was assured that it is being started periodically and will be moved to another location soon.

Mark Kostovny made a motion, and Jerry Steele seconded the motion to approve the Consent Agenda as presented. Motion carried.

QHR Report presented by Woody White, QHR, Vice President, Finance:

- There was no report; Mr. White was not in attendance due to other travel obligations.

Corporate Compliance Report presented by Mark Kostovny, Board of Trustees, Member:

- Mr. Kostovny reported that there was one call on the Compliance Line this month. It was a personnel matter that had already been dealt with by the time he spoke to Mr. McDonald.

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

- Mr. McDonald reported that the Root Cause Analysis Committee will be starting their 4th RCA next week, and informed the Board that we are due for the CMS State Survey so we are going to be doing some prep work, as well as conduct some mock surveys throughout the facility. Mr. McDonald also added that, as COVID continues, although there is not a mask mandate in Carbon County, MHCC follows the CDC guidelines so we continue to require them in our facility and, surprisingly, have had very little push back.

Quarterly Report presented by Christina Baugh, Director of Quality and Infection Prevention:

- Mrs. Baugh shared a PowerPoint presentation outlining some of the findings from the JL Morgan HCAHPS reports that were recently accessed. From the small sample size, the reports indicate that the two areas with the biggest opportunities for improvement are our nurse/provider communication with regards to medications and patient involvement in the discharge and care transition process. The goal is to be above the 50th percentile in all areas, and, now that we are able to retrieve the data, we can use the information to drill down our quality indicators to focus on moving forward.

Discussion: President Waeckerlin inquired about the role that the pharmacist plays in communicating medications to patients. CEO Harman explained that, routinely, it is the nurse's and physician's role to do that, as there is not enough staff to allow for the pharmacist to meet with each patient, unless it is a unique situation. However, he added that the Pharmacy and Therapeutics Committee is having discussions about the processes with physicians and are working to close the loop on communication.

Board Member Kostovny asked for clarification on what date a medication actually expires when it says April 2021. Mrs. Baugh explained that it is 28 days from the day it is opened, and if it is unopened, it expires at the end of that month. She added that it is the multi-dose vials that cause issues because they are often times not marked, and they have to then be thrown out.

Open Session dismissed for a 10-minute restroom break at 11:25am.

Open Session resumed at 11:35am.

Program Return on Investment Report for the Allergy Clinic presented by Melissa Yowell, Director of Clinics:

- Mrs. Yowell shared that, while the start-up of the Allergy Clinic did not do as well as anticipated, mostly due to COVID, it still showed a profit of \$27,100.13 since beginning in July 2020. She noted that Dr. Mikesell is the Medical Director and Peggy Lake is the co-director, and, currently, there are 31 compliant patients, with three more scheduled to test and three waiting for referrals. There are, however, 9 non-compliant patients, which causes delays in their treatment and added cost for ASA, so the staff is working on contacting those patients to get them back on track. Mrs. Yowell added that the Allergy Clinic will be the focus for the marketing ad campaign for the next few weeks, and the clinic had already received 9 calls this week since advertising started. Allergy Services of America will also be on site in June for additional training.

Discussion: President Waeckerlin expressed his desire to continue to grow this service, as a small profit is better than a loss, and, perhaps, we can look into doing testing in the outer lying communities. Mrs. Yowell also added that, although we want a profit, the more important thing is the patient care that we are providing through this service.

New Business:

- **Mobile Clinic Policies – Melissa Yowell, Director of Clinics:** Mrs. Yowell presented the following policies that were newly drafted for the use of the mobile clinic:
 - MHCC Mobile Clinic Use Policy #646-09
 - Reserving the Mobile Clinic Policy #646-05
 - Pre-use Checklist Policy #646-04
 - MHCC Mobile Clinic Driver Log Policy #646-01
 - Mobile Clinic Maintenance and Repairs Policy #646-02
 - Restocking of the Mobile Clinic Policy #646-06

It was noted that they have all been through the Clinic Care Review Committee as well as Administration.

Discussion: President Waeckerlin clarified that billing would be done through the Family Practice Clinic, and a wireless hotspot, laptop, printer and cash box would be available on site.

Garry Goergen made a motion, and Mark Kostovny seconded the motion to approve Mobile Clinic policies #646-09, #646-05, #646-04, #646-01, #646-02, and #646-06 as presented. Motion carried.

Financial Report presented by Jon Smith, Chief Financial Officer:

- CFO Smith reported that March 2021 showed a gain from operations of \$738,774 and a total net income of \$738,896 as compared to a budget of \$233,146. Volumes in many service lines continued to be lower than prior fiscal years, largely due to the impacts of COVID-19, but inpatient volumes and some outpatient areas, such as Lab and Radiology, saw increases compared to prior months. March's revenue totals were roughly \$1 Million higher than February, and April volumes are projected to be slightly higher than March. The receipt of cost report funds has added over \$900,000 to the monthly bottom line.

Gross patient revenues were 22% below budget and operating expenses were also 17% below budget.

Mr. Smith also noted that the number of days' cash on hand were 136.2 on March 31st compared to 136.3 on February 28th. In late February, we received \$2 Million in PPP loan funds, which covered all payroll costs during March and just ended with the April 16th payroll. We also received \$2.7 Million for our FY2020 cost report settlement. Total cash as of March 31st was \$14.2 Million, with \$12 Million in investments and \$2 Million in operating cash.

Discussion: Treasurer Goergen asked why employee benefits are so much lower than budgeted, to which Mr. Smith explained that that expense was budgeted for based on the higher rates for the whole year. Further, he explained that it is difficult to budget for health insurance because our fiscal year runs July 1st to June 30th, while health insurance rates run for the calendar year January 1st through December 31st.

Mr. Goergen also inquired about the status of the PPP loans and CARES Act funding. Mr. Smith reported that the first PPP loan for \$2.2 Million received in May 2020 was expended for payroll only, and the paperwork for forgiveness has been filed and we are awaiting approval. The second PPP loan for \$2 Million received in February was expended for payroll for the last 8 weeks, and we now have to file the application for forgiveness. Mr. Smith added that he is working with DZA to get the remaining \$4 Million in CARES Act funding recognized by the end of June. There is \$3.1 Million that will not be forgiven and must be paid back, which is being held in the restricted funds.

Garry Goergen made a motion, and Jason Campbell seconded the motion to approve the financials for period ending 03.31.2021 as presented. Motion carried.

Garry Goergen made a motion, and Mark Kostovny seconded the motion to approve the vouchers for period ending 03.31.2021 as presented. Motion carried.

Old Business:

- **MRI Project – Ken Harman, Chief Executive Officer:** Mr. Harman informed the Board that, unfortunately, it has been discovered that there is going to be \$300,000-\$500,000 added cost to complete the MRI project that was presented in December 2020. In addition, it is going to take 2-4 months, rather than 3 weeks, to complete. Mr. Harman assured them that a new ROI will be brought back to the Board once we have exact numbers for them to consider whether or not to move forward with the project.

Discussion: President Waeckerlin informed the Board that MHCC is able to get out of the GE contract, but, perhaps, an addition can be built, rather than taking the old one out and having to have a mobile unit for an extended period of time. Treasurer Goergen suggested looking at other competitors as well. CEO Harman assured them that Jan Gulbrandson, Radiology Manager, will be available for questions at the next meeting.

Open Discussion/Citizen Participation: There was no discussion or comments.

Motion Recess Board of Trustees Public Meeting to go into Executive Session.

Jerry Steele made a motion, and Garry Goergen seconded the motion to move the Board of Trustees into Executive Session. Motion carried.

Mark Kostovny made a motion, and Garry Goergen seconded the motion to recess the Board of Trustees Public Meeting for Executive Session at 12:35pm. Motion carried.

The Board convened to Executive Session at 12:35pm to discuss personnel issues and to consider or receive any information classified as confidential by law.

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 2:40pm. Motion carried.

New Business Continued:

- **Credentialing:**
 - Jared Bailey, MD (MIA) – Radiology: Courtesy Staff Reappointment
 - Michael Biddulph, MD (MIA) – Radiology: Courtesy Staff Reappointment
 - Nicholas Pierson, MD (MIA) – Radiology: Courtesy Staff Reappointment
 - Matthew Rice, MD (RPG) – Family Medicine: Active Staff Reappointment
 - Jeremiah Andersen, MD – Pathology: Courtesy Staff Reappointment
 - Vincent Hinshaw, DO – Emergency Medicine and Family Medicine: Courtesy Staff Reappointment
 - James Haering, DO – Internal Medicine: Locum Tenens Staff Appointment
 - Grace Jackson, MD – Psychiatry: Telemedicine 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.

• **Provisional Reviews:**

- Mehdi Gheshlaghi, MD – Cardiology: Courtesy Staff
- Jennifer Webb, LCSW – Mental Health: Allied Health Staff

Mark Kostovny made a motion, and Jerry Steele seconded the motion to maintain provisional status for the individuals listed above and as presented. Motion carried.

• **Employment Contracts:**

- Dr. Hodde Physician Employment Contract (Extension)

Mark Kostovny made a motion, and Jerry Steele seconded the motion to approve the Physician Employment Contract extension for Dr. Hodde as presented. Motion carried.

- David Taylor, CRNA, First Amendment to Employment Contract
- Joseph Skinner, CRNA, First Amendment to Employment Contract
- Charles Grant, CRNA, First Amendment to Employment Contract

Mark Kostovny made a motion, and Jerry Steele seconded the motion to approve the First Amendment to the Certified Registered Nurse Anesthetists Employment Contracts for the individuals listed above and as presented. Motion carried.

Adjournment:

Garry Goergen made a motion, and Mark Kostovny seconded the motion to adjourn the Board of Trustees public meeting at 2:45pm with no further business coming before the Board.

The next Board of Trustees meeting will be May 27, 2021.

Respectfully Submitted.

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

crb