



Board of Trustees Meeting
Regular Meeting
June 6th, 2023
Minutes
10:00 am

Members Present:

Rod Waeckerlin, *President*
Jerry Steele, *Secretary*
Gary Goergen, *Treasurer*
Lisa Engstrom, *Member* (via Zoom)

Absent Members:

Mark Kostovny, *Vice President*

Administration:

Rex Walk, *Interim Chief Executive Officer*
Wayne Colson, *Interim Chief Financial Officer*

Guests:

Abbi Forwood, *Legal Counsel* (via Zoom)
Lena Moeller, *Legal Counsel* (via Zoom)

Rod Waeckerlin, President, reconvened the Memorial Hospital of Carbon County Board of Trustees meeting at 10:04 am. Mr. Waeckerlin welcome Ms. Martinez, the new Executive Assistant to the Administrative team.

Administrative Report - Consent Agenda:

- The Board did not have any questions, comments, or concerns to address from the Consent Agenda. Managers were thanked for the time and efforts they put into their reports.

Gary Goergen made a motion, and Jerry Steele seconded the motion to approve the Consent Agenda as presented. Motion carried unanimously.

Department Head Report presented by Stephanie Hinkle, *Director of Marketing and Communications*

- Ms. Hinkle was not present for the meeting; her report will be tabled until the next regularly scheduled Board of Trustees meeting.

Ovation Healthcare Report presented by Woody White, QHR, *Senior Vice President:*

- Mr. White was not available. His presentation was included in the Board packet for review. No items were addressed.

Corporate Compliance Report presented by Mark Kostovny, Board of Trustees, *Vice President:*

- Mr. Kostovny was absent from the meeting. A report was not provided.

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

- Mr. McDonald stated there was one call to the ComplianceLine, which was himself as there were reports that the ComplianceLine may not be operational. Mr. McDonald confirmed that it was indeed working

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

- Ms. Baugh reviewed the procedure of mask removal for all MHCC employees. She stated that CMS has opened a 60 day comment period that will allow for a review of current COVID guidelines. During this time, CMS will not be enforcing any masking mandates for healthcare workers. However, once the 60 day comment period ends, we may have new guidelines to follow and incorporate into our policies. More information will be provided to the Board once we have reached that point.

Mr. Goergen asked if MHCC still has an active COVID committee. Ms. Baugh answered and said MHCC no longer has that committee, that now falls under Employee Health.

Mr. Walk announced that Ms. Baugh will be taking over Compliance when Mr. McDonald makes his departure. The Board gave their best wishes to Ms. Baugh in her new role.

Old Business:

- A finance update was provided; MHCC is still waiting on a remittance from YesCare. Until one is provided, billing is unable to post any payments to WSP (Wyoming State Penitentiary) accounts.

There was a lengthy discussion about credit balance reporting. Mr. Colson is in the processes of figuring out what specific information is needed to report credit balances. He is also working to determine how much money MHCC will need to send to the State so those credit balances can be reallocated to the appropriate parties. Mr. Colson stated this is a compliance issues that needs to be dealt with.

Mr. Colson shared with the Board that DZA should have a full financial report for February, March and April to present at the next Board meeting.

Mr. Colson advised the Board that our CMS auditor assigned to our audit was unable to file a complete report. Mr. Colson is concerned that we may need to appeal the CMS audit.

An update regarding the financial department was provided by Mr. Colson. There are candidates in the interview pool; one being from New York, however, is too expensive to employ. Administration is weighing the pros and cons of hiring a contracted employee versus a permanent employee. Mr. Colson expressed the importance of having an experienced applicant. He asked for the Board's assistance in finding a local candidate; the Board stated they may have some candidates in mind. Mr. Colson also advised the Board that there are two open positions in finance (Controller and Payroll).

Mr. Colson reviewed the cash position and advised the Board that the organization needs to focus on cash reserves. Mr. Colson also sought feedback from the Board about information they would like to see from him on a regular basis. The Board asked for Mr. Colson to continue to send the current cash standing and aging reports. There was a discussion about Medicare payments and when we will be caught up with them. It was determined that those accounts should be caught up by the end of the week.

The lack of cash is making it difficult to catch up on payments regarding MedHost, Cerner and Cardinal Health. These vendors have the largest balances due to them.

Billing is working towards winding down the MedHost accounts receivable balance. Mr. Colson stated we should be completed with MedHost by August 2023. However, MHCC does need to find a way to pay off the balances owed to MedHost before they will release a comprehensive file of our patient charts, etc. that we will need to load into another program to continue to access historical patient data.

Mr. Colson led a discussion about the direction Revenue Cycle is taking; he is happy with the progress made so far, but still continues to focus on the issues in the clinic, such as training for staff and providers. The Board reiterated the importance of answering the phones and returning calls in a timely manner. Mr. Goergen requested to see a report of the total incoming calls for the clinics. Ms. Webster will ensure they will be reported to the Board going forward.

The Board thanked Wayne for his hard work.

New Business:

- **Bank Account Authorization Changes**
There was a discussion regarding dissolving the credit card account with Bank of the West. The Board would like to have a credit card opened with a local bank; they do not have a preference as to what bank Administration decides to go with.

Jerry Steele made a motion and Gary Goergen seconded the motion to approve dissolving the credit card account through Bank of the West. Motion carried unanimously.

- **YesCare Contract**
The Board of Trustees engaged in a lengthy discussion about the YesCare contract and services currently being provided to the WSP inmates. It was determined that Ms. Forwood would draft a letter to WSP regarding the level of care MHCC would be willing to provide to WSP inmates. Ms. Forwood will present options to the Board at the next meeting and a final decision will be made. Notification will be presented to WSP once a decision has been reached.
- **Pharmacy Policies**
Brendan Gemelli presented a summary of the Pharmacy policies. He answered questions accordingly.
 - i. Zoysn Prolonged Infusion Protocol
 - ii. Surgical Prophylaxis Guidelines
 - iii. Pharmacy Antimicrobial Dose Optimization
 - iv. Antimicrobial Stewardship – Pharmacy
 - v. Antimicrobial IV to PO Policy & Procedure
 - vi. IMHCC Master Formulation

Jerry Steele made a motion, and Lisa Engstrom seconded the motion to approve the Pharmacy policies as presented. Motion carried unanimously.

- **Operating Room Policy**
Jessica Seldromridge presented a summary of the Operating Room policy. She answered questions accordingly.
 - i. Surgical Services Standards and Guidelines Policy

Jerry Steele made a motion and Gary Goergen seconded the motion to approve the Operating Room policies as presented. Motion carried unanimously.

- Emergency Room Policies
Jessica Seldromridge presented a summary of the Emergency Room policies. She answered questions accordingly.
 - i. Modified Brain Injury Guideline
 - ii. Medical Advice via Telephone

Jerry Steele made a motion, and Gary Goergen seconded the motion to approve the Emergency Room policies as presented. Motion carried unanimously.

The Board of Trustees took a break from 11:24 am to 11:29 am.

- MHCC Family Practice Clinic Policies
Abbie Webster presented a summary of the MHCC Family Practice Clinic policies. She answered questions accordingly.
 - i. Diptheria, Tetanus, Bordetella Pertussis Vaccine
 - ii. Varicella Zoster & Herpes Zoster Vaccine
 - iii. Polio Vaccine
 - iv. Pneumococcal Vaccine
 - v. Pediarix Vaccine
 - vi. Kinrix Vaccine
 - vii. HPV Gardasil-9 Vaccine
 - viii. Use of Vaccine Information Statements (VISs)
 - ix. Reporting to the Vaccine Adverse Event Reporting System (VAERS)

Lisa Engstrom made a motion, and Jerry Steele seconded the motion to approve the MHCC Family Practice Clinic policies. Motion carried unanimously.

- Dr. Duane Abels Chief Medical Officer Contract
Mr. Waeckerlin asked for this item to be added to the agenda for approval. A brief overview was provided to the Board.

Jerry Steele made a motion, and Gary Goergen seconded the motion to approve Dr. Abels' Chief Medical Officer Contract. Motion carried unanimously.

- Statement of Work, Ovation Healthcare, Amendment
Mr. Waeckerlin asked for this item to be added to the agenda for approval. A brief overview was provided to the Board.

A motion was made and seconded to approve the Statement of Work Amendment for Ovation Healthcare. Motion carried unanimously.

Consideration and/or approval of additional Board Business:

- Mr. Walk stated to the Board that HR policies will be coming to the Board for approval. HR is nearly complete with the new policies. He also led a discussion about the importance of finding a grant writer to assist the organization with additional funding. Mr. Walk expressed his feelings about working towards a stable enough financial situation where we can start offering raises again. There was a short discussion about a goal to reaching 10 days cash on hand. Mr. Colson stated he predicts it

will take 6 months to complete. The organization needs to keep pressure on Cerner to get issues addressed more quickly. We also need Savista (coding company) to improve their services too. Mr. Waeckerlin added that our request for equipment has been sent to the County Commissioners for review. We should hear more in the coming weeks.

Mr. Waeckerlin stated he was able to attend a Department Head meeting and was impressed with Mr. Walk's presentation about the organization's direction going forward. Mr. Waeckerlin feels comfortable with the plan and hopes the managers do as well. President Waeckerlin expressed his thanks to Mr. Walk and the rest of Administration for their support.

Prior to adjournment, Mr. Steele stated he was approached by patient who was stating how thankful they are for MHCC and how vital it is to them we keep the doors open. It reminded Mr. Steele why he serves on our Board.

Adjournment:

Gary Goergen made a motion, and Jerry Steele seconded the motion to adjourn Board of Trustees public meeting at 11:48 am with no further business coming before the Board. Motion carried unanimously.

The next Board of Trustees meeting will be June 22nd, 2023.

Respectfully submitted.

Abbie Webster, *Executive Assistant*

Jerry Steele, Board of Trustees, *Secretary*