

COFFEY COUNTY HOSPITAL BOARD OF TRUSTEES MEETING

The Coffey County Hospital Board of Trustees met in regular session on October 24, 2016, in the Allen Woods II Conference Room. Board Members attending were: Steve Hopkins, Chairman; Craig Stukey, Treasurer; Rosemary Rich, Secretary; Jeff Clark; Cameron Roth; and Dennis Young. Employees attending were: Leonard Hernandez, CEO; Dr. John Shell, Chief of Staff; Jim Van Hoet, Chief Financial Officer; Melissa Hall, Vice President of Clinical Services; James Higgins, Vice President of Ancillary Services; Tracy Campbell, Marketing Director; Rebecca Thurman, Compliance/Risk Management Director and HIPAA Privacy Officer; and Terri Tweedy, Executive Assistant. Board Members, Peter Allegre, Vice-Chairman; Judy Reese; and Levi Saueressig; were absent. Patty Thomsen, Vice President of Medical Clinics; Theresa Thoele, Vice President of Human Resources, were absent. No visitors were in attendance.

Chairman Hopkins called the meeting to order at 6:30 p.m.

Stukey led the Pledge of Allegiance.

Due to Hall presenting the Patient Family Advocacy Committee Report, this item was changed to first on the Agenda with the Staying Alive Video presentation second.

Hall gave an update about the Patient Family Advocacy Committee (PFAC). New policies and procedures to increase patient satisfaction are created through this committee. The satisfaction scores have increased because of the changes that have been made. New committee members are wanted to grow the committee. The applications are on line. Sunset Manor and The Meadows may want to start their own PFAC group as this current committee is hospital focused.

Campbell spoke about the success of the recent Women's Health Conference and showed the Staying Alive video created for the event.

Consent Agenda

There were no changes to the September 26, 2016 Board of Trustee Minutes.

Dr. Shell gave the Medical Staff Report. A response from the Kansas Board of Healing Arts is expected regarding the number of mid-levels a physician can oversee at one time. The question is whether a supervision physician can oversee a maximum of three mid-levels or three mid-levels at one time. HealthLand Go Live will begin Tuesday, October 25th. Patients will be seen during this conversion but volumes may be decreased during implementation.

Stukey and Van Hoet reviewed the Executive Finance Committee Report. Stukey said a question arose regarding sole source purchasing. He stated that the exterior hospital project bid was awarded to a single contractor and that the project was scheduled in phases. This project was awarded prior to the approval of the March 2016 Purchasing Policy. CHS is not violating the county purchasing policy as sole source purchasing is allowed. The same company will be used to complete the entire project so the exterior is uniform in appearance.

Van Hoet reviewed the financial reports. He noted that the Income Statement showed the net revenue to be lower than every month except July, 2016. October volumes are increasing. The Gross Patient Revenue was \$2.9 million, net was \$1.7 million. This is a \$74,000 month to date loss, \$117,000 year to date loss. Expenses were well managed for the month. Self-pay Accounts Receivable decreased by \$79,000,

bad Debt by \$2000. Salaries were consistent, non-operating revenue increased slightly. A letter has been sent to Greenwood County Hospital regarding their MRI account. They now have 30 days to bring their account to current or services will stop. The Clinic Medicare category continues to climb due to CMS not allowing bill submission on certain claims. Accounts Payable is current except for Nuance and Brightree vendors. These are still in process. The billing error report shows a decrease in errors for self pay accounts. A similar report will be created for insurance patients. Another credit card is needed for the Administrative wing. All cards follow the Purchase Policy.

- Roth moved and Clark seconded the motion to approve the Credit Card resolution to allow and authorize the Chairman and Treasurer to be the authority signatures on behalf of the Board. Motion carried unanimously.

Thurman gave an update on the Quality, Compliance, and Risk Management Committee. A draft Compliance plan is scheduled to be approved by the committee at the January 2017 meeting and submitted for Board approval at the February 2017 meeting. Two Risk Management claims are being reviewed by KAMMCO. Sixty four incidents were reviewed at the last meeting. Thurman reviewed the changes to the Risk Management Plan, three of the changes were regulatory from KDHE. The Quality Data Check reporting policy and procedure has been revised and approved. There were no out of the ordinary risk management trends.

Stacy Augustyn is now the Quality Improvement Director.

The HealthLand dashboard is now in place for CMS reporting for the final quarter of 2016.

The need for a Chief Compliance Officer was discussed. This position reports directly to the Board of Trustees. The KHA attorney has stated this position is not a requirement but is recommended by the Office of Inspector General. An addendum to the Compliance Plan will be drafted stating the Compliance Officer will report directly to the Board of Trustees in the event of an investigation regarding the CEO.

- Stuke moved and Young seconded the motion to approve the actions of the Board committees and the Medical Staff Credentials/reappointments. Motion carried unanimously.

CEO Report

Hernandez said that the Critical Access application has been submitted for formal approval. A letter will be issued giving approval for CAH. This will complete the first step of the process.

There are 26 residents at Sunset and 25 residents at The Meadows.

There is no new information on the Nuance account.

Sunset Manor is needing a new van. Their current van is inoperable. The facility is required to transport residents to appointments. Hernandez recommends leasing a van at this time. This item may be added to the 2017 Capital Budget. Higgins will check on other options and report at the November meeting.

Campbell spoke about Community Health Needs Assessment. She and Lindsay Payer, County Health Nurse, have teamed up to conduct this assessment. The structure will be similar to the survey in 2013. Yates Center will not be included as this will cover Coffey County only. Campbell presented a proposed timeline indicating the assessment will be completed September 2017.

The December Board meeting date falls on December 26th. Discussion was held regarding changing the December meeting to December 19th due to the holidays.

- Stukey moved and Rich seconded the motion to hold the December Board meeting on Monday, December 19th. Motion carried unanimously.

Consultation Items

None

Information, Other

Hernandez said physicals are offered to Medicare participants.

The Retreat is tentatively scheduled for December 12th at Rock Creek Country Club. CAH designation should be approved by that time.

Executive Session

- Stukey moved and Roth seconded the motion to enter into a 30 minute Executive Session with Leonard Hernandez, CEO and Terri Tweedy, Executive Assistant, to discuss non-elected personnel with open session to resume at 8:35 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 8:05 p.m.

Regular session resumed at 8:35 p.m. in Allen Woods II Conference Room.

- Young moved and Clark seconded the motion to enter into a 15 minute Executive Session to discuss non-elected personnel with board members only, with open session to resume at 8:50 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 8:35 p.m.

Regular session resumed at 8:50 p.m. in Allen Woods II Conference Room.

- Young moved and Stukey seconded the motion to enter into a 5 minute Executive Session, to discuss non-elected personnel with board members only, with open session to resume at 8:56 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 8:51 p.m.

Regular session resumed at 8:56 p.m. in Allen Woods II Conference Room.

- Roth moved and Stukey seconded the motion to adjourn the meeting at 9:07 p.m. Motion carried unanimously.

Rosemary Rich, Secretary

Possible follow-ups (not all inclusive) for October meeting:

Annual Retreat

Surgeon

Nuance Contract

Durable Medical Equipment Service Greenwood County Hospital MRI Account

Madison Foundation

Drainage at back sidewalk

Progress on trends identified in Juanita's billing error tracker

Progress on annual evaluation process

Progress on clinical documentation review, employee health documentation, lab and social services.