

## **COFFEY COUNTY HOSPITAL BOARD OF TRUSTEES MEETING**

The Coffey County Hospital Board of Trustees met in regular session on November 28, 2016, in the Allen Woods II Conference Room. Board Members attending were: Steve Hopkins, Chairman; Peter Allegre, Vice-Chairman; Craig Stukey, Treasurer; Rosemary Rich, Secretary; Jeff Clark: Cameron Roth; Judy Reese; Levi Saueressig; Dennis Young; and Trustee Designate, Jodi Thomas. 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; Patty Thomsen, Vice President of Medical Clinics; James Higgins, Vice President of Ancillary Services; Tracy Campbell, Marketing Director; and Terri Tweedy, Executive Assistant. Theresa Thoele, Vice President of Human Resources, was absent. No visitors were in attendance.

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

Allegre led the Pledge of Allegiance.

Jodi Thomas was introduced and welcomed as a new Trustee. She will be replacing Levi Saueressig at the end of his term on December 31, 2016.

Items added to the Agenda were to add Update on the development of the Department Budgets and to remove the Accounts Payable Approval Process from the Executive Finance Report.

### Consent Agenda

Corrections to the October 24, 2016 Minutes were to remove the sentence regarding Hopkins late arrival in paragraph one.

Dr. Shell gave the Medical Staff Report. A response was received from the Kansas Board of Healing Arts regarding the number of mid-levels a physician can oversee at one time. There is no limit. The speech therapist has been introduced to the medical staff. Coding denials were addressed, specifically how providers can document better to capture lost charges. The Medical Staff Bylaws will include the Risk Management Plan that has been approved by the Board. There were no changes to the Director appointments for 2017 and nominations for Medical Staff Officers will be voted on in December. The following were recommended for appointment: Willard Scamman, M.D.; Mary Sumner, LMSW; Andrew Meyer, DO. The following were recommended for reappointment: Rita Kennedy, APRN; Joseph Gadia, MD; Farhan Sheikh, MD; Francis Weyrens, MD.

Stukey and Van Hoet reviewed the Executive Finance Committee Report. Stukey said the Sunset Manor checking accounts were updated with current signators.

Van Hoet reviewed the financial reports. There was a net loss of \$14,000 for the month of October. Volumes were stronger which created a higher gross revenue and increased worked FTE's. October's net revenue was \$1.9 million. There were 236 worked FTEs in October. This increased by nine from September but down by twelve from the previous year. Repairs and maintenance was \$62,000. Accounts Receivable increased from \$6.4 million to \$7 million. The 0 to 90 day category saw the biggest increase. Overtime has been approved for billing staff to increase cash collections. High turnover in billing has caused some lag in the Billing. The Rural Health Claims Medicare claims that have been on hold have

been submitted. Clark asked about the increase to MRO expenses and why it increases during WCNOG outage. Expenses increase due to the influx of personnel receiving screenings. Clark asked if self-insured charges were ever negotiated. Hernandez said they may be negotiated to Blue Cross Blue Shield fee schedule.

Van Hoet stated the Department budgets are in process. 2014, 2015 and year to date data are included in the reports. Van Hoet has shared this information with the VPs. He plans to distribute them to the Board at the December or January meeting. Hopkins said it would be nice to be able to implement the budgets at the first of the year.

Hernandez reviewed the Capital Equipment Report. This year, a category was created for the Ambulance. \$50,000 will be used for Ambulance equipment and \$50,000 will be for Ambulance replacement.

Hernandez stated that the Billing Error Report shows errors have dropped to 13% in the Self-pay category.

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

#### CEO Report

Hernandez said the 2<sup>nd</sup> submission for Critical Access Hospital (CAH) has been sent. The survey is the next step. The Leadership team will review the process at the next meeting. A survey team will be created. A mock survey will try to be scheduled before the real one. The survey is the final piece before accreditation. Hernandez said the survey should be complete in approximately one month. He hopes to receive word from CMS by the Retreat. Newman's has been very gracious in sending us the names of their contacts and will send a team over to give us some pointers for the upcoming survey.

There are 26 residents at Sunset and 23 residents at The Meadows. Two new residents are scheduled to enter The Meadows by the end of next week.

A demand for payment letter has been received from Nuance. Attorney, Scott Nehrbass is contacting them.

Hernandez stated the balance remaining on the loan from the Foundation is \$400,000 with interest at 4.5%. He said the Executive Finance Committee suggested offering a formal contract stating a payment of \$100,000 would be paid annually over the next four years. Additionally they will be asked if they could be of assistance in purchasing a new van for Sunset. This will cost \$50,000 - \$60,000.

Hopkins confirmed that the \$35,000 monthly payment to the County will begin July of 2017.

Greenwood County Hospital has agreed to pay to oldest and the most recent invoices each month until the account is current.

Rich reviewed the suggestions she submitted for the strategic plan. These will be submitted to the Strategic Planning Committee. Other suggestions are to be submitted to Rich or any member of the Strategic Planning Committee.

#### Consultation Items

None

### Information, Other

Hernandez reviewed the agenda for the Retreat to be held on December 12<sup>th</sup>. A tour of all the facilities will be in the morning, BKD will cover CAH, interim cost reports, PPS, 340B, and how all of these items will pertain to the new certification. Strategic planning will be discussed and the final item will be to wrap up with the E-team.

Hernandez may be able to contact someone to speak about open meetings as part of Board education.

Rich and Hopkins have been reappointed by the Commission. Saueressig has chosen to not reapply for his seat.

Tweedy reviewed the Employee Christmas party.

The Employee service awards list was reviewed.

Hopkins reminded everyone to review the Board committees list and that officer voting will be in January.

### Executive Session

- Allegre 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 8:20 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:50 p.m.

Regular session resumed at 8:20 p.m. in Allen Woods II Conference Room.

Young asked about the cost of outside mock survey associated with the CAH application process. Hernandez stated between \$2000 and \$3000.

The next Board meeting will be December 19<sup>th</sup> and Executive Finance will be December 14<sup>th</sup>.

- Reese moved and Allegre seconded the motion to adjourn the meeting at 8:25 p.m. Motion carried unanimously.

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Rosemary Rich, Secretary

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

Nuance Contract

Durable Medical Equipment

Madison Foundation

MRI Account

Progress on annual evaluation process

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

