

COFFEY COUNTY HOSPITAL BOARD OF TRUSTEES MEETING

The Coffey County Hospital Board of Trustees met in regular session on June 26, 2017, in the Allen Woods II Conference Room. Board Members attending were: Judy Reese, Chair, Craig Stuke, Vice-Chair; Steve Hopkins, Treasurer; Peter Allegre, Secretary; Rosemary Rich; Jeff Clark; Cameron Roth; and Jodi Thomas. Employees attending were: Leonard Hernandez, CEO; John Shell, Chief of Staff; Jim Van Hoet, Chief Financial Officer; Melissa Hall, Chief Nursing Officer; Patty Thomsen, Vice President of Medical Clinics; James Higgins, Vice President of Ancillary Services; Theresa Thoele, Vice President of Human Resources; Tracy Campbell, Marketing Director; Juanita White, Controller; Lee Mounkes, Radiology Services Director, and Terri Tweedy, Executive Assistant. Dennis Young, Trustee, was absent.

Chairperson Reese called the meeting to order at 6:30 p.m.

Hopkins led the Pledge of Allegiance.

Reese reviewed recent CHS activities. She congratulated Marketing and the Emergency Departments on their recent awards and mentioned the great job on the completion of the CAH survey.

One item was added to the Agenda, Lee Mounkes, Radiology Equipment demonstration.

Hernandez said a new item will be added to the Agenda periodically that will feature a department to address the Board about their department's activities.

Mounkes demonstrated the new digital radiology machine. This machine is totally portable, reduces costs, and reduces radiation dosage by 40% compared to regular films. Currently, there are 13 radiology techs in the department. Mounkes left the meeting.

Rich commented on the recent article in the KHA newsletter featuring Stacy Augustyn as one of the nominees for Healthcare Worker of the Year.

Rich also attended the last Lunch and Learn and spoke with another attendee that used CHS for her medical needs. The attendee referred to CHS as, "My hospital", several times and was very positive about CHS.

Consent Agenda

There were no changes to the May 22, 2017 Minutes.

Dr. Shell gave the Medical Staff Report that was held on June 19, 2017. The Sepsis order sets are being created and will soon be implemented. The Bylaws are being reviewed regarding the supervision of the allied health professionals and CRNAs. Two Physical Therapists have received training for Dry Needling and have begun to offer this service line as cash and carry. The speech therapist is now certified to offer more hearing screens and swallowing tests.

Hopkins reviewed the Executive Finance Committee meeting. He began by stating how pleased he was with the preparation and submission of the 2018 budget and how quickly the budget was approved by the Commission. He noted that in the approval of Accounts Payable (AP), Electronic Fund Transfers (EFTs) were not included in the total. This will now be done. The total amount approved for AP was \$863,333.82 which includes the EFTs.

Hopkins said HRG will charge a one-time set up fee to create templates for itemized bills. This will cost between \$500 and \$1000. Approval of this charge was approved by the Committee for up to \$1000.

White spoke about the financial assistance policy being created. Four criteria were in need of clarification by the Executive Finance Committee. The first item was to define the coverage area. The Committee determined that the patient must live in the county or be within 15 miles of one of our facilities. The second item was to determine what charges would be considered for assistance. The Committee decided to allow basic services be considered for assistance. Non-emergent and elective services would not be considered. The third item decided was that people with no insurance would be the only people considered. The final item was that the coverage time frame for assistance will be for one calendar year. People will reapply annually.

Hopkins said the Finance Task Force reported 784 claims were corrected and resubmitted with correct revenue codes. \$105,000 in additional reimbursement is expected from Blue Cross Blue Shield. The Task Force is reviewing the process to ensure the issue is correct. Van Hoet expects to receive the reimbursements in the next 30 to 45 days. Thomas asked why the revenue codes were incorrect initially. Hopkins said we don't have the answer yet but the Task Force will continue to investigate this issue. Van Hoet is leading the task force.

Van Hoet reported on the May financials. He said May patient volumes were stronger than April. The net revenue for the month was \$1.727 million, year to date revenue was \$8.945 million. Cash collections were strong at just under \$2 million. The month to date loss was \$130,000.

Van Hoet prepares monthly departmental budget reports that are distributed to department managers. The Department Budget topic will be removed from the Executive Finance Committee and Board of Trustee agendas.

- Hopkins moved and Allegre seconded the motion to approve the actions of the Board Committees and the Medical Staff Credentials/reappointments per consent agenda. Motion carried unanimously.

CEO Report

Hernandez reviewed the CAH survey process. The surveyors have 5 days to submit their findings to DNV-GL. DNV-GL will have 10 working days to review, create, and send their portion of the Plan of Correction to CHS. We will have 10 consecutive days to create and submit our action plans to DNV-GL. Once the corrective plans are approved by DNV-GL, they will notify CMS that we have passed the accreditation process. CMS will notify us of their approval with a true accreditation date.

Hopkins asked if corrective actions have taken place for the Plan of Correction and if so, what are the actions. Hall said there were two policies that were to be created and implemented, this is complete; Dietary has begun temperature recording that is monitored weekly through a quality assurance process; the Safety Committee will begin submitting meeting minutes to Quality; and the Maintenance Department has started making corrections to the facility. All deficiencies are being or have been addressed.

The CAH team will remain in effect.

Hernandez has notified Matt Bobo that we have completed the survey process and are definitely interested in the 340B program. Bobo would like this to begin as soon as possible. The new healthcare plan is reviewing the program which may mean changes to the current program.

There are 26 out of 36 residents for a 72% occupancy rate at Sunset and 22 out of 26 residents for an 85% occupancy rate at the Meadows.

A mid-level will be interviewed next week. Dr. Ferrell is interested in picking up Dr. Braun's weekend coverage and Docs Who Care have been contacted to fill Dr. Braun's clinic. Hernandez said we have to be cautious of reducing costs (such as Dr. Brauns' salary) at this time as it will negatively affect our per diem.

Consultation Items

There were no Consultation Items.

Information, Other

Campbell spoke about the upcoming Health Needs Assessment Community meetings. This is a two night event that begins at 6pm at the Burlington High School Multi Media Room.

- Hopkins moved and Roth seconded the motion to enter into a 15 minute Executive Session with Leonard Hernandez, CEO and Terri Tweedy, Executive Assistant, to discuss non-elected personnel with open session to resume at 7:25 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:10 p.m.

Regular session resumed at 7:25 p.m. in Allen Woods II Conference Room.

Thomas asked if the Saturday Clinics were productive. Hernandez said the average patients seen is 22. He will get a breakdown of payors of the Saturday clinic.

Thomas asked if the Yates Center Clinic was doing better. Hernandez said the 2017 numbers for Dr. Clark are better than 2016 and Travis Whitesides stays very busy.

- Thomas moved and Hopkins seconded the motion to enter into an 8 minute Executive Session to discuss non-elected personnel with open session to resume at 7:39 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:31 p.m.

Regular session resumed at 7:39 p.m. in Allen Woods II Conference Room.

- Thomas moved and Hopkins seconded the motion to enter into a 10 minute Executive Session to discuss non-elected personnel with open session to resume at 7:51 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:41 p.m.

Regular session resumed at 7:51 p.m. in Allen Woods II Conference Room.

Reese reminded the Trustees to notify her or Hernandez about Agenda additions. Hopkins mentioned possible items were upcoming changes to Medicare, Medicaid, and the concealed carry law. Thomas would like an update on essential staffing vacancies.

The CEO evaluation form may be revised before the next review is due.

- Allegre moved and Roth seconded the motion to enter into a 5 minute Executive Session to discuss non-elected personnel with open session to resume at 8:00 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:55 p.m.

Regular session resumed at 8:00 p.m. in Allen Woods II Conference Room.

Hopkins suggested having a presentation by the Revenue Cycle Department about the entire process beginning from the time the patient is dismissed. Reese will speak to Hernandez about adding this topic to next month's agenda.

Clark gave an update about the Leadership meeting he recently attended. He said the content was excellent and said it was well worth the time. He said they stressed the importance of listening to all people and techniques to address problems.

- Roth moved and Stukey seconded the motion to adjourn the meeting at 8:17 p.m. Motion carried unanimously.

Peter Allegre, Secretary