

COFFEY COUNTY HOSPITAL BOARD OF TRUSTEES MEETING

The Coffey County Hospital Board of Trustees met in regular session on September 25, 2017, in the Allen Woods II Conference Room. Board Members attending were: Judy Reese, Chair, Craig Stukey, Vice-Chair; Steve Hopkins, Treasurer; Peter Allegre, Secretary; Rosemary Rich; Jeff Clark; Dennis Young; 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; James Higgins, Vice President of Ancillary Services; Tracy Campbell, Marketing Director; Juanita White, Controller; and Terri Tweedy, Executive Assistant. Theresa Thoele, Vice President of Human Resources, was absent.

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

Hopkins led the Pledge of Allegiance.

Reese began the meeting by expressing appreciation for all the Thank You notes received from staff for the recent bonus.

Reese spoke about recent CHS activities and awards received at the Kansas Hospital Association (KHA) convention. Campbell was awarded a grant for a temporary Navigator position; CHS received an award for 50 years of continuous partnership with the American Hospital Association; Hopkins was named one of the Trustees of the Year; Stacy Augustyn was recognized as a nominee for Healthcare Worker of the Year; and the Friends of CHS earned a Gold award.

Reese said Hernandez has begun his new three-year contract. She mentioned how respected he is at the KHA Convention. She asked Leonard to thank his wife, Joni, for her part in deciding to continue with CHS. She also expressed gratitude for all the hard work he has done for CHS, especially for the CAH designation and earning the trust of the County Commission.

Hernandez said a new project began in 2010 called The Rural Community Hospital Demonstration Project. This started with 22 hospitals. This project was for hospitals that could not become Critical Access but could get cost based reimbursements for acute care, swingbed, and receive a higher percentage rate for Bad Debt recovery. He was informed today that Morton County Hospital was awarded one of eight nationwide openings allotted for a five year participation extension. He assisted them, McPherson, and LaBette County Hospitals in completing their extension applications. Kansas was awarded three of the eight national extensions.

Roth presented Hopkins with a plaque for appreciation of his service.

There were no changes to the Agenda.

Consent Agenda

There were no changes or revisions to the August 28, 2017 Minutes.

Dr. Shell gave the Medical Staff Report. He said the main discussion at the September 18, 2017 meeting was regarding better efficiency and cost effectiveness for blood transfusions and products.

Hopkins gave the Executive Finance Committee Report. He said the actions of the committee included; allowing electronic fund transfers for the monthly Blue Cross Blue Shield premium; approve the August expenditures in the amount of \$729,351.94; adding Vice President of Ancillary Services to the committee which requires approval of the Board and revising the Constitution; and approved staff to gather information on the cost of a Charge Master review. The Committee would like to ensure charges are appropriate as a Critical Access Hospital.

Van Hoet reviewed the financials. August volumes were strong with a Gross Revenue of \$3,440,000. Clinic visits were over 3700 making August the strongest month for 2017. There were 2259 Outpatient visits and 93 Discharge Days. This volume created a profit of \$76,000 for August. Cash collections were \$1.81 million. \$103,000 was received on September 14th for the reopening of the 2014 Cost Report.

- Hopkins moved and Thomas seconded the motion to include the position of Vice President of Ancillary Services to the Executive Finance Committee. Motion carried unanimously.

Hall spoke about the Patient Family Advocacy Committee. This committee consists mainly of people outside the System. Their function is to review problematic areas, areas of concern, and public perception when introducing changes or new services. Recently, input was given on the Financial Assistance Policy, Infection Control precaution signs, explanation of discharge instructions/care plans, centralization of resource availability, and Clinic phone processes. A presentation will be given October 6th at the Senior Center in Gridley to educate them about the committee and ask for new members. In March, a similar presentation will be given at the Mothers of Preschoolers (MOPS) meeting.

- Stukey moved and Rich 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

White gave an update about CAH billing. As of today, WPS recognizes CHS as a CAH. All PTANs are assigned except for Ambulance. The credentialing process has begun for this service. Medicare Ambulance claims will be on hold until the PTAN is assigned. All other Medicare claims will be submitted.

Van Hoet spoke about the 340b program. October 1st through October 15th is the 340b application submission period. This will allow participation in the program to begin January 1, 2018. There is a slight possibility of participating sooner since our license was effective during the previous enrollment period. Van Hoet will report his findings. Thomas stated she has worked with other 340b participating facilities and said it is critical to get the 340b “JW” modifier set up correctly from the very start of the program.

The Sunset Manor census was 69% occupancy rate with 25 residents out of 36 and The Meadows occupancy rate was 69% with 18 residents out of 26.

Hernandez questioned the need for 36 beds for the Sunset Manor census. He and Higgins spoke about possibly reducing the census to 30 beds as there has not been a need for 36 beds for several years. This would reduce the bed tax rate. Hernandez is researching this option.

Hernandez said he has discussed physician recruitment with the physicians and they are interested in the possibility of a full time surgeon in the future. Dr. Coats' partner will retire soon and it is expected that Dr. Coats will spend more time at his Chanute practice when that occurs. Hernandez has worked with a surgeon that is now practicing part time in Parsons. He will have an on-site visit in the near future.

The annual Board Retreat is set for Monday, October 2nd at Rock Creek Country Club from 9am to 2pm. The agenda includes Campbell and Lindsay Payer, administrator at Coffey County Health Department, to speak about the Community Health Needs Assessment results; Jason Barb from Baird, Kurtz, and Dobson will speak about cost based reimbursement and the 340b program and discussion will be held about the information presented along with specific CHS needs and concerns.

Samantha Kuhlmann will begin duties as Medical Practice Administrator on October 16th.

HCA, from Overland Park, offers telemedicine services. They have been speaking with Leonard about offering this service at CHS. Equipment is provided at no cost. CHS would be charged when a service is used. Hernandez is looking at their tele-stroke, tele-neurology, tele-psych, and tele-pulmonology services. He is researching reimbursement and billing processes.

Hernandez is unable to attend the October 23rd Board meeting and requested the meeting be rescheduled for Monday, October 30th. The Executive Finance Committee Meeting would be rescheduled for Friday, October 27th.

- Roth moved and Allegre seconded to move the October 23rd Board meeting to Monday, October 30th and the Executive Finance Committee meeting to Friday, October 27th. Motion carried unanimously.

Thomas asked if the Clinic Assistant resigned. Hernandez said she did but she and Katie Rich are going to work through Kuhlmann's transition. The Assistant said she is wanting to be more involved with actual patient care. She plans to be PRN for the clinic.

Consultation Items

There were no Consultation Items.

Information, Other

Reese said Roth has chosen to allow his Trustee term to expire. Reese and Young will submit their applications to the Commission for reappointment.

Campbell spoke about the upcoming 25th Anniversary of the Women's Health Conference. This will be held on Wednesday, October 11th at Burlington High School. There will be a panel featuring breast cancer survivors. A power point presentation explaining the specialty clinics will be given by Campbell. Women are encouraged to pre-register.

Tweedy talked about the upcoming Monster Dash fundraiser for the Foundation. This will be held Saturday, October 28th and will be geared for adult participation and fundraising. The committee will meet later this week to finalize the event.

The meeting recessed for 7 minutes beginning at 7:07 p.m.

The meeting reconvened at 7:14 p.m.

- Young moved and Roth seconded the motion to enter into a 30 minute Executive Session with Brooke Aziere, Attorney, Leonard Hernandez, CEO and Terri Tweedy, Executive Assistant, to discuss attorney/client privilege with open session to resume at 7:44 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:14 p.m.

Regular session resumed at 7:44 p.m. in Allen Woods II Conference Room.

- Allegre moved and Young seconded the motion to enter into a 10 minute Executive Session with Leonard Hernandez, CEO and Terri Tweedy, Executive Assistant, to discuss non-elected personnel with open session to resume at 7:55 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:45 p.m.

Regular session resumed at 7:55 p.m. in Allen Woods II Conference Room.

- Roth moved and Rich seconded the motion to enter into a 10 minute Executive Session with Leonard Hernandez, CEO and Terri Tweedy, Executive Assistant to discuss non-elected personnel with open session to resume at 7:56 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:56 p.m.

Regular session resumed at 8:06 p.m. in Allen Woods II Conference Room.

- Hopkins moved and Roth seconded the motion to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

Peter Allegre, Secretary