

**COFFEY COUNTY HOSPITAL
BOARD OF TRUSTEES MEETING**

The Coffey County Hospital Board of Trustees met in regular session on October 30, 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; and Cameron Roth. Jodi Thomas attended by phone. Employees attending were: Leonard Hernandez, CEO; John Shell, Chief of Staff; Jim Van Hoet, Chief Financial Officer; Melissa Hall, Chief Nursing Officer; Theresa Thoele, Vice President of Human Resources; Samantha Kuhlmann, Medical Practice Administrator; Tracy Campbell, Marketing Director; Juanita White, Controller; and Terri Tweedy, Executive Assistant. James Higgins, Vice President of Ancillary Services, was absent.

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

Hall led the Pledge of Allegiance.

Reese reviewed the recent CHS activities. The success of the Women's Health Conference, the presentation to the Gridley Senior Citizen's Center by Hall and Stacy Augustyn, and the Monster Dash fund raiser by the Coffey Health Foundation.

Hall gave a presentation about the new GPS alert devices called Response Now. This system uses cell phone towers which gives the wearer freedom to travel and allows CHS to offer this service outside of Coffey County. Hall has tested the system in each town in Coffey County. The cost is below the competition, at \$39 per month.

There were no changes to the Agenda.

Consent Agenda

There were no changes or revisions to the September 25, 2017 Minutes or to the October 2, 2017 Retreat Minutes.

Dr. Shell gave the Medical Staff Report. A presentation was given to the Medical Staff by Jill Wallace from the Regional Wound and Hyperbaric Medicine Center in Neodesha, Ks.

Hopkins gave the Executive Finance Committee Report. He noted that next month, some of the Accounts Payables will age past the 30 day column.

The committee recommended a Charge Master Review to ensure all charges are within the Medicare range as a Critical Access Hospital (CAH). Lutz and Company's bid was accepted. The review will be complete in five weeks so that charges are reviewed and corrected for the beginning of 2018. Reese approved the \$12,600 expenditure so that the process could begin as soon as possible.

HRG has begun sending an itemized bill upon patient request. This is no cost to CHS as HRG is now able to access the information from our system.

Van Hoet reviewed the financials. September volumes were down. The Gross Revenue was \$3,104,000 and the net revenue was \$1,642,000. This resulted in a loss of \$162,000 for the month. Cash collections were \$1.153 million.

The Revenue Cycle Committee is creating an up-front cash collection policy.

The Financial Aid Policy has been implemented. Social Worker, Angie Morrison, does rounds on the inpatients and informs patients about the policy.

The Navigator Program has begun to offer health insurance enrollment assistance. This service is also offered in Woodson County.

Rich gave the Quality, Compliance, Risk Management (QCRM) committee report. The Compliance Plan was approved and sent for a legal opinion.

Electronic Health charting has begun in the Home Health Department and will be implemented at Sunset Manor and The Meadows by the end of November. Software for the Rehabilitation Department is being reviewed.

Hall, Higgins, and Stacy Augustyn recently attended ISO 9001 training in Houston, Tx. This control management process is required for DNV-GL accreditation. A committee will be formed for ISO 9001, which may seat one or two Trustees.

Rich requested a Bylaw change regarding section 4.6.3.4.4. The Medical Staff Quality Performance and Improvement Committee meets quarterly, not monthly. The Bylaws state that the Medical Staff Committee's monthly minutes will be reviewed by the QCRM committee. This should be changed from monthly minutes to quarterly minutes.

- Stukey moved and Rich seconded the motion to approve the bylaw change from monthly minutes to quarterly minutes in section 4.6.3.4.4. Motion carried unanimously.
- Stukey 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

White spoke about accounts receivables. There are three categories of unpaid Medicare accounts. The first category consists of accounts that have been paid by CMS as PPS but now needs to be processed as CAH. CMS requires payment reimbursement before reprocessing these claims. This equates to approximately \$240,000. The second category are claims that were in process at the time the CAH effective date began. WPS is working to release these claims from their system so they can be resubmitted. This should be corrected by the end of the week. The third category are claims that are able to be billed as CAH and are being submitted. The Ambulance claims are now being billed as CAH.

White and the billing department were thanked for their hard work in this situation.

The 340b application cannot be submitted until the first CAH Cost Report has been filed. The application should be sent in January, 2018.

The Sunset Manor census was 67% occupancy rate with 24 residents out of 36. In July, the amount of beds at Sunset may be reduced from 36 to 30 as there has not been a need for 36 beds for several years. Sunset recently received a four star rating from Medicare.

The Meadows occupancy rate was 73% with 19 residents out of 26.

An employment offer has been extended to a mid-level provider for the 11pm to 9am Emergency Room shift. No answer has been received as of this meeting.

Hernandez will review the contracts for HCI Telemedicine services when they arrive.

Hernandez said that he received positive responses about CHS paying the health insurance premium instead of passing it on the employees. Staff was very appreciative of this decision.

Reese asked that all Trustees complete their evaluations and return them to Tweedy before the next board meeting.

Roth moved and Hopkins seconded the motion to change the December Board of Trustee meeting to Monday, December 18th due to the regular meeting date being Christmas Day. Motion carried unanimously.

The meeting recessed for 5 minutes beginning at 7:35p.m.

The meeting reconvened at 7:40 p.m.

Consultation Items

There were no Consultation Items.

Information, Other

- Roth moved and Hopkins seconded the motion to enter into a 20 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 8:02 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 7:42 p.m.

Regular session resumed at 8:02 p.m. in Allen Woods II Conference Room.

- Hopkins moved and Clark 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 8:15 p.m. in Allen Woods II Conference Room. Motion carried unanimously.

Executive session began at 8:05 p.m.

Regular session resumed at 8:15 p.m. in Allen Woods II Conference Room.

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

Peter Allegre, Secretary