

COFFEY COUNTY HOSPITAL BOARD OF TRUSTEES MEETING

The Coffey County Hospital Board of Trustees met in regular session on December 18, 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; Cameron Roth; Dennis Young; and Jodi Thomas. Employees attending were: Leonard Hernandez, CEO; Jim Van Hoet, Chief Financial Officer; Melissa Hall, Chief Nursing Officer; Samantha Kuhlmann, Medical Practice Administrator; James Higgins, Vice President of Ancillary Services; Tracy Campbell, Marketing Director; and Terri Tweedy, Executive Assistant. Jeff Clark, Trustee; Dr. John Shell, Chief of Staff; and Theresa Thoele, Vice President of Human Resources were absent.

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

Young led the Pledge of Allegiance.

Reese reviewed recent CHS activities. She thanked the physicians for sponsoring the employee Christmas party and the staff that worked to make the party a success.

Changes to the Agenda: to move the Board Evaluations to follow the Executive Sessions; Hernandez to present the Medical Staff Report; and add the Blue Cross Blue Shield Incentive Payment to CEO Report.

Higgins gave a report about Radiology dictation software. The program being considered is TeleRad360. Dr. Fejfar and Dr. Hughes will begin using this software in January. The other physicians will be added in the future. There is an initial fee of \$6700 then \$710 per month for the first two users. The monthly fee for all physicians will be a flat \$2646. TeleRad360 is more cost effective than what is being used now (Softscripts).

Consent Agenda

There were no changes to the November 27, 2017 Minutes.

Hernandez gave the Medical Staff Report. Standing Orders were approved as presented. Officer elections were held. Results were: Dr. Shell, Chief of Staff; Dr. Jarvis, Vice Chief of Staff and Sunset Manor Medical Director; Dr. Sloyer, Secretary/Treasurer. Discussion was held about Active Staff verses Courtesy Staff criteria. The viral panel analyzer is on site and an inservice will be scheduled for the medical staff soon. All submitted appointments and re-appointments were approved and one application was extended.

Hopkins gave the Executive Finance Committee Report. Lutz and Company were on site to gather information for their Charge Master Review. The goal is at the end of January, to have the 150 hospital Charge Master codes reviewed to determine if adjustments should be made. The approved Accounts Payable expenditures was \$712,107.70. A demand letter was received from WPS in the amount of \$280,000 for the CAH claims they processed as PPS. Van Hoet has scheduled a call with WPS on the process of correcting this issue. All other claims have been submitted for WPS to process. \$45,000 in

Ambulance claims are being appealed due to WPS not recognizing July 11, 2017 as the start of the CAH payment rate for the Ambulance Service.

Van Hoet said the October Gross Revenue of \$3,173,000 and the Net Revenue was \$1,707,000. This created a loss of \$141,000 for the month.

The ratio of net revenue to gross was 53.8%.

Hernandez remarked that the days in the Hospital Accounts Receivable were at 81 two months ago and have reduced to 61 on the current report. This is down 4.5 days from 2016. The reduction is due to the hard work of the billing staff.

Rich spoke about the Risk Management Plan. The Quality, Compliance, Risk Management Committee approved the plan in October of 2016 and then was sent to KDHE for approval. That approval was received early December of 2017. This Plan must be approved by the Board of Trustees by December 31, 2017 to be in compliance with licensure requirements. Recommended changes were: on page 13 to add Jodi Thomas, Trustee, as a committee member; on page 7 in the Purpose Section, add the EMS department; on page 17 delete the person's name and age; on page 9 in each time Appendix C is mentioned it should be Section 13; on page 11 in section VII eliminate the reference to Appendix G and in section VIII under number 1 the reference to Appendix H should be Appendix G; on page 14 delete Dr. Braun's name from the Medical Staff Peer Review; and insert the most recent Appendix G.

- Thomas moved and Allegre seconded the motion to approve the Risk Management Plan with the recommended changes. Motion carried.
- Stukey moved and Hopkins seconded the motion to approve the actions of the Board Committees and the Medical Staff Credentials/reappointments per consent agenda. Motion carried.

CEO Report

Hernandez said the staff has done a great job in getting the CAH billing issues corrected. He believes the net cash will be approximately \$320,000 once the claims are processed.

There is no new information to share regarding 340B. A Cost Report will be filed in January to comply with one of the application requirements.

The Sunset Manor census had 66% occupancy rate with 24 residents out of 36.

The Meadows occupancy rate was 67% with 19 residents out of 28.

Hernandez spoke about the Blue Cross Blue Shield (BCBS) Kansas Quality Measures. BCBS offers an incentive program that pays as much as a 26% more in reimbursements when measures are met. A letter was received stating CHS would receive an increase of 23% in reimbursements for the next quarter because of this program.

Hernandez stated that insurance coverages are up for renewal with all policies being made available for bid. Local vendors are allowed to bid. Roth asked if the county policy was followed for this bid process. Hernandez affirmed that it was.

Reese thanked Roth for his service as a Trustee. Roth commended the Trustees and staff for their hard work during the last 3 years.

The meeting recessed for 5 minutes beginning at 7:20 p.m.

Information, Other

- Hopkins moved and Stukey seconded the motion to enter Executive Session at 7:26 p.m. for 10 minutes with Leonard Hernandez, CEO, and Terri Tweedy, Executive Assistant, to discuss matters deemed privileged in the Non-Elected Personnel category, to discuss delinquent patient charting, with open session to resume at 7:36 p.m. in Allen Woods II Conference Room. Motion carried.

Regular session resumed at 7:36 p.m. in Allen Woods II Conference Room.

- Rich moved and Roth seconded the motion to enter Executive Session at 7:40 p.m. for 15 minutes with Brooke Aziere, Attorney; Leonard Hernandez, CEO; and Terri Tweedy, Executive Assistant, for consultation on an on-going legal issue deemed privileged in the attorney-client category, with open session to resume at 7:55 p.m. in Allen Woods II Conference Room. Motion carried.

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

Hernandez left the meeting.

Reese reminded the Trustees that officer elections will be held at the January 2018 meeting. If re-elected the existing officers may serve another year. Hopkins and Stukey would like to switch positions.

Reese plans to speak to each Trustee about committee seats to determine where they would like to serve.

Reese reviewed the Trustee self-evaluations.

- Stukey moved and Rich seconded the motion to adjourn the meeting at 8:20 p.m. Motion carried.

, Secretary