

**COFFEY COUNTY HOSPITAL
BOARD OF TRUSTEES MEETING**

The Coffey County Hospital Board of Trustees met in regular session on February 26, 2018, in the Allen Woods II Conference Room. Board Members attending were: Judy Reese, Chair; Steve Hopkins, Vice-Chair; Craig Stukey, Treasurer; Peter Allegre, Secretary; Jeff Clark; Dennis Young; Jodi Thomas; Rosemary Rich; and JoAnn Osburn. Employees attending were: Leonard Hernandez, CEO; Dr. 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. Samantha Kuhlmann, Medical Practice Administrator; and Theresa Thoele, Vice President of Human Resources were absent. Also attending were: Deborah Conkle, Home Health Supervisor; Lois Brinkman and Sheri Volland, Co-Chairs of Friends of Coffey Health System.

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

Young led the Pledge of Allegiance.

Reese welcomed Conkle, Brinkman, and Volland to the meeting. Reese also welcomed Rich who was returning from medical leave.

Two thank you notes were acknowledged.

There were no changes or additions to the Agenda.

Brinkman gave the annual Friends of Coffey Health System report that reviews the group's activities from the previous year. Brinkman and Volland left the meeting.

Conkle, Home Health Supervisor, reported about the Home Health Department. She told about the services, the new software, staffing, and the billing process. Recently, \$109,000 in Home Health Accounts Receivable was uncovered in the CPSI system. These accounts are being worked by a contract biller and should be complete in three to four months. A payment of \$15,000 was received on these claims. Conkle left the meeting.

Consent Agenda

There were no changes to the January 22, 2018 Minutes.

Dr. Shell gave the Medical Staff Report. Hall presented information to the Medical Staff about Critical Access Hospital (CAH) vs Prospective Payment System (PPS) for better fiscal clarity for payment.

Hopkins expressed appreciation for Dr. Shell and Dr. Jarvis attending the upcoming Veteran's Honor Flight.

Stukey, Executive Finance Committee Chair, said December's Gross Revenue was \$3.5 million, the Net Revenue was \$1.895 million creating a loss of \$15,000 for the month. January expenditures were \$1,119,263.94 and was approved by the Executive Finance Committee.

Van Hoet noted that recent inpatient Orthopedic claims were paid at the CAH inpatient rate of \$1930 per day. The charges for each claim were approximately \$35,000. This is a loss that will be listed on the Cost Report. He found that our CAH inpatient daily rate is higher than usual due to having inpatient Orthopedic patients.

2018 department budgets have been distributed for review.

The PPS Cost Report for 2017 is complete. This covers January 1, 2017 to July 11, 2017. The CAH Cost Report is being processed which includes the remainder of the year.

Auditors from Baird, Kurtz, and Dobson will be invited to speak at the April meeting to update the Board about revenue and expenses during this first year as CAH.

The 340B Program is scheduled to be operational on May 1, 2018. This program allows for discounted prescriptions to be given to underinsured and to people with no insurance. Hernandez will invite Matt Bobo from SunRx to give a presentation at one of the Board meetings about this program.

Van Hoet said the Home Health Accounts Receivable is not included in the AR Aging Report.

- Hopkins moved and Stukey seconded the motion to approve the actions of the Board Committees, including expenditures in the amount of \$1,119,263.94, and the Medical Staff Credentials/reappointments per consent agenda. Motion carried.

CEO Report

Hernandez gave an update about recruitment efforts. An Ultrasound Technician that is also able to perform Echocardiograms has been hired and will begin on March 5th. A Nurse Practitioner will begin on March 16th to work in the clinics. The Physician Clinic Director position is still being advertised.

The EHR position is being advertised but may need to have the clinical duties split from the billing duties.

Hernandez commended Hall for getting coverage for the Emergency Room.

The Strategic Planning Committee meets Tuesday, February 27th at 6:30 p.m. One item that will be discussed is Geriatric Psych services. As a CHA, as many as ten additional beds can be designated for this type of service.

Resident criteria has been revised at The Meadows to allow for wheelchair usage and removing dietary restrictions.

Hall, Higgins, and Hernandez are working on the Organizational Chart.

Hernandez is expecting that the HCA Telemedicine contract to be finalized this week with services to begin as soon as possible.

Higgins said Phase I of Telerad is in place except for the final step which is the HealthLand portion that is being reviewed.

At 7:55 p.m. Reese dismissed staff members wishing to exit the meeting.

Information, Other

Hernandez spoke about staff salaries. Juanita White, Controller, is creating a report on what a two to four percent payroll increase, excluding contract personnel, would look like. This will be sent to the Trustees when complete. He would like to give an across the board increase at first, then review wages for possible market adjustments later in the year. Hernandez left the meeting.

Reese said the board portal is available now. An ID and Password are required and can be obtained through Campbell. Items such as the Trustee Manual, Strategic Plan, and educational materials will be available on this portal.

- Stukey moved and Clark seconded the motion to approve the Trustee expenses for those attending the KHA Critical Issues Summit. Motion carried.
- Hopkins moved and Allegre seconded the motion to change the May and December regular meeting dates to May 21st and December 17th due to holidays on the normal meeting dates. Motion carried.

Reese and White are creating a Revenue Cycle Flow Chart that may be presented in March.

The Patient Family Advocacy Committee will meet soon.

The second annual Coffey Health Foundation Golf Classic is scheduled for Saturday, May 5th at Rock Creek Country Club.

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

Peter Allegre, Secretary

Revised 3/26/18