

**COFFEY COUNTY HOSPITAL
BOARD OF TRUSTEES MEETING**

The Coffey County Hospital Board of Trustees met in regular session on March 26, 2018, in the Allen Woods II Conference Room. Board Members attending were: Judy Reese, Chair; Steve Hopkins, Vice-Chair; Craig Stukey, Treasurer; Jeff Clark; Jodi Thomas; Rosemary Rich; and JoAnn Osburn. Peter Allegre, Secretary, arrived at 6:35 p.m. Employees attending were: Leonard Hernandez, CEO; Dr. John Shell, Chief of Staff; Jim Van Hoet, Chief Financial Officer; Melissa Hall, Chief Nursing Officer; Theresa Thoele, Vice President of Human Resources; James Higgins, Vice President of Ancillary Services; Juanita White, Controller; and Terri Tweedy, Executive Assistant. Also attending were: Katie Rich, Interim Clinic Director and Michelle McVey, Obstetrics Supervisor. Dennis Young, Trustee; Samantha Kuhlmann, Medical Practice Administrator; and Tracy Campbell, Marketing Director were absent.

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

Osburn led the Pledge of Allegiance.

Reese congratulated Hernandez on being named as one of the top fifty CEO's to know by Becker's Hospital Review for the third year in a row.

Reese also mentioned that Sunset Manor resident, Mrs. Audra Hughes, received the Ambassador of Community Involvement Award from the Kansas Health Care Association and that the picture in the Insider of Mrs. Hughes and Krista Cubit, Long Term Care Director, was very nice.

Reese welcomed Rich and McVey.

Rich and McVey spoke about the upcoming community baby shower to be held on Saturday, April 7 at Kelly Hall from 10:00 a.m. to noon. Education highlights will include, safe sleep for the baby, smoking cessation of the mothers, and breast feeding. A children's injury prevention grant has been secured in the amount of \$1625.00 for this project. Rich and McVey left the meeting.

Reese presented a Proclamation from The City of Waverly to Higgins for the #2 ranking of Sunset Manor by the Kansas Foundation for Medical Care.

White spoke about the Revenue Cycle. She mentioned that the Medicare claims that have been processed from the conversion are now being processed by secondary payors. Once these claims are processed she expects the AR Days to decrease. The goal is to have AR Days between 40 and 45. Several Registration issues have been corrected with new problems being addressed as they occur.

There were no changes or additions to the Agenda.

Consent Agenda

Hopkins noted the expenditure amount stated in the February 26, 2018 Minutes was incorrect. The correct amount is \$1,119,263.94. No other changes were made to the Minutes.

Dr. Shell gave the Medical Staff Report. He said the medical staff is pleased with the new machine that tests respiratory and lower GI infections/viruses. Bylaws are being revised to change the number of staff needed for a quorum. The change will state that three active members and the Chief of Staff will be considered a quorum. The delinquent record policy for the clinic is being finalized.

Stukey, Executive Finance Committee Chair, gave the financial report.

The Lebo Pharmacy should have their documentation submitted by the end of March for the 340B program.

The Charge Master review is still ongoing. KHA data is now available for comparison. Once received, Lutz and Company will load the data at no extra charge. This should take one to two weeks. Once this review is complete, the Charge Master will be reviewed every three years.

The Ambulance claims that were not processed as Critical Access Hospital (CHA) will not be appealed. Our attorneys said legal fees to appeal these claims would cost just as much, if not more, than the net revenue from the claims. Van Hoet is writing a final reconsideration letter to CMS about this matter.

Volumes are down for the year compared to the same timeframe as 2017. Colonoscopies have decreased. The new home test, Cologuard, may be a contributing factor.

There was a loss of \$186,000 for the month of February, \$201,812 loss for the year.

Expenditures in the amount of \$1,123,084.52 were approved by the Executive Finance Committee.

The up-front collection policy is expected to be presented in April.

Testing for the 340B program with HealthLand was performed today and it appears that all went well.

Matt Bobo with SunRx may be able to attend the April meeting to give a presentation on the 340B program. This program is effective April 1, 2018 but will not be operational until May 1, 2018 due to completion of the processing of vendors.

The auditors from Baird, Kurtz, and Dobson are scheduled for the May meeting to present the annual audit.

The 5-Year Capital Plan shows most of the purchases to be acquired during the first year. This will be revised to spread the purchases throughout the 5 years.

Allegre gave the Strategic Planning Committee report. The Committee approved to allow Hernandez to begin working on the Master Plan and allow him to work with an outside firm for this process. The expense is approximately \$21,000. The timeframe to finalize the plan is ten to twelve weeks. Hofer Wysocki will be on site the second week in April to begin the process.

- Hopkins moved and Rich seconded the motion to approve the actions of the Board Committees, including expenditures in the amount of \$1,123,084.52, the Master Plan Consultant expense of \$21,000, and the Medical Staff Credentials/reappointments per consent agenda. Motion carried.

CEO Report

Horizon Health will be on site on Tuesday, March 27th to perform a walk-through of the facility. They will determine needs for a geriatric psych unit.

An offer was made to a candidate for the I.T. Director position but was declined. Adam Haag's final day is April 16th.

The new Ultrasound Technician is working out well. Scheduling is being reviewed because the Tech is performing several Ultrasounds and Echocardiograms each day making it difficult to work in patients needing a same day test.

Candidates are being interviewed this week for the Radiology Director position.

Staffing shortages are being experienced at Sunset Manor and the Nursing department.

The Telemed contract is expected to be finalized soon. The attorney has requested a few more minor revisions and then the contract should be ready for signatures.

Campbell is working on advertising for The Meadows. Hernandez noted a new resident may move in soon.

At 8:00 p.m. Reese dismissed staff members wishing to exit the meeting.

Craig Stukey left the meeting at 8 p.m.

Information, Other

Reese mentioned the handouts from the Critical Issues Summit is now on the Board portal. Thomas, and Hopkins highlighted Summit topics.

Hopkins questioned if the county guidelines were followed in hiring the Master Plan consulting firm. Reese will find out.

Tweedy invited the Trustees to the Doctor Day Appreciation Breakfast to be held on Friday, March 30th in Allen Woods II at 8 a.m.

- Thomas moved and Allegre seconded the motion to adjourn the meeting at 8:27 p.m. Motion carried.

Peter Allegre, Secretary