

**Phillips County Health Systems**  
**BOARD OF TRUSTEES' MEETING**  
**Education Conference Room, Phillips Co. Hospital**  
**June 22, 2017**

**Board Members Present:**

Stanley Kats	Jayne Holle
Hazel Ames	Vicki Constable
Jessie Wyrill	Christiane 'Criquet' Cole
Ruth Hackerott	Stanley Robb (excused absence)
Kelly Roe	

**Staff Present:** Rex Walk, Interim CEO  
Rhonda Kellerman, Clinic Administrator  
Krystal Schwenn, Chief Financial Officer  
Tara Overmiller, Marketing Director  
Nick Kennedy, Maintenance Manager  
Codi Cox, Patients Accounts Manager  
Mildred Hadley, Radiology Manager  
Danielle Bohl, Physical Therapy Manager  
Vickie Gibbs, Director of Nursing  
Curtis Woods, Dietary  
Becky Levin, Laboratory Manager  
Donna Winchell, HIM Manager  
Peggy Fabin, HR Dept. / Board Recorder

**Community Present:**

Board Attorney Frankie Forbes, John A. Beim, Roger John, L Kent Culbertson.  
Chairman Stanley Kats called the Board of Trustees' meeting to order at 6:05 p.m. in the Education Conference room at the Phillips County Hospital.

**Agenda:** Ruth Hackerott made a motion to accept the agenda as presented. Jayne Holle seconded the motion. Motion carried 7-0.

**Education:** Becky Levin Lab Supervisor gave a presentation on the services of the Lab Department. The Laboratory is staffed with 4 full-time and 1 part-time employees 24hours a day 365 days a year with rotation of call for week nights and weekends. The lab is inspected every 2 years in accordance with (CLIA) Clinical Laboratory Improvement Amendments regulations that went into force in 1988 through (CMS) Centers for Medicare and Medicaid Services. Becky asked that if anyone knows of a MLT/MT looking for work please refer them to PCHS as we are

down one full-time employee in the Lab Department. Rex Walk Interim CEO thanked Becky for her 40 years of continued employment with PCHS.

6:13 p.m. Baily Black entered the meeting.

**Consent Agenda:** Hazel Ames made a motion to accept the consent agenda as emailed out. Ruth Hackerott seconded the motion. Motion carried 6-1. Opposed; Kelly Roe.

**Public Comment:** Danielle Bohl, Physical Therapy Manager, presented a letter on behalf of the PCHS Leadership Council which wanted to express their extreme gratitude to the entire PCHS Board of Trustees for their dedication to our hospital and the commitment on display at every Board meeting for healthcare in our community. The Leadership is grateful for providing governance and guidance for our hospital and its employees. The Leadership Councils goal is to serve and be a voice for the employees of the hospital to administration and the Board. To best serve these roles, the expectations must be clear. The Council will educate employees on our Code of Conduct, as well as responsibilities and function of the Organizational Chart. Our goal is to best serve the Board, but also to follow the chain of command. Our understanding is that past Board members have been overwhelmed with direct employee contact and complaints regarding day to day operations. We would like the Board to work with the Council in streamlining processes to quickly address and resolve those concerns and complaints that employees may have. This would include strict adherence to the Organizational Chart; cohesion of management to address concerns at the departmental level, and Council direction to improve interdepartmental communication. Phillips County Health Systems has embraced multiple changes in leadership over the last two years. We have seen a change in management of the hospital, expansion of the Board, changes in providers, new CEO and CFO leadership. It is with great excitement that we look forward at this amazing opportunity these changes have and will present.

## **REPORTS:**

### **1. Financial Report:**

**a. FY 2017 Year End/Audit Process:** Krystal Schwenn, CFO reported that the year-end process is currently underway by Great Plains Health Alliance. The Audit has been moved to July 10<sup>th</sup> with BKD.

**b. Financial Assistance Application Process:** Codi Cox, Patient Accounts Manager, presented a power point on the patient assistance program. Codi went over the process after an account becomes the patients' responsibility, and the patient is unable to pay and requests financial assistance. Once the patient has received the application and returns it then the Patient Accounts Manager will process the application. Patient is notified of outcome by Letter. If the patient never returns the application and the balances are ready for collections the account is sent to collections. Patient is informed that the accounts that are patient responsibility are still their

responsibility until application is returned. Once the application has been determined to qualify for assistance, it is taken to the board for their approval and signature. Phillips County Medical Clinic routes their financial assistance application to Codi as well.

## **COMMITTEE REPORTS:**

**1. Building, Equipment and Grounds Committee-** Nick Kennedy, Maintenance Manager reported that the Committee had met on June 20, 2017. Nick spoke of the Fire Marshall being in the facility on June 21<sup>st</sup> for a routine inspection and citing five minor issues. Representatives from Knipp Services attended the meeting and discussed the operating room remodeling project. Knipp presented their bid to add climate control functionality to the Health Information Services and Information Technology equipment room. Nick Kennedy discussed tying in the humidifier and the new air handler unit for major OR in the amount of \$1,798.00. This will ensure the humidifier does not operate without the airflow from the unit causing a flooding issue in the duct work. Proposals have been received from two glass companies for the automatic door opener at the front entrance. No action was taken on the proposals. Katie Heinzen presented an update on the Patients and Families Advisory Council phases for facility signage. The first phase will be paid for by PCHS Auxiliary funds and other raised funds. The second phase will require additional funds yet to be determined. Katie explained that the PFAC committee is waiting for an additional bid to come in from three solicited bids. Rex Walk Interim CEO had presented the USDA Capital Equipment List to the committee for consideration. The next Building, Equipment and Grounds Committee meeting will be July 25.

**2. Credentialing committee** – Jayne Holle reported that the Credentialing Committee had met and approved the appointment with privileges as requested for David Ingle, D.O., Consultant, Radiology, Kearney, Jeff Vercollone, M.D. Consultant, Telemed, Viglias, Internal Medicine and Lisa Warren, P.A., Allied Health, Locum Docs Who Care. Reappointment with privileges as previously requested for Gary Morsch, M.D. Consultant, Docs Who Care and Michael Wright, M.D. Consultant, Radiology, Hays. Jayne Holle moved that the Board approve the privileges as recommended by the Credentialing Committee; seconded by Hazel Ames. Motion carried 7-0.

**3. Board Bylaws Committee:** Kelly Roe reported that the committee had met right before the Board meeting and is hopeful to have a draft to the Board members 10 days before the July Board meeting.

## **OLD BUSINESS:**

**1. Board Mini-Retreat:** The Board Mini-Retreat will be held in the Education/Conference room on July 18<sup>th</sup> at 5:00 p.m. Rex Walk, Interim CEO, solicited suggestions for retreat topics of discussion/education.

**2. Policy Stat:** Baily Black, Coordinator for Policy Stat gave a brief demonstration to the Board members on finding policies for the Hospital and Medical Clinic on the Policy Stat system.

6:52 p.m. Becky Levin and Mildred Hadley left the meeting.

**NEW BUSINESS:**

**1. Appointment of Proxy Financial Committee:** Kelly Roe discussed the need for a committee to serve as a proxy for financial decisions in an emergency situation where it is impossible or impractical to call a special meeting. Any decision made by that committee would then be presented for ratification at the next scheduled Board meeting. Kelly Roe motioned to appoint three Trustees to the Proxy Financial Committee. Hazel Ames seconded the motion. Motion carried 7-0. Vickie Constable motioned the Board Chairman, Treasurer and Secretary to serve on the Proxy Financial Committee. Jayne Holle seconded the motion. Motion carried 7-0.

**BOARD EDUCATION:** Donna Winchell, HIM (Health Information Management) Manager gave a presentation on Appendix W which Donna calls the "Bible of the Hospital". Critical Access Hospital regulations are in Appendix W. There are state and federal regulations that also have to be followed. There are around 67 sections in appendix W such as length of stay will not exceed 96 hours average for year. It also gives guidance for surveyors such as percentage of patients that are admitted and transferred from ER. Right now we transfer 10% or less a year and we admit around 12% from ER patients. With implementation of Electronic Medical Records the requirement of having documents signed, dated and timed has greatly improved. Donna said if something is not documented then it wasn't done according to a surveyor. Phillips County Health Systems is on track for the Cerner EMR system implementation coming in October.

**EXECUTIVE SESSION:** Jayne Holle moved that the Board enter executive session for a period of 10minutes to discuss personnel issues; seconded by Vickie Constable. Motion carried 7-0. Chairman Kats asked that, Frankie Forbes, and Rex Walk stay in addition to the Board. John Beim, Roger John, L Kent Culbertson, Rhonda Kellerman, Krystal Schwenn, Tara Overmiller, Nick Kennedy, Codi Cox, Danielle Bohl, Vickie Gibbs, Curtis Woods, Donna Winchell, Peggy Fabin left the meeting. Executive session began at 7:20 p.m. and open session resumed at 7:30 p.m. No action taken.

Vickie Constable moved that the Board enter re-enter executive session for a period of one hour to discuss personnel issues; seconded by Ruth Hackerott. Chairman Kats asked that only the Board and Board Attorney Frankie Forbes attend this session. Rex Walk left the meeting at 7:32 p.m. Executive session began at 7:33 p.m. Open session resumed at 8:30 p.m. No action taken.

**ADJOURNMENT:** Hazel Ames moved that the meeting adjourn; seconded by Ruth Hackerott.  
Motion carried 7-0. Meeting adjourned at 8:32 p.m.

Next Board Meeting: Thursday, July 27, 2017 at 6 p.m.

Secretary Hazel Ames

Recorder Peggy Falin