

**Phillips County Health Systems  
BOARD OF TRUSTEES' MEETING  
Education Conference Room, Phillips Co. Hospital  
April 27, 2017**

**Board Members Present:**

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

**Staff Present:** Rex Walk, (Interim) CEO  
Les Lacy, VP of Regional Operations of GPHA  
Brianna Williams, GPHA Manager of Human Resources  
Rhonda Kellerman, Clinic Administrator  
Benjamin Stephenson, M.D.  
Krystal Schwenn, Chief Financial Officer  
Vickie Gibbs, Director of Nursing  
Baily Black, Lab Tech, Policies Coordinator  
Nick Kennedy, Maintenance Manager  
Tara Overmiller, Marketing Director  
Peggy Fabin, HR Dept. / Board Recorder

**Community Present:**

Board Attorney Frankie Forbes, John A. Beim, Roger John.  
Chairman Stanley Kats called the Board of Trustees' meeting to order at 6:03 p.m. in the Education Conference room at the Phillips County Hospital.  
Rex Walk Interim CEO invited the Board members to attend a KHA Board Education webinar at the hospital on May 3, 2017 from 12:00-1:00. Additions to the agenda: Old Business: Signature/Authority Policy amendment. New Business: Community Tax Credit, Mill Levy. Executive Session – two sessions are requested for personnel. Jayne Holle made a motion to accept the agenda as amended. Vicki Constable seconded the motion. Motion carried 8-0.

**Consent Agenda:** Several corrections were brought forth for the March 23 minutes. Discussion was held on the loan and interest amounts quoted in the minutes. Hazel Ames motioned for the consent agenda to be approved less the March 23, 2017 minutes, that the correct loan amounts and interest rates be determined for correction of the minutes and that the minutes be brought back to the May meeting, seconded; by Ruth Hackerott. Motion carried 8-0.

**Public Comment:** None

## **REPORTS:**

**1. Financial Report:** Les Lacy, VP of Regional Operation of GPHA, reported that the financial report will not be given as the fiscal year end is March 31, 2017. Financials for the year should be available next month with the audit.

a. Charge Master Review: Krystal Schwenn, CFO, reported on the Charge Master Data Review conducted by Angie Martin, GPHA Sr. Manager of Billing and Coverage. Angie was here from March 27-March 31 conducting the review. Charges were compared with the BCBS MAP amounts and the Medicare Allowable Payment rates. Once this comparison was completed, charges in the Outpatient Clinic, Radiology, ER, Treatment Room and Laboratory were raised effective April 1, 2017. Angie will now be monitoring our charge master pricing and CPT Codes will be reviewed and updated as needed.

b. 2017-2018 Budget- Les Lacy, GPHA VP of Regional Operations, explained the methods and statistics used in determining the budget. He and Krystal Schwenn CFO have been working on the budget. The budget is not ready yet, it is 80-90% ready. Krystal will be meeting with department heads on capital and minor equipment request next week.

**2. GPHA Report:** (included as part of the Budget report)

## **COMMITTEE REPORTS:**

1. Facility Planning

a. Rex Walk reported that the committee met in April. Committee will meet again in May. Minutes were not taken but will be in future meetings.

b. Operating Room Remodel: Rex Walk, Interim CEO asked Nick Kennedy, Maintenance Supervisor, to give an update on the Operating Room project. Nick reported that the chiller has been installed on the roof and will be started next week on Thursday or Friday. . The power was shut off for one hour and 52 minutes while the chillers electrical work was being done which required the facility to run on generator power. This was a good practice exercise for the employees to know what is on backup power and what is not. Construction on the OR project is right on schedule.

c. Indoor Air Quality: Nick Kennedy reported that some indoor quality issues of foul odor were noticed down the Administration hall area. The odor was emanating from a bathroom/shower/tub room which is currently used for storage. Maintenance removed everything from the room but the odor was still present. Lamunyon Cleaning and Restoration, Clay Center, Kansas, a NADCA Air cleaning specialist was contacted and they were at the facility today conducting an air test. No mold or bacteria was found but they suggested the fiberglass insulation be removed and that an air scrubber then be put in the room for a week.

d. Future Hospital Planning – Stan Kats reported that Tyson Wisinger contacted him looking for help in acquiring 10 acres of land for building a home when he starts his practice at PCHS. Stan asked the Board for help if anyone has any information of land for sale.

2. Credentialing committee - Vicki Constable reported that the Credentialing Committee had met and approved the privileges as requested for Stephanie J. Jones, CRNA, Allied Staff, anesthesia. Daniel Novinski, D.O., consultant, Radiology, Kearney and David Hadford, M.D., consultant, Radiology, Kearney. Hazel Ames moved that the Board approve the privileges as recommended by the Credentialing Committee; seconded by Ruth Hackerott. Motion carried 8-0.

3. Human Resource committee – Jayne Holle reported that the Human Resource committee had met on April 10, 2017. Jayne wanted to especially thank Baily Black Policy Coordinator, Sonya Aiken and Peggy Fabin, Human Resource Department, Board Attorney Frankie Forbes along with the staff that supplied input and feedback on the draft professional image policy. The final professional image policy was emailed to the Board in the Board packet for their review. Jayne discussed the policy. Vicki Constable motioned to approve the Professional Image Policy as presented. Hazel Ames seconded the motion. Motion carried. 8-0.

#### **OLD BUSINESS:**

1. Policy Stat: Baily Black, Policy Coordinator, spoke on “Policy Stat”, a cloud based program for policies which was implemented in April. This system is very user friendly for Department Heads and employees. Before, policies and procedures were kept by each department in paper form in notebooks and on the P drive of computers. But individual policies could be difficult to locate. Now a few key words can be used to locate the desired policy using Policy Stat. Baily has been working on up-loading all of the hospitals policies into Policy Stat and has trained

policy owners on how to make changes and create new policies. Anyone can access and read the policies but the system only allows changes by designated personnel. When a policy needs updated, the policy owner will make any changes utilizing the system then the proposed policy is distributed to those on the policy and procedure committee for approval before going to the CEO and/or chief of staff to be approved. Rex Walk (Interim CEO) reported that Baily had negotiated a good price, almost half-price, for the systems and had been asked by GPHA to introduce the system to other GPHA hospitals. Baily will be attending the Human Resource Roundtable in Hays on May 4th to present Policy Stat to the Human Resource Managers.

2. Top 20 Critical Access Hospital (CAH): Tara Overmiller Community Relations and Marketing Director reported that Phillips County Health Systems was recently named a Top 20 CAH by the National Rural Health Association (NRHA). Top 20 performing CAHs were identified through the Hospital Strength INDEX, designed to provide a comprehensive, objective and straightforward method for comparing hospital performance. It is the first nationwide hospital rating system to evaluate U.S. rural and CAHs based upon market, value-based and stability measures. The ratings are based upon publicly available data across nine measures of strength including: inpatient and outpatient market share, population risk, cost, charge/value, care quality, patient outcomes, patient perspectives, and stability. Tara said this award will be shared with the public during Hospital Week. Tara then led a discussion regarding the proposed new logo and signage. The signage would include the designation as a Top 20 CAH but could be removed at a later time, if necessary. She assures the Board that all current printed supplies would be exhausted prior to ordering new ones. Jessie Wyrill moved that the Board approve the new logo and signage; seconded by Ruth Hackerott. Tara reported that the new Logo would be revealed during Hospital Week along with the Top 20 CAH identity.

Rex Walk, (Interim CEO) reminded Board members to come and join in the serving of Banana Splits to employees on May 11<sup>th</sup>.

7:39 p.m., Dr. Ben Stephenson left the meeting.

3. CEO Signature Policy: Kelly Roe moved to amend the new CEO signature authority policy to require CEO to provide monthly reports to the Board regarding all purchases made during that previous month between \$1,000 and \$10,000. Amendment was withdrawn and tabled until after budget is presented and discussed.

#### **NEW BUSINESS:**

1. Board member Requested items: Kelly Roe asked if the Board members could obtain a phillipshospital.org email address to be used for all Board correspondence while in term. Discussion followed. Emails through Yahoo or Hotmail were suggested for Board correspondence as it was unknown until speaking with the IT department if the phillipshospital.org email could be issued within the server limitations. Kelly Roe motioned for all Board members to be issued phillipshospital.org email addresses to be used for the duration of

their tenure and for all Board-related business; seconded by Jessie Wyrill. Motion failed to carry 1-3.

8:01p.m. Dr. Ben Stephenson enters the meeting.

2. Board Bylaws: Frankie Forbes, Board Attorney presented some suggested Board Bylaws revisions for viewing. A Board Bylaws committee was discussed. Hazel Ames, Kelly Roe, Jessie Wyrill volunteered to be on the Bylaws committee.
3. Board Charter/Officer Job Descriptions: Frankie Forbes then distributed a sample Board Charter containing Board roles and responsibilities and a sample job description for a Board Chairman. No action taken; tabled until next meeting.
4. Hansen Scholarship Committee: There are three applicants for the Dane G. Hansen Healthcare Scholarships. The Chairman asked for volunteers to be on the interview committee. Hazel Ames, Jayne Holle, and Stan Robb volunteered. Peggy Fabin will contact the committee with dates and times for these interviews.
5. Board Retreat: Rex Walk, (Interim CEO) asked the Board Members to email him any items of interest they would like discussed at the next Board retreat. He would like to have a retreat in June.
6. Community Tax Credit: A brief discussion on Community Tax Credit was held for information purposes only.
7. Mill Levy: Chairman Kats reported that it was time for the hospital to make the mill levy tax request from the County Commissioners. Attorney Forbes discussed the legal rulings regarding lax levies for elected boards. Ruth Hackerott motioned that a tax of 5.999 mills be requested from the County. Jayne Holle seconded the motion. Motion carried 8-0.

Board Education: Rex Walk (Interim CEO) introduced Brianna Williams, GPHA Manager of Human Resources. Brianna has a Bachelor's degree in Human Resource Development and a Master's degree in Organizational Development; she joined GPHA in July 2016. She was formerly employed at Wesley Medical Center as a human resource professional. Brianna assists all the facilities HR Departments with policy development, employee relations, coaching, disciplinary actions, recruitment, CEO searches and other areas of Human Resource. She will be holding her first HR roundtable in Manhattan and Hays Kansas on May 3<sup>rd</sup> and 4<sup>th</sup>. Topics will be retention, on-boarding and benefits.

**Executive Session:** 8:52 p.m.

1. Jayne Holle moved that the Board enter executive session for a period of ten minutes to discuss personnel issues; seconded by Ruth Hackerott. Chairman Kats asked that Frankie Forbes, Les Lacy, and Rex Walk stay for the meeting and announced at eight minute recess.

John Beim, Roger John, Brianna Williams, Dr. Ben Stephenson, Rhonda Kellerman, Krystal Schwenn, Vicki Gibbs, Tara Overmiller, Baily Black, Nick Kennedy, Peggy Fabin left the meeting.

Executive session began at 9:00 p.m. and open session resumed at 9:10 p.m. Jessie Wyrill moved that the Board re-enter executive session for an additional ten minutes; seconded by Kelly Roe. Executive session began at 9:12 p.m. and open session resumed at 9:21 p.m. Rhonda Kellerman and Dr. Ben Stephenson returned to the meeting. Kelly Roe moved that the Board accept GPHA's proposal to share the services of Rex Walk through December 2017; seconded by Jessie Wyrill. Motion carried unanimously.

2. Kelly Roe moved that the Board enter executive session for a period of thirty minutes to discuss personnel issues; seconded by Jessie Wyrill. Chairman Kats asked that Dr. Ben Stephenson, Rhonda Kellerman, Frankie Forbes, Les Lacy and Rex Walk attend the meeting. Executive session began at 9:15 p.m. and open session resumed at 9:45 p.m. No action taken.

**ADJOURNMENT:** Ruth Hackerott moved that the meeting adjourn; seconded by Jessie Wyrill. Meeting adjourned at 9:48 p.m.

Next Board Meeting: Thursday, June 22, 2017 at 6 p.m.

Secretary Nazel Ames

Recorder Peggy Fabin