

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

Board Members Present:

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

Staff Present: Rex Walk, Interim CEO
Les Lacy, VP of Regional Operations of GPHA
Krystal Schwenn, Chief Financial Officer
Mika Cary, Risk Manager
Tara Overmiller, Marketing Director
Katie Heinzen, Patient Services Director
Jennifer Dodds, Patient Engagement Director
Nick Kennedy, Maintenance Manager
Curtis Woods, Dietary
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 6:05 p.m. in the Education Conference room at the Phillips County Hospital.

Agenda: Rex Walk (Interim CEO) asked to add KHA Health Care Worker of the Year to New Business. Jessie Wyrill motion to accept the agenda as presented with the one addition. Vickie Constable seconded the motion. Motion carried 8-0.

Employee Spotlight: Rex Walk (Interim CEO) presented Peggy Fabin. Peggy has worked for PCHS for 15 years in the Human Resource Department. She has been the PCHS Board recorder for 11 years and recently added Environmental Services to her job description. Rex thanked Peggy for her continued dedication to PCHS.

Consent Agenda: Vickie Constable made a motion to accept the consent agenda as emailed out. Ruth Hackerott seconded the motion. Motion carried 8-0.

Public Comment: None

REPORTS:

1. Financial Report: Les Lacy, GPHA, reported on the March, April, May and June financials. The fiscal year end was 3-31-17 and the year-end audit was completed on July 14, 2017 by BKD CPA's and Advisors. Les Lacy presented the June profit and balance sheet. Discussion of the reports followed. Vickie Constable moved that the financial reports be accepted as presented; seconded by Jessie Wyrill. Motion carried 8-0. Rex Walk reported that an in-house employee with accounts payable experience will be assisting Krystal Schwenn two days a week

COMMITTEE REPORTS:

1. Building, Equipment and Grounds Committee- Jessie Wyrill gave the Building, Equipment and Grounds committee report from the meeting on July 25th. The committee recommends to have Air and Fluid Management perform an updated analysis of the air exchanges in the OR suite at a cost of \$2,000.00. The committee also recommends that we move ahead with the replacement of the front entry door opener hardware from Norton Glass with their bid amount of \$2,486.00. Jessie Wyrill then asked Katie Heinzen, Patient and Family Advisory Council coordinator to present the PFAC's recommendations regarding signage. She reported the sign project will include two phases. Katie presented a spreadsheet with bids from Tri City Signs and Miller Signs for phase one and two including four different options in phase two. First phase will be paid for by PCHS Auxiliary funds and other funds raised. Signs in phase one will be directional signs for the specialty clinic and medical clinic. The second phase will involve more costly signage that will require yet to be determined funding.

7:00 p.m. Katie Heinzen left the meeting.

Nick Kennedy, Maintenance Supervisor, reported the committee had sent out bids for air conditioning for the HIM/ IT area. Four quotes were received and the committee narrowed it down to Shaffer's Plumbing, Heating and Air Conditioning and Auman Company. Both entities would have a 3-4 week turn around for installation. Nick also reported that the fire alarm company was present to do their annual testing today and the annual medical air gas testing was completed yesterday. Nick reported that the Air Conditioner for Pharmacy has a bad bearing on the compressor and his department had been working with Nancy Molzahn, Pharmacy Director, on trying to regulate the air temperature in the pharmacy room for the proper storage of medications. With the fluctuation of temperatures and humidity plus the dollar amount of the inventory, Nick contacted Rex who then contacted President Stan Kats on the urgent need of a new air conditioner for pharmacy. Rex and Stan approved the purchase of a complete unit for

Pharmacy from Lynn's Refrigeration at a cost of \$6,532. Stan Kats told the Board that he agreed that a new air conditioning unit was an urgent need due to the high dollar amount of drug inventory.

7:20 p.m. Dr. Ben Stephenson entered the meeting.

Kelly Roe asked why the Proxy Financial committee wasn't included in the decision on the pharmacy AC. Stan Kats replied that he had approved the action due to the urgency of the air conditioning need and that the proxy committee had slipped his mind. Discussion followed. It was the consensus of the Board that the policy recently approved by the Board had given the administrator permission to approve purchases up to \$10,000.00 Stan Robb motioned to approve the pharmacy air conditioning unit and approve the recommendations of the Building, Equipment and Grounds committee of the air balancing, door opener, and the Auman bid of \$9,100 for the HIM/IT Air Conditioner. Jayne Holle seconded. Motion carried. 8-0.

2. Credentialing committee – Vicki Constable reported that the Credentialing Committee had met and approved the appointment with privileges as requested for David Lerner, M.D. consultant, Radiology Hays, Charles Ebberwein, M.D., consultant, Telemed, FreeState, Psychology, Jennifer Chambers-Daney, APRN Allied Health, Locum Docs Who Care. Re-appointment with privileges as previously requested: Julie Pletcher, APRN/NP Allied Health, Cardiology consultant and Mathue Baker, M.D. consultant, Radiology, Bryan Heart and moved that all requested privileges be granted. Jayne Holle seconded the motion. Motion carried 8-0.

3. Board Bylaws Committee: The bylaws committee presented the updated bylaws. Discussion followed. It was the consensus of the Board that a change needed to be made in Section 2 (e) of Article II. Vickie Constable moved that the Board adopt the proposed bylaws as recommended by the Bylaws Committee with one revision to Section 2 (e) of Article II to add a clause that the proxy financial committee only acts when the cost exceeds the Board approved Signature Policy. Jayne Holle seconded. Motion carried 8-0.

OLD BUSINESS:

1. Mini Board Retreat – This has been moved to a date in September.
2. PCHS Board Bylaws – Discussed during the Bylaws Committee
3. Electronic Medical Records – The Cerner go live date is October 22nd. Super users and those involved have been having webinars and weekly or monthly calls.
4. National Rural Hospital Association Annual Meeting- The meeting is September 29th in Kansas City. PCHS has been selected to be one of the guest speakers; our selected topic will be on our journey to become a Top 20 Critical Access Hospital.

NEW BUSINESS:

1. PCHS Organizational Culture Survey – Rex Walk briefly discussed a survey to be taken by the employees to determine their perception of the current cultural environment (positive and negative findings) at PCHS. Changes could be made according to findings and additional surveys would be done in the future to determine if improvements were made.
2. Outpatient Services-Enhanced Registration Process – looking at the registration process for outpatient clinic. Currently registration is in a room right off the outpatient nursing station and space is very limited. We are looking at moving the vending machines out of the lobby alcove and putting outpatient clinic registration in that area. We will be meeting with all departments involved to review the workflow.
3. Sleep studies update – Due to regulations we have not been able to provide sleep studies services to Medicare patients since January. We have been providing sleep studies for patients with commercial insurance. Cheyenne County Hospital has agreed to assist us with the certification process to meet regulations to enable us to once again provide studies to Medicare patients.
4. Lifeline – Jennifer Dodds, Patient Engagement Director, discussed the Life Line alert phone system services we offer. Jennifer helps Jan Johnson to install the systems and works with Codi Cox on the financial aspect of Lifelines. With the current charges, employee time and installation mileage is not covered resulting in a net loss. Jennifer proposes increasing the base rate of the Lifeline system by \$3.00 a month and a \$30.00 installation fee. We do not collect an installation fee at the current time. This would help recoup the shipping and handling when we order the units. Discussion followed. This will be tabled to next month.
5. Physician Contract – a contract has been drafted by Frankie Forbes, Board Attorney. Waiting on the decision from the doctor interviewed.
6. KHA Healthcare Worker of the Year – Rex Walk handed out a copy of the KHA Current Reports article of the nomination of Danielle Bohl, Rehab Manager. Danielle is being highlighted as a hospital employee who has made a significant contribution to the betterment of the hospital. Danielle routinely goes above and beyond the call of duty as an exceptional and respected leader both inside and outside of the walls of PCHS. Through her commitment, dedication and talents, she has built an exceptional rehabilitation department that has strong community and physician support. Danielle will be recognized, along with other Health Care Worker of the Year nominees, at the KHA Awards Luncheon at noon on Thursday, September 7, during the KHA Annual Convention.

8:31 Roger John left the meeting.

BOARD EDUCATION:

1. Patient Engagement/Experience Program- Jennifer gave an update on what has been done and what she has been involved in regarding Patient Experience. She also discussed that she will be attending some training and meeting with other PED's from larger facilities to see how best we can scale it down to work for PCHS. Jennifer also discussed HCAHPS survey results and how she is looking at ways to possibly change or improve the survey system. The Patient Complaint Process Map was also introduced to show the flow of how complaints are received and then handled.

2. Grant Update- Tara Knowles reported she had received word from the Hansen Foundation on approval of a \$100,000.00 grant for the Radiology Equipment. The Blue Cross Blue Shield Healthy Living Community grant was denied. Phillips County Healthcare Foundation presented 5 new wheelchairs to the facility from the Dorothy Stanton memorial.

EXECUTIVE SESSION:

Vickie Constable moved that the Board enter executive session pursuant to K.S.A. 75-4319 for a period of ten minutes to discuss personnel issues; seconded by Ruth Hackerott. Chairman Kats asked that Dr. Ben Stephenson, Frankie Forbes, Rex Walk, and Les Lacey stay for the meeting. He then announced a five minute recess. John Beim, Krystal Schwenn, Tara Overmiller, Nick Kennedy, Mika Cary, Curtis Woods, Jennifer Dodds and Peggy Fabin left the meeting. Executive session began and ended as scheduled. Open session resumed at 9:05; no one else joined the meeting. Ruth Hackerott moved that Rex Walk, on behalf of the Board, offer a position as member of the active medical staff to Dr. David and that Frankie Forbes and Rex Walk work out the contract details; seconded by Hazel Ames. Motion carried 7-1, with Kelly Roe voting against.

EXECUTIVE SESSION: Vickie Constable moved that the Board re-enter executive session pursuant to K.S.A. 75-4319 for a period of thirty minutes to discuss personnel issues; seconded by Stan Robb. Chairman Kats asked that only the Board and Frankie Forbes stay for the meeting. He then announced a three minute recess. Dr. Stephenson, Rex Walk, and Les Lacey left the meeting. Executive session began at 9:10pm. Open session resumed at 9:34pm; no one else joined the meeting. No action taken.

ADJOURNMENT: There was no further business brought before the Board. Jayne Holle moved that the meeting adjourn at 9:37pm; seconded by Vickie Constable. Meeting adjourned.

Secretary Hazel Ames

Recorder Peggy Fabin