

**Phillips County Health Systems  
BOARD OF TRUSTEES' MEETING  
Outpatient Clinic Lobby, Phillips Co. Hospital  
March 23, 2017**

**Board Members Present:**

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

**Staff Present:** Rex Walk, (Interim) CEO

Les Lacy, VP of Regional Operations of GPHA  
Rhonda Kellerman, Clinic Administrator  
Krystal Schwenn, Chief Financial Officer  
Vickie Gibbs, Director of Nursing  
Danielle Bohl, Director of Physical Therapy  
Codi Cox, Patient Accounts Manager  
Nick Kennedy, Maintenance Manager  
Tara Overmiller, Marketing Director  
Jessica Hawkins, Infection Control Nurse  
Katie Heinzen, Social Services  
Peggy Fabin, HR Dept. / Board Recorder

**Community Present:**

John A. Beim, Roger John, Arliss Hatcher, Don Isernhagen.

Chairman Stanley Kats called the Board of Trustees' meeting to order at 6:00 p.m. in the Outpatient Clinic Lobby at the Phillips County Hospital. Additions to the agenda: New Business (e) Extension to the Line of Credit, Executive Session – two sessions are requested. Vicki Constable made a motion to accept the agenda as amended. Jayne Holle seconded the motion. Motion carried 7-0.

**Consent Agenda:** Ruth Hackerott motioned to approve the consent agenda as presented, Hazel Ames seconded; motion carried 7-0.

**Public Comment:** None

6:06 p.m. Jessica Hawkins left the meeting.

**Reports:**

Kelly Roe joined the meeting at 6:10 p.m. via conference phone.

**Financial Report:** Les Lacy, VP of Regional Operation of GPHA, reviewed the statistics using a new format and informed the Board that the new format would be used in the future. He will email a copy of the format to the Board so that they can become familiar with it.

**GPHA Report:**

Les Lacy discussed the Family Medical Leave Act 8 best practices that Brianna Williams, GPHA Director of Human Resources, had furnished to all GPHA hospitals.

**Communications (Information Only)**

**Committee Reports:**

Facility Planning – Rex Walk handed out a summary sheet prepared by Nick Kennedy, Maintenance Supervisor showing the GLMV bid for Mechanical Cost, OR Equipment and fees, Knipp Services contract for the Chiller, AHU for Surgery and Equipment cost plus Asbestos removal, surgical equipment needs. Nick Kennedy reported that the mold removal would be completed by GLMV at no cost and should start in mid - April. Renovation on the surgical suite should begin late April to May through early June. Stan Kats reported that loans had been approved from First National Bank in the amount of \$261,405 at an interest rate of 3.1% for surgical equipment and a construction loan in the amount of \$255,217 at an interest rate of 5.8%. The loans are for four years but have been structured so that the payments are due when the grant funding from the Morgan Foundation and Cole Foundation are received. The grant monies will be paid over three years and the remaining debt will be paid off in the fourth year. Stan Kats said the bank has assured us, if further equipment funding is needed, it will be available.

Credentialing committee - Vicki Constable reported that the Credentialing Committee had met and approved the privileges as requested for Tyler Antenen, P.A., Allied Health, Active Staff, Nathan Murdoch, M.D. consultant, Radiology, Kearney, Cody Evan, M.D., consultant, Radiology, Kearney. Reappointment with privileges as previously requested for Benjamin Stephenson, M.D., active staff. Hazel Ames moved that the Board approve the privileges as recommended by the Credentialing Committee; seconded by Jessie Wyrill. Motion carried 8-0.

Human Resource committee – Jayne Holle reported that the Human Resource committee had met on March 20, 2017. The professional image and cell phone policies were reviewed and revisions proposed. A copy of the proposed revised Professional Image policy was distributed to the Board. Jayne requested that the professional image policy be tabled to the next meeting to

allow input from the staff before April 5. Suggestions, comments and concerns from staff will be taken to the April Human Resource meeting on the second Monday of the month April 10<sup>th</sup>..

**Old Business:**

EMR System – Tara Knowles, Marketing Director presented a power point and accompanying hand-out on the EMR/Expense Analysis. The analysis compared the 5 year cost of four companies and the components offered.

Contract Commitment/Signature Policy– Rex Walk, interim CEO, presented a draft Commitment Approval Policy which requires Board approval for any expenses over \$10,000.00 and CEO approval for contracts, capital equipment, new equipment, and special orders of less than \$10,000.00. Jayne Holle motioned that the Commitment Approval/Signature Policy be approved as pertains to the CEO and that expenses over \$10,000 require Board approval. Vicki Constable seconded the motion. Motion carried 8-0.

Board Travel/Education Policy - Any Board travel and /or educational expenses will need approval from the Chairman prior to incurring the expenses. At the completion of the travel and/or education an expense report should be completed by the Board member and given to Krystal Schwenn, CFO for reimbursement. Vicki Constable motioned to accept the policy as presented. Seconded; by Jessie Wyrill. Motion carried 6-1. Kelly Roe abstained.

Office Furniture – The registration cubical furniture along with the office chairs have been returned to Eakes. The former CFO had ordered these without Board approval. Chairman Kats reminded the Board that PCHS is a government entity and Board approval is needed before spending that kind of money, this is why the Contract Commitment/Signature policy needs to be in place.

Line of Credit – Chairman Kats reported that our standing line of credit through First National Bank was nearing termination date. The entire line of credit is intact as none has been used. Ruth Hackerott moved that the Board renew the line of credit; seconded by Stan Robb; motion carried 8-0.

**New Business:**

Board Education – Rex Walk, Interim CEO, presented a power point on evaluation criteria of CAH (Critical Access Hospitals) and reported that there are 1300 Critical Access Hospitals in the United States. Rex Walk informed the Board of the official notification that was received from the National Rural Health Association (NRHA) on PCHS being awarded as a designated Top 20 Critical Access Hospital from NRHA. The PCHS Board Members and representatives will be

presented this award in Kansas City on September 27<sup>th</sup> at the NRHA convention. Rex Walk congratulated everyone as this is a great tribute to everyone efforts in helping PCHS achieve this exceptional designation.

Transitional House – The transitional house on Oak Drive was purchased August 2014 for the purpose of recruitment and ease of relocation for providers. The house is included in the cost report.

Operating Room Update and Bridge Loan Provision– Discussed in Committee Report; Facility Planning.

Operating Room Equipment – A Colonoscope, Gastroscope and one Bovi Cautery unit are needed in the Surgery Department for the replacement of the current ones. These were a line item in the Morgan Foundation grant but Jennifer Brumbaugh Surgical Supervisor has negotiated a quote from Fujifilm and Shared Service Systems, Inc. for the purchase price of \$60,619.00 if ordered by March 31, 2017. Jayne Holle motioned to move forward with the equipment purchase but not to exceed \$62,000.00 before March 31, 2017. Hazel Ames seconded the motion. Motion carried 8-0.

**Executive Session:** Hazel Ames moved that the Board enter executive session for a period of 15 minutes to discuss matters affecting a patient in order to protect the privacy of the patient involved. Seconded by; Vicki Constable. Motion carried 8-0. Jayne Holle then moved that the Board enter a second executive session for a period of 10 minutes to discuss personnel issues in order to protect the privacy of personnel involved; seconded by Ruth Hackerott. Motion carried unanimously. Chairman Kats asked that Danielle Bohl, Vickie Gibbs, Katie Heinzen, Krystal Schwenn, Codi Cox, and Les Lacy attend the first executive session and that Rhonda Kellerman, Tara Overmiller and Les Lacy attend the second executive session. He then announced a 5 minute recess while the Board and involved personnel moved to the east hall conference room. At 7:10 p.m. John Beim, Roger John, Arliss Hatcher, Don Isernhagen, Tara Overmiller, Nick Kennedy, Peggy Fabin left the meeting.

The first executive session began at 7:20pm and ended at 7:40pm. Danielle Bohl, Vicki Gibbs, Katie Heinzen, Krystal Schwenn, and Codi Cox left the meeting. Rhonda Kellerman and Tara Overmiller joined the meeting. The second executive session began at 7:42pm and ended at 7:53 pm.

**OPEN SESSION:** The Board returned to open meeting in the lobby area of the out-patient clinic at 7:55pm. No action taken.

Tara Overmiller led a discussion on logo and signage.

**Adjournment:** At 8:10 pm, Vickie Constable moved that the meeting adjourn; seconded by Ruth Hackerott. Meeting adjourned at 8:10

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

Secretary Hazel Ames

Recorder Peggy Falin