

Phillips County Health Systems
BOARD OF TRUSTEES' MEETING
Physical Therapy Department, Phillips Co. Medical Clinic
October 25, 2017

Board Members Present:

Stanley Kats	Jayne Holle
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
Tana Sells, Midwest Health Systems, Director of IT Operations
Krystal Schwenn, Chief Financial Officer
Rhonda Kellerman, Clinic Administrator
Tara Overmiller, Marketing Director
Becky Levin, Laboratory Manager
Baily Black, Laboratory Tech
Mildred Hadley, Radiology Department Manager
Katie Heinzen, Patient Services
Jennifer Dodds, Patient Engagement Director
Nick Kennedy, Maintenance Manager
Charlie Meitler, Physical Therapy Assistant
Chantel Morgan, Physical Therapy Assistant
Peggy Fabin, HR Dept. / Board Recorder

Community Present:

Board Attorney Frankie Forbes, Tony Kruse, John A. Beim, Jim Lanier, Brenda Chance, Arliss Hatcher.

Chairman Stanley Kats called the Board of Trustees' meeting to order at 6:00 p.m. in the Physical Therapy room at the Phillips County Medical Clinic.

Chairman Kats asked that Tony Kruse of BKD CPAs & Advisors present the audit report for fiscal year end March 31, 2017. Tony presented to the Board members the General Operations Schedule. The report compared the Kansas Critical Access Hospital's Median as well as the operations of PCHS during the years of 2015, 2016 2017. Desired trends and actual trends were noted as well as line item percentage changes for year 2015-2016 with the Phillips County Hospital to Phillips County Health Systems. Tony presented the BKD Management letter to the Board as well as the internal control. Tony reported that it was a very clean audit this year. Tony wanted the Board to be aware that HRSA (Health and Resources Services Administration) an agency of the U.S. Department of Health & Human Services will be auditing the 340 (B)

program drug program. Rex Walk (interim CEO) let the Board members know that he would have three congressional delegation letters on the 340 B program in his office if they wish to look at these and sign.

6:43 p.m. Tony Kruse left the meeting.

Agenda: Motion was made by Ruth Hackerott to add Radiology Equipment update to Old Business and Medical Gas request to New Business. Jayne Holle seconded the motion. Motion carried, 7-0

Consent Agenda: Chairman Kats asked for approval of the consent Agenda. Kelly Roe noted that there was an error in the minutes- in the motion presented by Criquet Cole to remove Kelly Roe from all PCHS Board of Trustees committees. The minutes reported that the vote was Yes-2, No -3, Abstain 3 and motion failed. Kelly reported that there were no Yes votes. Stan Kats replied that when the secretary/recorder spoke with him on the motion that he said it was hard to hear and that is what he said to write. Jayne Holle motioned to accept the consent agenda with the addition of the Building, Equipment, and Grounds meeting minutes. Vickie Constable seconded the motion. Voting: Yes – 6, No -1. Motion carried.

Rex Walk asked Katie Heinzen to report on the Health Fair. Katie reported that the organization process for the Health Fair started in February. The Health Fair was held at the Phillip County 4-H building on October 21st. Reduced lab draws were done between 7 and 9 by the Laboratory department. There were 37 vendor booths relating to health and wellness. Hospital employees held a bake sale booth. The proceeds from the bake sale will go towards the exterior sign project.

Rex Walk asked Charlie Meitler and Chantel Morgan to report on the Haunted Trail. Charlie and Chantel reported that this was the 2nd year for the Trail. 314 people attended this year, up from last year. 45 employees helped during the trail, which raised \$2,542.00. Those proceeds will be used for small item needs for the hospital and clinic.

6:52 p.m. Katie Heinzen, Charlie Meitler, Chantel Morgan left the meeting.

Rex Walk asked Tana Sells, Midwest Health Systems, Director of IT Operations, to report on the “Go Live” Cerner report for PCHS. Tana reported that 10 to 12 MHS employees were on site starting at 7 p.m. on October 22nd at PCHS. Their command center was in the Education/Conference room at the hospital. They assisted staff around the clock on any obstacles with the Cerner system. Tana reported that the MHS staff started 2 years ago with training on the Cerner system. In the last 10 months they have been at 22 hospitals in Kansas and Nebraska on each hospital’s “Go Live” week. She said MHS staff did “save the best for last” as Phillipsburg is one of the two best super- users we have had.

Tana Sells left the meeting at 6:56 p.m.

Rex Walk asked Frankie Forbes, board lawyer, to summarize the national convention presentation of PCHS journey to the top 20. Frankie said the room was packed and that Stan Kats, Vicki Gibbs, Tara Overmiller, Kent Culbertson, and Rex Walk, “Hit it out of the park”. He said that Phillips County should be proud of how well the community and health care were

represented.

Public Comment: None

REPORTS:

1. Financial Report: Les Lacy, VP of Regional Operations of GPHA reported on the August and September finances for PCHS. **AUGUST 2017 Financials**

Balance Sheet - summary and comments

Measure	Position	Comments
Cash	\$912,534	The cash position is significantly stronger than the prior year balance YTD.
Total Current Assets	\$2,889,372	This is about \$780K better than last year; however, Total Current Liabilities are also up.
Accounts Payable	\$813,371	This is increased from last year.
Total Current Liabilities	\$2,166,779	As stated above this is increased from last year.
Current Ratio	1.33	Current ratio is the total current assets divided by the total current liabilities. We would like this to be 2.0 or higher. Our position has improved from last year at this time.

SEPTEMBER 2017 Financials

Balance Sheet - summary and comments

Measure	Position	Comments
Cash	\$908,999	The cash position continues to be significantly stronger than the prior year balance YTD.
Total Current Assets	\$3,161,460	This is about \$911K better than last year; however, again - Total Current Liabilities are also up.
Accounts Payable	\$1,009,629	This is increased from last year. Krystal reports that this is significantly lower as of the date of the board meeting.
Total Current Liabilities	\$2,355,178	As stated above this is increased from last year.
Current Ratio	1.34	Current ratio is the total current assets divided by the total current liabilities. We would like this to be 2.0 or higher. Our position has improved from last year at this time.

COMMITTEE REPORTS:

1. Credentialing committee: Jayne Holle reported that the Committee didn't meet last month. Jayne Holle reported that the Credentialing Committee members recommended appointment with privileges for Iyad Azzam, M.D., Consultant, Cardiology Kearney; Jaret Copeman D.O., Consultant Avera; Timothy Nydam, M.D., Consultant Avera; Andrea Phan, D.O., Consultant, Avera; Elizabeth Friesen, LSCSW Consultant, Telehealth, Social worker; Praveena Gorantla, M.D., Consultant Telehealth; Internal Med; Nida Faheem, M.D., Consultant Telehealth; Neurology, Beryl Yaghmai, M.D., Consultant, Telehealth; Pediatrics. Reappointment with privileges as previously requested: Matthew Johnson, M.D., Consultant, Radiology, Bryant Heart; Dana Jewell-Broughman, P.A., Allied Health Locum; Robyn Burwell, APRN/NP Allied Health; Tyler Antenen, P.A. Allied Health; Jeffrey Lee, M.D., Consultant, Radiology Kearney; Mohammed Janif, M.D., Consultant, Cardiology, Hays. Vicki Constable motioned to approve the privileges and reappointment privileges, Jessie Wyrill seconded the motion. Motion carried.

OLD BUSINESS:

Rex Walk talked about changing requirements for digital radiology and that possible exemptions from a 7 % penalty (for non-digital) are unclear yet for Critical Access Hospitals. He asked Mildred Hadley, Radiology Manager for an update on the new Radiology Equipment. On November 13, 2017 GE personnel will be here to de-install the equipment in the radiology department. This could take a couple days. The room will require some re-wiring, flooring and painting before the installation of the new equipment on November 20th. On Monday, November 27th GE will be here to do calibrations on the new equipment and training for the staff. This possibly could take three days. The new equipment should be up and running December 1st, putting PCHS ahead of the regulation curve as we currently interpret new rules. The CT machine, Flora testing and portable x-ray machine will be available during this down time.

1. Electronic Medical Record (EMR) - reported by Tana Sells, earlier.

2. PCHS Organizational Culture Survey – Rex Walk discussed the Organizational Culture Survey. Communication was the number one concern of the staff. Discussion on how to improve communication has taken place. Some suggestions are the Leadership team is looking at rounding on employees and the CEO attending monthly department meetings. Recognition was the 2nd concern. Suggestions on more recognition might be recognizing the employees at staff meetings or Board meetings, sending recognition notes to their home, re-examine the Beacon of Light award. Accountability was the 3rd concern. Suggestions on this were ideas for

improvement, accountability training or performance tools. Benefits were the 4th concern. An audit of benefits will be conducted.

3. Senior Life Solutions Program: Tara Overmiller presented a spreadsheet on the Senior Living Solutions Program with graphs on the budget, cost report assumptions, CPT codes utilized with projected billable charges and hypothetical impact of Senior Life Solutions for PCHS. Tara spoke of attending the Phillipsburg City Council Board meeting on October 16th in regards to the Senior Life Solutions program that PCHS is working on as a new service to the community. Tara was encouraged by the positive response she received from the City Council Board members on this program and they will vote on their participation at an upcoming meeting. Brenda Chance, City Clerk spoke of the KDOT Transportation grant that the city currently has that could be utilized with this program. Jim Lanier also spoke of his willingness to volunteer with this program with his 35 years of Behavior Intervention specialist techniques. Brenda, Jim and Tara felt like this would be a great service for the community. The Board members will need to vote on this service at the November 16th meeting to get the process started for a March 1st start date should the Senior Life Solutions program be implemented.

8:21 p.m. Brenda Chance, Jim Lanier left the meeting.

NEW BUSINESS:

1. Employee Daycare State Site Visit Results – State inspector visited and more options are being looked at.

2. Letter to CMS Regarding the 340 (b) program – discussed during Tony Kruse's report.

3. PCHS Patient Experience Update – Jennifer Dodds, Patient Experience Coordinator gave an update on her position since she started in June. HCHAPS scores for the last two months were at a 100% for patient satisfaction and 100% for patient referrals of our services to others. Jennifer has found areas in the patient experience that she feels could use more input than what the Arbor HCAPS Company offers. Jennifer has found that Arbor does not have staff support for her as well. A patient experience HCHAPS company that does supply staff support is Press Ganey. Currently the Arbor expenses are \$2,800.00 and Press Ganey is \$3,900.00. Presently Arbor is utilized through the SHIP grant and would do the same should we contract with Press Ganey. Jennifer will be at meetings in Lincoln Nebraska, on November 8th and in Wichita November 14th to shadow the Patient Experience Director. November 28-30 Jennifer and Tara Overmiller will be in Las Vegas to attend the Studer Leadership with no cost to PCHS. Jennifer reported on implementing a Volun-teen program at PCHS, using Counselor Joe Buresh as the high school coordinator. Jennifer, Auxiliary Liaison, reported it was decided at the October Auxiliary meeting that the Auxiliary will purchase a vending machine to be placed in the dining room, replacing the present two vending machines. More healthy options will be in the Auxiliary vending machine. PCHS employees will stock the vending machine. Revenue from the machine will go back to the Auxiliary.

4. Presentation of Purchase Information Regarding New Lab Equipment – Becky Levin, Lab Manager, spoke of the need to upgrade the Abbott Architect i1000, which provides therapeutic drug monitoring, cardiac markers, and thyroid tests. Current equipment is 8 years old and service presently costs \$12,000 annually-with cost going up for service and reagent each year. Becky, using Vizient, negotiated a quote for \$62,000.00 with a contract for 6 years that locks in the costs of services and reagent for that period. The new proposal also includes a 12% decrease in reagent cost, 1 year of free maintenance, and free start-up and shipping. Becky said the savings on reagent alone will pay for the instrument cost over the 6 –year contract.. It would be installed by 2018. Ruth Hackerott motioned to move ahead with the approval and not wait till the November meeting. Ruth feels with Becky’s years of experience she knows her equipment and the needs. Jayne Holle seconded the motion. Motion carried. 7-1.Voting no, Kelly Roe.

5. Medical Gas- Nick Kennedy reported that there were 9 deficiencies from the annual Medical Gas Inspection that Medical Technology Associates performed on July 25th. These deficiencies are now subject to being cited by the State Fire Marshall. Two of the deficiencies were handled by the maintenance department, while the others will need professional services to complete. A quote from Apex Medical Gas and Kruse Corp was submitted. Jessie Wyrill motioned to move forward with the quote from Kruse Corp to fix the deficiencies with an estimated start time of January 2018, Ruth Hackerott seconded the motion. Motion carried. 7-0

5. Board Bylaw Discussion Regarding Remote Participation-

BOARD EDUCATION:

1. None

EXECUTIVE SESSION:

Jayne Holle moved that the Board enter executive session pursuant to K.S.A. 75-4319 to discuss trade secrets to protect the privacy of another entity for 35 minutes starting at 9:05 ending at 9:40. Motion seconded by Ruth Hackerott. Motion carried 7-0. Chairman Kats asked Frankie Forbes, Rex Walk, Rhonda Kellerman and Les Lacey stay for the meeting. John Beim, Krystal Schwenn, Tara Overmiller, Becky Levin, Nick Kennedy, Jennifer Dodds and Peggy Fabin left the meeting. Executive session began and ended as scheduled. Open session resumed at 9:40. No action taken.

Jayne Holle moved that the Board re-enter executive session pursuant to K.S.A. 75-4319 to discuss trade secrets to protect the privacy of another entity for 15 minutes starting at 9:45 ending at 10:00 p.m. Vicki Constable seconded the motion. Motion carried 7-0 Chairman Kats requested Frankie Forbes, Rex Walk and Les Lacy stay for the meeting. Rhonda Kellerman left

the meeting at 9:42 p.m. Executive session began and ended as scheduled. Open session resumed at 10:00 pm. No action taken. Jayne Holle moved that the Board re-enter executive session pursuant to K.S.A. 75-4319 to discuss personnel to protect the privacy of an individual for 20 minutes from 10:15 ending at 10:25 p.m. Ruth Hackerott seconded the motion. Motion carried 7-0. Chairman Kats requested Frankie Forbes, Rex Walk and Les Lacy stay for the meeting. Executive session started and ended as scheduled. Open session resumed at 10:25 p.m. No action taken.

ADJOURNMENT: Ruth Hackerott moved that the meeting adjourn at 10:25 pm; seconded by Stan Robb. Motion carried. Meeting adjourned.

Secretary -absent@meeting ^{Chairman} Stan Kats
Recorder Peggy Galin

Next Board Meeting: November 16, 2017 at 6 p.m.