

**BOARD OF TRUSTEES' MEETING**  
**Education Conference Room – Phillips County Hospital**  
**Thursday, January 25, 2018, 6:00 pm**

**Board Members Present:**

Stanley Kats

Vicki Constable

Christiane 'Criquet' Cole

Hazel Ames

Stan Robb

Jayne Holle

Jessie Wyrill

Ruth Hackerott

Kelly Roe

**Staff Present:**

Rex Walk, Interim CEO

Les Lacy, VP Regional Operations of GPHA

Codi Cox, Patient Account Manager

Kathleen Wilson, Chef

Danielle Bohl, Rehabilitation Dept Manager

Kelli Stevens, J.D., Legal Counsel

Krystal Schwenn, CFO

Tara Overmiller, Marketing Director

Nick Kennedy, Maintenance Manager

Jessica Hawkins, Infection Control

Dr. Ben Stephenson, M.D.

Theresa Hughes, Board Recorder

**Community Present:**

John A. Beim, Brandi Bloom, Debbie Edwards, Dr. Tim Lawton, Randall Thompson

Chairman Stanley Kats called the Board of Trustees' meeting to order at 6:00 pm in the Education/Conference room at the Phillips County Hospital.

Jessica Hawkins used fluorescent painting to demonstrate germ transference and spoke on how it is being used in the hospital to help maintain a safe germ-free environment.

**Review of Agenda:** Chairman Kats asked for any additions to the agenda. Additions requested included: 1) New Business #6: Kelly Roe requested a discussion regarding documents she would like provided her. 2) New Business #5: Stan Kats added Financial Assistance/Charity Care to the agenda. Stan Kats took this time to address notifying the public of meetings dates and times. Anyone wanting notification of upcoming meetings can make that request by contacting Theresa Hughes via mail at the hospital or email at [thughes@philliphospital.org](mailto:thughes@philliphospital.org). Stan noted upcoming items for the Board to consider; Kelly Roe moved that the Agenda be approved as amended; seconded by Jayne Holle. Motion carried 8-0.

**Consent Agenda:** Chairman Kats asked for approval of the Consent Agenda. Jayne Holle noted that the agenda was incorrect and that item #2 Quality Committee Meeting minutes should

read "Human Resource Committee minutes." Les Lacey indicated there was an error in the minutes on November 2017 financials, total current assets were entered as \$278,506 but should be \$3,109,052. GPHA report is pending. Hazel Ames moved to accept the consent agenda as amended; Vicki Constable seconded. Motion carried 8-0

**Guest Introduction and Presentation:** Rex Walk introduced Brandi Bloom and Debbie Edwards with Docs Who Care. Brandi Bloom went through the history of Docs Who Care that was started 22 years ago by Dr. Gary Morsch. Dr. Morsch founded Heart to Heart International, a medical relief organization to needy countries, and organizes volunteer medical teams who work throughout the world. Docs Who Care came about after Dr. Morsch saw a need to provide motivated, high-quality providers to rural hospitals that were having trouble recruiting or retaining physicians to cover Emergency Departments. Currently, PCHS benefits from the services provided by Dr. Tim Lawton, M.D. and Nancy Kisner, P.A. on a regular basis. Docs Who Care are expanding to have state-specific Medical Directors that, once in place, will be available 24/7 via phone.

Frankie Forbes, Board Attorney, joined the meeting via teleconference call at 6:18 pm. Brandi Bloom and Debbie Edwards left the meeting at 6:22 pm.

#### **REPORTS:**

**1. December 2017 Financial Report: 2. October 2017 Financial Report:**

#### **COMMITTEE REPORTS:**

- 1. Credentialing Committee:** No report
- 2. Human Resource Committee:** Criquet Cole reported the committee as being on hold while Frankie Forbes reviewed the Mediation Policy. One concern was defining the role of the HR Committee. Kelly Roe noted that approval for the HR Charter occurred during December's Board Meeting. Further discussion has been tabled to give all Board members an opportunity to review the Mediation Policy. The committee has also looked at the evaluation form Rex Walk created and hoped to have further discussions with him and a final consensus in place for the February Board meeting.

**PCHS Daycare Committee:** With the Community Day Care close to completion and due to several setbacks, the decision had been made to shelve the current proposal for onsite daycare. Jayne Holle went through some of the delays encountered by the committee with the proposed locations and state guidelines. The committee is disappointed in not being able to move forward and provide the benefit to employees but are eager to help the community daycare succeed.

Dr. Tim Lawton joined the meeting at 6:41 pm.

### **OLD BUSINESS:**

**1. Review of the Board Notification Process for Meetings:** Rex Walk and Theresa Hughes went through the process currently in place for sending out general and special meeting notifications to the general public. The general public can find meeting information on the PCHS website as well as download a form requesting the information be sent directly to them. Rex also went through internal requests to department heads for items to be added to the agenda. Board members will be added to the request for items at the suggestion of Kelly Roe.

**2. “Support Your Hospital” Employee Grassroots Initiative:** Danielle Bohl discussed the initiative started by PCHS employees who were frustrated by local negativity. The idea behind the initiative is to show the community the pride employees have in PCHS and its service to the community. Employees work off the clock on the project and without any administrative involvement other than to obtain permission to use the PCHS logo. She shared samples of items for sale including mugs, bumper stickers, banners, t-shirts, etc. that support the initiative. The funds raised to date have gone towards the banner currently on display on the fence at the Junior High School.

**3. PCHS Organizational Culture Survey:** Rex Walk went through the results of the Culture survey taken in October and the suggested steps to improve identified areas of concern. One suggestion would involve having a Board member or members attend one of the All Staff meetings each month. The Leadership Team will also continue rounding with employees as a way to reach employees that are in all departments. Current Leadership Team members are Krystal Schwenn, Vicki Gibbs, Donna Winchell, Tara Overmiller, Mildred Hadley, Becky Levin, Danielle Bohl, Steven Seems, Rhonda Kellerman and Rex Walk. Three members are rotated every two years. Rex is working on a program to allow all employees to easily share ideas in the areas of cost savings, quality improvement, and patient/customer satisfaction, etc.

### **NEW BUSINESS:**

**1. 2018 Strategic Imperatives:** Tara Overmiller reviewed the strategic planning items identified by the Board and PCHS Leadership team which were used to determine the focus for 2018. Quality, Growth, Finance, People/Culture, and Community are the five strategic pillars; all steps used to achieve the objectives must be measurable, meaningful and maintainable. Tara is working on finalizing the initiative and will have an update at the February Board Meeting. Vicki

Constable suggested the completed initiative plan be presented to the community by the individuals that take ownership of the objective.

**2. Grant Writing and Submittal Guidelines:** Rex Walk presented a proposed resolution that would allow the administrator to pursue grants for the hospital from local, state and national foundations. The proposal includes a stipulation that would require Board approval if any grant requires hospital funds for submittal. The resolution also requires the CEO to update the Board no less than quarterly on the status of submittals and on projects for which grant funding has been received. Jayne Holle moved to approve with modifications to grammar; Ruth Hackerott seconded. Motion carried 8-0

**3. Possible PCHS Chapel Area/Project:** A proposal for an onsite chapel utilizing unused office space in the outpatient area of the hospital was submitted; Dr. and Mrs. Ben Stephenson are leading the project. Ministerial Alliance has shown an interest in support and participation. Several area entities have already agreed to supply furnishings. The goal is to provide a welcoming space for reflection and solace to all. Vicki Constable motioned to approve. Jayne Holle seconded. Motion carried 8-0.

**4. Expense Reduction - Efforts and Results:** Rex Walk wanted to highlight to the Board savings several employees have already initiated. Nancy Molzahn saved the hospital \$10,000 by agreeing to audit the 340B pharmacy program instead of using another service. In working with NexTech, IT found a software license that did not need to be renewed reducing costs by \$5,400. Becky Levin negotiated for a one-month extension of insurance coverage saving \$6,000. Physical Therapy and Radiology did not replace employees who quit thus reducing wages for both departments.

**5. Financial Assistance Program:** Codi Cox went through the federal guidelines she follows to determine an applicant's eligibility for Charity Care. She then proposed a charity "write-off" for seven individuals totaling \$75,813.00. Kelly Roe noted that, in looking at current financials, PCHS might want to increase the budget for these in the future. Stan Kats indicated it is one of the more difficult items to budget as there is no way of telling before-hand the needs of the community. Jayne Holle motioned to approve the write-offs. Jessie Wyrill seconded. Motion carried 8-0.

**6. Document Request:** Kelly Roe went over the documents of which she would like to receive copies. The documents include the CEO contract as well as a breakdown of costs associated with MHS data center, GPHA CBO center and GPHA for fiscal years 2015/2016, 2016/2017 and 2017/Current. Stan Kats noted he did not want this to take away from the current focus on receivables. Criquet Cole suggested that due to the quantity Great Plains be asked to provide the invoices to Kelly rather than tasking internal PCHS to pull them. Les Lacy will see if GPHA can provide the requested items.

**Next PCHS Board of Trustees' Meeting:** Thursday, February 22, 2018, 6:00 pm in the Education Conference Room at Phillips County Hospital.

**BOARD EDUCATION:**

1. **340B Program:** The presentation was postponed and will be set for a later date when Nancy Molzahn can attend.

**GPHA Management Services and Fees:** Les Lacy, GPHA provided information related the GPHA management contract. He provided the costs related to the management services, the central billing office services, and the information technology services. Along with the various components of each of the services purchased from GPHA, he also provided the associated pricing for each segment of the management arrangement. Rex Walk noted a great example of GPHA helping cut costs and time is the recent Sleep Study done by PCHS. Codi Cox walked the Board through the revenue cycle and what portions go to GPHA Central Billing Office and what portions are done in-house at the hospital.

Danielle Bohl left the meeting at 8:00 pm

Kathleen Wilson joined the meeting at 8:00 pm.

Dr. Tim Lawton left the meeting at 8:23 pm

2. **KHA Upcoming Educational Opportunities:** Tara Overmiller provided the Board a calendar of upcoming Kansas Hospital Association educational meetings along with the National Rural Health Association upcoming events. Rex and Tara will continue to provide these event dates to the Board as the information is made available.
3. **Years of Service/Beacon of Light Dinner:** Rex Walk discussed the upcoming awards banquet and provided a list of honorees at this year's event. Board members have been invited to attend the event scheduled for Monday, February 12, 2018. Kelly Roe voiced some concern over public perception of Board members attending the event, but since no Board business discussions will take place, it will not be an issue under the Kansas Open Meeting Act. Codi Cox noted that a lack of Board members attending could potentially be perceived as the Board not supporting PCHS employees.
4. **Executive Session Motion:** Kelli Stevens with Forbes Law Group presented a brief educational session on the proper way for the Board of Trustees to make a move to an executive session. She noted it has become much stricter and that citing state statutory justification is required when making a motion to recess to an executive session. Kelli went through the process for the Board once it has moved to an executive session to return to open session.

**EXECUTIVE SESSION:** At 9:00pm, Jayne Holle moved that the Board enter executive session to discuss personnel matters of nonelected personnel pursuant to KSA 75-4319(b)(1) and to enter attorney-client consultation with legal counsel pursuant to KSA 75-4319(b)(2) and that the open meeting resume at 9:22pm in the hospital education/conference room and that Dr. Ben Stephenson, Board members, Les Lacy, Rex Walk, attorneys Kelli Stevens and Frankie Forbes remain in attendance to participate in the discussion. Seconded by Hazel Ames. Motion carried 8-0.

John Beim, Nick Kennedy, Randall Thompson, Codi Cox, Kathleen Wilson, Theresa Hughes, Tara Overmiller and Krystal Schwenn left the meeting. Executive session began at 9:05 pm and open session resumed at 9:22 pm. No action taken.

Jayne Holle moved that the Board re-enter executive session to discuss personnel matters of nonelected personnel pursuant to KSA 75-4319(b)(1) and to enter attorney-client consultation with legal counsel pursuant to KSA 75-4319(b)(2) and that the open meeting resume at 9:45 in the hospital education/conference room and that Dr. Ben Stephenson, Board members, Les Lacy, Rex Walk, attorneys Kelli Stevens and Frankie Forbes remain in attendance to participate in the discussion. Motion carried 8-0. Executive session began at 9:23 pm and open session resumed at 9:45 pm. No action taken.

Jayne Holle moved that the Board re-enter executive session to discuss personnel matters of nonelected personnel pursuant to KSA 75-4319(b)(1) and to enter attorney-client consultation with legal counsel pursuant to KSA 75-4319(b)(2) that the open meeting resume at 10:30 pm; and that only the Board members, Rex Walk, and attorneys Kelli Stevens and Frankie Forbes be present. Motion carried 8-0. Les Lacy and Dr. Ben Stephenson left the meeting at 9:47 pm Executive session began at 9:47 pm and open session resumed at 10:30 pm. Chairman Kats instructed Administrator Rex Walk to counsel the individuals and bring resolution to the matter in the most expedient manner.

**ADJOURNMENT:** Kelly Roe moved that the meeting adjourn; seconded by Jessie Wyrill. Motion carried 8-0. Meeting adjourned at 10:35 pm.

Secretary Hazel Ames  
Recorder [Signature]