

West Custer County Hospital District  
Meeting of the Board of Directors  
February 13, 2019  
Minutes of the Meeting

Attendance: Directors Present: Bob Tobin, Chair  
Ann Evans, Treasurer  
Bob Weisenbach

Staff Present: Beth Archuleta; Lisa Drew; Theresa  
Kennedy; Jane McCarty

Guests Present: Traci Ballard, Wet Mountain Tribune; Dallas  
Anderson, The Sentinel; Barry Keane

A quorum being present, Mr. Tobin called the meeting to order at 3:23 p.m. All meeting attendees stood and recited the Pledge of Allegiance to the American Flag.

**Opening Comments from the Board**

Welcome to Ms. Jane Mc Carty, Office Manager and introduction of guests Dallas Anderson, Tracy Ballard, and Barry Keane

**Approval of Minutes**

The minutes of the Regular Board meeting on November 29, 2018, were reviewed.

- *Mr. Weisenbach made motion to approve the Regular Board meeting minutes dated November 29, 2018. Ms. Evans seconded and the motion passed unanimously.*

**EMS Report**-Ms. Archuleta reporting - see attached report

Staffing-5 new staff all Basics- are doing FI now, will also FI with AMR

Run Statistics-see attached report

Grant Updates-Discussion regarding radio grant submission. Recommend to complete grant by 2/15 for Kenwood radios for \$17,000. Ms. Archuleta requested letters of support from both the board and Ms. Drew before this Friday when the grant is due.

EMT Class Update-100% pass rate for class, all have passed National Registry Examinations.

**Executive Director Report**-Ms Drew reporting – see attached report.

**CFO Report/Finance Committee Report**-Ms. Kennedy reporting – see attached report.

**Grants**

Nothing at this time

**Advisors to the Board**

Business Marketing/Public Relations–Ms. Drew discussed this in her report

### **Unfinished Business**

Weapons policy follow up discussion. Board recommends that this policy be instituted Ms. Evans motioned with Mr. Wiesenbach seconding the motion to approve policy including posting signs on doors to alert patients of what policy is. Ms. Drew commented to board that typically new policies or policy updates are not brought to the board for approval, as all policies are reviewed during the annual program evaluation. Ms. Drew will discuss with staff at next staff meeting prior to implementation of this policy.

### **New Business**

Bylaw Review—Ms. Drew asked the board members to develop a work group to review and make any recommended changes of updates to the bylaws. Ms. Evans and Mr. Tobin will work together with the comments that Mr. Wiesenbach has provided to Ms. Drew and provide those to the board for review and discussion, and report recommendations at the next board meeting.

Board Vacancy—Ms. Kennedy reports there is an ad in the newspapers announcing the board vacancy, as Ms. Kathryn Ripley-Williams resigned. Ms. Drew reported that no one has picked up application at this time. Ms. Drew asked what the process to fill the vacancy will look like. Discussion revealed that all applicants will be participating in open interviews either held at a scheduled board meeting or a special meeting with questions that the current board members will develop. Then the current board members will vote on whom to ask to fill the vacancy for the remainder of the term left open that expires in May of 2020.

### **Public Comments**

There were no public comments

### **Schedule Next Board meeting**

The next board meeting will be held March 7, 2019, rather than February 28, 2019, as no quorum would be possible on February 28, 2019.

Attendance Expectations—Ms. Drew asked for discussion surrounding the expectation of board members at board meetings. She voiced concern that there was no meeting in December or January and today's meeting was almost without a quorum, what is the expectation? As per the discussion the attendance expectations will be written in the updated bylaws.

### **Adjournment**

- *Ms. Evans made a motion to adjourn the meeting. Mr. Wiesenbach seconded, the motion passed unanimously and the meeting was adjourned at 5:08 pm.*

Respectfully submitted,



Janny Candelaria  
Secretary to the District Board



**Custer County EMS**  
 West Custer County Hospital District  
 704 Edwards, Westcliffe, CO 81252  
 Business: 719-783-4447  
 Fax: 719-783-2086

**Ambulance Run Percentage Report**

**Dec 2018**

		Month of	Dec		
<u>Total calls to date</u>				<u>Total transports to date</u>	
Total calls to date	Dec 2016	54	Total transports to date	Dec 2016	18
Total calls to date	Dec 2017	45	Total transports to date	Dec 2017	16
Total calls to date	Dec 2018	50	Total transports to date	Dec 2018	26
% change (+ or -)	2016 & 2017	-16.67%	% change (+ or -)	2016 & 2017	-11.11%
% change (+ or -)	2016 & 2018	-7.41%	% change (+ or -)	2016 & 2018	44.44%
% change (+ or -)	2017 & 2018	11.11%	% change (+ or -)	2017 & 2018	62.50%
Mutual Aid Calls	Dec 2018	3			

<u>Year to date</u>		<u>12 Months Ended----- Dec</u>			
<u>Total calls to date</u>				<u>Total transports to date</u>	
Total calls to date	2016	526	Total transports to date		244
Total calls to date	2017	586	Total transports to date		260
Total calls to date	2018	604	Total transports to date		247
% change (+ or -)	2016 & 2017	11.41%	% change (+ or -)	2016 & 2017	6.56%
% change (+ or -)	2016 & 2018	14.83%	% change (+ or -)	2016 & 2018	1.23%
% change (+ or -)	2017 & 2018	3.07%	% change (+ or -)	2017 & 2018	-5.00%
YTD Mutual Aid Calls	2018	18			

## Runs by Response Disposition

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Patient Treated, Transported by this EMS Unit	247	40.89%
Patient Evaluated, No Treatment/Transport Required	121	20.03%
Patient Refused Evaluation/Care (Without Transport)	84	13.91%
Patient Treated, Transferred Care to Another EMS Unit	24	3.97%
Patient Treated, Released (per protocol)	16	2.65%
Standby-No Services or Support Provided	15	2.48%
Agency assist	14	2.32%
Patient Treated, Released (AMA)	11	1.82%
Patient Treated, Transported by Private Vehicle	10	1.66%
Standby-Public Safety, Fire, or EMS Operational Support Provided	9	1.49%
Assist, Agency	8	1.32%
Canceled on Scene, No Pt. contact	7	1.16%
Patient Dead at Scene-No Resuscitation Attempted (Without Transport)	7	1.16%
Canceled (Prior to Arrival At Scene)	5	0.83%
Canceled, Prior to arrival	5	0.83%
DOA, No resuscitation attempted	4	0.66%
Patient Dead at Scene-Resuscitation Attempted (Without Transport)	4	0.66%
Canceled on Scene (No Patient Contact)	3	0.50%
Patient Treated, Transported by Law Enforcement	3	0.50%
Pt. expired on scene with resuscitation attempt	3	0.50%
Canceled on Scene, UTL	2	0.33%
Patient Dead at Scene-Resuscitation Attempted (With Transport)	1	0.17%
Public assist	1	0.17%
	<b>Total: 604</b>	<b>Total: 100.00%</b>

## Executive Director Report Board Meeting 2/13/2019

- 1) HRRMC Partnership Update
  - a. We have submitted documentation and cost reports to Mr. Barnhart. We are moving ahead with plans for HRRMC to become reference lab and to read x-rays at this time. Ms. Drew visited the HRRMC Buena Vista Rural Health Center on January 22<sup>nd</sup> to observe operations and met with HRRMC radiology and lab colleagues.
  - b. Also spoke with a cardiologist (Dr. Wool) who is interested in coming here, he is checking with his practice. There is the potential for HRRMC to read our EKG's on a daily basis
  - c. We have requested assistance with credentialing & enrollment of providers
- 2) Clinical Operations Update
  - a. Weapons policy obtained, new policy is written. Will have discussion with staff at next staff meeting before policy is instituted.
  - b. Hired Jane McCarty as Office Manager, and Tina Stringfellow as a Phlebotomist. Still have MA, Receptionist positions posted.
  - c. Received notice that we are approved as a Colorado Health Service Corp Site
  - d. Marketing/PR Marketing Team continues to meet
    1. Moving forward with Mary Makowsky, website developer to update/upgrade our website platform to WordPress, cost will be \$1,000.
    2. Clinic staff will be a clinic ambassador, & have local participation (parades, festivals, etc.) Including Health Fair on April 6<sup>th</sup>.
    3. weekly columns in papers will continue with updates (short & sweet)
    4. survey patients continue
    5. Branding brainstorming meeting 1/25 – “Your Mountain Gateway to Health Care” was the tag line that the group developed.
    6. Social Media was also discussed and how it would look is still a question.
  - e. CSU-P doctorate students taking an Organizational & Systems Leadership team will come and provide input, similar to a business plan. CSU. NP students did same overview/review in 2012 and it appears nothing suggested was instituted as a result.
  - f. Board Education-Bill Charney from Charney Associates, proposal given - ~~\$4750~~ \$3900 for a day of training. Discussion by board was they will look for cheaper on-line alternatives, as there is not money in the budget for this training at this time.
  - g. Rebecca Penkoff, NP started January 14 – will be based off patient census
  - h. Partnering with Public Health to develop Breastfeeding Coalition for the county
  - i. Board Member Vacancy-Ms. Drew asked the board what the procedure will be to replace the resigning board member. This question was tabled until this agenda topic was reached.
  - j. Ms. Drew asked the board for discussion regarding posting of the Wet Mountain Volunteer Fire Department's notice of meetings. Discussion ensued, with the end result that we will not post the WMVFD agenda's as we do not post anything for anyone else.
- 3) EMS Update

- i. Ms. Drew & Ms. Archuleta, along with Chief Shy were appointed to be primary SCRETAC representatives, with Ms. Livengood PH, Ms. Howard, OEM and Mr. Fiore, SAR being alternates.
- ii. AMR- Call with them 12/20 – discussed potential for how service may look if we utilize their services, have not had any more communication with them regarding this.
- iii. Discussion regarding charging for when the ‘wheels roll’ is ongoing. Currently we only charge for treat and releases
- iv. Ms. Drew had a discussion with WMVFD, Chief Shy regarding EMS and how Fire and EMS may potentially collaborate in the future.

#### 4) IT Update

- a. Internet/Phone: CenturyLink/CTN –Met w/CTN 12/19 to discuss USAC funding and RFP for 2019 it would be 60/40 split. Still waiting for CenturyLink to separate build out for us so we may just go with monthly option. Participated in meeting with CDOT, CenturyLink & other stakeholders regarding broadband into county. CenturyLink **TIMOTHY KUNKLEMAN, DIRECTOR - STATE REGULATORY AND GOVERNMENT AFFAIRS** was in attendance and was quite surprised when the price tag of \$14,500 to bring fiber 633 feet was discussed, he said he will be investigating.
- b. Spoke with Aprima representative, approximate cost of \$27k, with annual fees of \$13,400, for an Allscripts ‘buyout.’ Waiting for price if we tag team under HRRMC.

Respectfully Submitted,

Lisa Drew, RN, BSN, MSN

Executive Director

**WEST CUSTER COUNTY HOSPITAL DISTRICT**

**Finance Report to the Board – February 13, 2019**

**Presented by: Theresa Kennedy, CFO**

December 2018 preliminary year end financials were presented to the board. Financials will be posted on the web page. December 2018 financial highlights

1. Ops Report – YTD encounters 9023 for 2018 vs 8307 for 2017 – although this shows a rise in encounters; those encounters were from other services that do not pay as well as face to face encounters. Face to Face was 5440 for 2018 vs 5662 for 2017. Instymeds continues to operate at a loss. Complete stats can be found on the web page under financials.
2. Accounts receivable – Clinic biller is still working thru credit balances. They have rolled out new software in January 2019. That new software does not contain any data prior to 2019. We have challenging the biller on postage that may be duplicated from them sending out statements from both systems. EMS AR balances should be returning to more normal lower levels as bad debt is being caught up and is now on schedule to be sent monthly.
3. Collection rates ended as follows: Clinic 47.1%; Physical Therapy 40.5% and EMS at 30.78%
4. Preliminary Financial Statements show very close to what year end will be. Unfinished year end items include final inventory valuation, balancing of depreciation and insurances, and a thorough analysis of coding in the general ledger by account. There will be some residual expenses posted as later invoices arrive.

Net Income before capital grants and donations:

\$30,720.43 Clinic;                      \$67,430.03 EMS;                      \$98,150.46 Total

EMS had Capital Grants and Donations of                      \$97,107.60

For a Preliminary Net Revenue of                      \$195,258.06

Capital Expenditures: \$10,602.23 Clinic; \$114,796.53 EMS; Total \$125,398.76