

West Custer County Hospital District  
Meeting of the Board of Directors  
March 7, 2019  
Minutes of the Meeting

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

Staff Present: Lisa Drew; Theresa Kennedy; Jane McCarty

Guests Present: Tracy Ballard, Wet Mountain Tribune; Barry Keene, James Potyraj

A quorum being present, Mr. Tobin called the meeting to order at 3:00 p.m. All meeting attendees stood and recited the Pledge of Allegiance to the American Flag.

**Opening Comments from the Board**

Introduction of guests Tracy Ballard, James Potyraj and Barry Keene

**Approval of Minutes**

The minutes of the Regular Board meeting on February 13, 2019, were reviewed.

- *Mr. Weisenbach made motion to approve the Regular Board meeting minutes dated February 13, 2019. 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 with AMR. 2 full-time employees have applied for the Paramedic program with a proposed start date of July 1st, 2019.

Run Statistics-see attached report

Grant Updates- Grant submitted Feb. 15<sup>th</sup> as discussed in previous meeting Grant reviews will be March 19<sup>th</sup> in Pueblo at the RETAC level then State review May 9<sup>th</sup> or 10<sup>th</sup>. Awards to be posted approximately June 30<sup>th</sup> and purchasing documents sent on July 1st.

EMT Class Update-New EMT Class starting in May and continuing into August. 4 people interested. Need an additional 3 prospective students to make class.

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

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

**Grants**

Discussion regarding the possible need for a grant writer.

## **Advisors to the Board**

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

## **Unfinished Business**

Bylaw Review— Ms. Evans stated that she noticed some good ideas in the 27 page bylaws from 2007 but has not finished reading them all yet. Mr. Tobin will also look into additional resources for bylaw examples.

Board Vacancy-No applications have been received as of this meeting. Vacancy will be posted in the local newspapers

## **New Business**

Enterprise Zone – Brief discussion by Ms. Kennedy regarding “Enterprise Zone” which is a directed long term campaign of usually 3 years with tax benefits for the donors.

## **Public Comments**

Mr. Keane suggested conducting a study of the number of prescriptions are written in the county in an effort to bring a pharmacy to the county. After a brief discussion, this project is unobtainable at this time. Mr. Keane also recommended looking into additional resources for grants and project planning software. Mr. Tobin suggested Ms. McCarty research this and report at the next meeting.

## **Schedule Next Board meeting**

The next board meeting will be held March 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

March 7, 2019 WCCHD board meeting notes from Beth Archuleta; CCEMS Manager via phone.

## EMS Report

- Staffing-We currently have 13 employees; 1 full-time Paramedic, 1 PRN Paramedic, 1 PRN Intermediate, 2 full-time EMT-B, 1 PRN EMT-B, 5 EMT-B currently in the Field Instruction phase, riding with AMR-Pueblo and in the process of finishing their IV class and 2 Drivers. 2 current full-time employees have submitted their Paramedic application with PCC with a proposed start date of July 1<sup>st</sup>, 2019.
- Run Statistics-For January 2019 we had 48 calls for service with 19 transports, no 2<sup>nd</sup> calls needing mutual aid assistance as we responded to both 2<sup>nd</sup> calls.
- Grant Updates-A grant with State EMTS was submitted on Feb 15<sup>th</sup> for 7 Kenwood portable radios with accessories and 3 Kenwood Dual Head radios for each ambulance. The total for the grant was \$17,146.70 with a 50/50 match. Grant reviews will be March 19<sup>th</sup> in Pueblo at the RETAC level then State review May 9<sup>th</sup> or 10<sup>th</sup>. Awards to be posted approximately June 30<sup>th</sup> and purchasing documents sent on July 1<sup>st</sup>.
- EMT Class-Looking to start around May 14<sup>th</sup>-Aug 24<sup>th</sup> with time and days to be determined after interviews with prospective students. There are 4 interested in the class currently and we will need a minimum of 7 students.
- Medicaid Reimbursement-Theresa and I attended a training on March 1<sup>st</sup> in Pueblo regarding the possibility of more reimbursement from Medicaid. Theresa is currently working with the State to ensure we are doing what is requested of us.

## Executive Director Report Board Meeting 3/7/2019

- 1) HRRMC Partnership Update
  - a. We have submitted documentation and cost reports to Mr. Barnhart. HRRMC is still providing information to Mr. Barnhart. We are currently waiting for agreement to come from HRRMC legal for HRRMC to become reference lab. Ms. Drew in contact with Dr. Waldrop (HRRMC radiologist) and his billing company to work out details of how billing would occur. Once that has been completed, we will have a signed agreement of what the services rendered will look like. Ms. Drew has not received any communication with cardiologists regarding agreement to interpret our EKG's on a daily basis.
  - b. HRRMC referred us to Mr. John Leavitt, from the Colorado Network, Inc., to provide us with provider enrollment and credentialing. His proposal to us was \$5000 to do this work for us. Our team decided our office manager, Ms. McCarty, will be able to undertake this project without his assistance. Ms. McCarty spoke regarding her work on this to date.
  - c. Once Mr. Barnhart's analysis is complete, Ms. Drew anticipates that we will sit down with HRRC folks and have further discussion regarding partnership with timelines of milestones included.
- 2) Clinical Operations Update
  - a. We are awaiting background checks on two potential employees, a medical assistant, and a front office associate. Once those are completed we will be offering positions to them.
  - b. We have several pieces of equipment that have recently decided to retire themselves, including our autoclave and our 'nurse on a stick,' that includes automatic blood pressure cuffs, cardiac monitor and pulse oximetry. Ms. Drew has developed a list of items to be replaced so that grant monies can be potentially sought to obtain these items as they are not included our budget for this year. Mr. Tobin requested that he and MR. Weisenbach receive this list of needed equipment, to be provided by Ms. Drew.
  - c. Marketing/PR Marketing Team work:
    1. Website work continues with Mary Makowsky & Greg Smith. Greg has taken numerous photos of staff and patients for this new updated website. Ms. Drew requests that the board prepare and sent to Mr. Walter van Woudenburg, a thank you letter for his generous financial contribution of payment to Mr. Smith for his services.
    2. Clinic staff will participate in the Health Fair on April 6<sup>th</sup>.
    3. Bi-weekly columns in papers will continue with updates (short & sweet)
    4. Patient surveys continue
  - d. CSU-P doctorate students taking an Organizational & Systems Leadership team will arrive tomorrow to interview staff on their project, with is to include a process improvement project to collaborate with us on, and assist us in instituting. They will present their project to the board at our April meeting.
- 3) EMS Update

- i. Latest EMT students are currently doing field instruction with AMR in Pueblo, this gives the students a chance to complete the necessary FI requirements in a short timeframe.
- ii. M. Drew & Ms. Archuleta have developed updated position descriptions for all EMS personnel.
- iii. Ms. Drew & Ms. Archuleta have discussed the costs & times for a EMT-Basic class this spring. Details will be coming out in the papers in the near future.
- iv. Ms. Drew and WMVFD Chief Shy, continue to consider how Fire and EMS may potentially collaborate better 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.
- b. Regarding fiber to CCMC: CenturyLink, provided a semi separate build out for us, which brought the price from \$14, 500 to \$12,500.
- c. Vernon Roth from the county IT department has obtained permission to provide us with service from the county building which would include 45 mbps up & down, at essentially no cost to us. He will install a receiver on our building and we can ‘piggyback’ off their services. This is a much welcomed short term fix for us and our broadband speed.
- d. Aprima price of \$27,000 is the best offer as it is cheaper for us to do a “Allscripts buy-out plan,” than piggyback with HRRMC licensure. Our contract/agreement would be expiring at the same time HRRMC’s is so that going forward we potentially would be on the same payment plan cycles. The way we can save some money from the quote is to have HRRMC agree to do most of the training with us rather than Aprima staff. It was noted and discussed that we will need a new server with the cost estimate of \$40-\$60k.

Respectfully Submitted,

Lisa Drew, RN, BSN, MSN

Executive Director

## WEST CUSTER COUNTY HOSPITAL DISTRICT

Board Finance Report – March 7, 2019

Submitted by: Theresa Kennedy, CFO

1. Presentation done via overhead projector so all can see reports – January 2019 Financials.
2. No updated on 2018 year-end financial statements. Entries made back in 2018 should only affect the 2019 balance. There should be no effect on 2019 Profit and Loss.
3. OPS REPORT –
  - a. Face to face encounters down slightly compared to January 2018; overall average patients per day down by 1.
  - b. Medication/Injection Category has a big swing Jan 2019 vs Jan 2018 – with biller will need to comment on that. But does not affect revenue much as that category is not a large payer.
  - c. Instymeds we have more scripts written in Jan 2019 than Jan 2018 but lost more in our breakeven number – that is due to more medications ordered during Jan 2019 than Jan 2018
4. ACCOUNTS RECEIVABLE AND COLLECITON RATES –
  - a. Biller has new software system. New system will only contain 2019 going forward. All reporting going forward means we have 2019 activity that needs to be manually merged with 2018 history to get historical reports and trends. Those reports will be developed as the year progresses.
  - b. Clinic Biller has been questioned on extra expenses to District due to sending dual billing from the old and new system. Biller has suggested a \$20 credit per month and that it should settle out nicely in 90 days. We have pushed back stating we do not believe in the 90 day transition since our patients are still getting billing from 2015 dates. Additionally the credit balances on account are still unacceptably high, presumably because of the UB04 billing issues from 2015. We will continue to seek resolution. EMS billing has a few insurance stragglers over 90 days. Private pays typically will go over the 90 day category and that amount is either in a payment plan or is pending sending on to collection.
  - c. Collection rates are holding for the first month of Jan 2019 – Clinic at 47.4%; PT at 40.6% and EMS at 30.5%
5. FINANCIAL STATEMENTS –
  - a. One month into 2019 there were no capital grants/donations or capital expenditures. January 2019 does have a December 2018 payroll accrual reversal, so profit and loss appears healthier than actual cash going out. January 2019 net revenue is \$39,210.39 Clinic, \$9,018.91 EMS for total net revenue of \$48,229.30.