

West Custer County Hospital District  
Meeting of the Board of Directors  
July 26, 2018  
Minutes of the Meeting

Attendance: Directors Present: Bob Tobin, Chair  
Katherine Ripley-Williams Vice-Chair  
Janny Candelaria, Secretary  
Ann Evans, Treasurer  
Bob Weisenbach

Staff Present: Theresa Kennedy; Beth Archuleta  
Lisa Drew;

Guests Present: Traci Ballard, Jordan Hedberg, Wet Mountain Tribune  
Ann Barthrop, Ann Wilson

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**

There were no opening comments from the Board.

**Approval of Minutes**

The minutes of the Regular Board meeting on June 28, 2018, were reviewed.

- *Mr. Ripley-Williams made motion to approve the Regular Board meeting minutes dated June 28, 2018. Ms. Candelaria seconded and the motion passed unanimously.*

**EMS Report:**

Ms. Archuleta reporting –

Staffing: We had one full-time EMT step down to part-time as he has accepted a full-time position with Rye Fire. We did have one of our PRN EMT's apply for the full-time position.

Run Statistics: Statistics were June 2018 64 calls to 46 in 2017. Transports were 28 in June 2018 vs 23 in 2017. YTD through June 2018 were 296 calls in 2018 to 280 calls in 2017; transports were 124 in 2018 to 138 in 2017. We will be incorporating the number of times mutual aid is called in the report in the future.

Grants Update: Grants have finished up for the year and we are working submitting grants for the new year of which five have been submitted. Those requests to RETAC will include Dr. Weber's Medical Director Fees, Staff Training Videos, new Toughbook, and Keystone and the Trauma Symposium which add up to over \$7,000. Still looking at grants for new radios, last quote was \$45,000 for 15 radios, as the radios we have will no longer serviced. Hopefully we can coordinate with Sheriff and Fire so that we all have the same radios. And we will also work on a grant to get a new Ambulance Chassis to remount Med 3 which will be around \$100,000. We did receive the CREATE grant that will match 1/2 of the cost for the EMT students, which is currently set at \$1400 per student, so we can be reimbursed up to \$700 per student.

EMT Class: EMT Class cost breakdown is as follows: \$1600 for Pueblo Community College oversight, Book charge is \$123.29 each, Background check Colorado Only is \$41.75 plus \$8 per additional State; \$14.70 DMV Check, \$25 Drug Screen, \$20 for Shirt and instructor costs for Molly and myself and for the IV Course, \$40 for Liability insurance. Total fixed cost is \$7094.70; Per Student Additional is \$264.74. Ms. Drew stated we currently have 5 strong candidates. Desired number is 10. August 4, 2018, is the official meet and greet to get the class going.

Advisory Committee: Ms. Evans indicated she is putting together guidelines she recommends be put in place before an advisory committee is formed that guidelines and scope of the committee is.

Ms. Archuleta finished her report listing the types of calls they are dispatched for – ie blood draws at the sheriff's office, cardiac, DOA, etc.

### **Executive Director Report**

Lisa Drew Reporting:

Staff Update & Extended Hours: Julie Klaker, NP has given notice with her last day being July 25, 2018. Maria Duran-Shy, NP, who had been hired part-time has agreed to move to full-time and has started July 26, 2018. We have calls out to PRN to staff Monday's as we only have on provider on Monday's with NP Stark moving to 4 days per week to allow for extended hours. NP Stark has been precepting a NP student who graduates in August and we have already offered her a job which she has accepted and will come on once her licensing, credentialing and certificates are done. Extended hours start August 7, 2018 - Scheduled appointments on Tuesday's will be from 7:40 am to 6:20 pm on Tuesday's and 2 days at having earlier hours. We have also ordered eight new training videos for staff to complete.

IT Update: CTI is working on getting server quotes so that we can update our servers. On July 25<sup>th</sup>, we had a power outage here which severely affected us. It affected our generator, our timeclock/payroll server is dead and has been sent to Pueblo to see if it can be recovered, our ambulance bay doors are broken and sensor is out, and the Instymed Machine is dead. The insurance company has been contacted. Repair contractors have been scheduled. We also lost our phones for a while during the day. We are also looking at upgrading our email accounts and reviewing the individuals and names of those that have them.

Community Contacts: Ms. Drew attended the Custer County Interagency Network Meeting that she will attend monthly which provided a lot of contacts, attended an E911 meeting and will be going to the CES meeting. Ms. Drew stated a group also met with the Sentinel and Ann Barthrop is here at the meeting to make a presentation based on that meeting.

Mr. Tobin asked if at the E911 meeting it was discussed where future funds were going. Ms. Archuleta indicated they did and much is going to Dispatch for their needs, which is appropriate, with the new dispatch center upgrade they have secured. Nothing has been discussed about future year E911 funds. The next E911 meeting should be in October and it is open to the public.

Ms. Evans stated that for Community Contacts she suggests that someone from the Hospital District should have representation with the Rotary. Jordan Hedberg indicated that the Rotary does have business memberships. Ms. Kennedy suggested we contact the current Rotary President for information.

## **CFO Report/Finance Committee**

Financials: Ms. Kennedy gave the report.

The packet is larger this month because it is the end of the second quarter and as discussed more detailed financials are presented such as budget to actual, etc. Ms. Kennedy suggested that we start including the entire financial packet on the web page to show continued transparency. Mr. Tobin asked for a motion.

- *Ms. Evans made a motion to start uploading the entire financial packet on the web page. Ms. Candelaria seconded, motion passed unanimously*

The top sheet of the packet includes the new ops report for the clinic. Ms. Kennedy noted the Instymed line is disappointing. The Instymeds machine is a necessary service but operates at a loss. YTD loss is \$2,187.67 and previous year at this time was a loss of \$4,863.12 which is why we had renegotiated our monthly rental down to \$1,000 and raised the delivery fee to \$12. Ms. Drew stated there may be other options and it is on her list to review. The Clinic is down in all areas relative to patient visits. That is not necessarily a negative thing. The reductions have not resulted to our knowledge in any patient personally not being able to secure care. So even, though the patient visits are down, expenses are down as well and we are doing well financially, but we would like to see the numbers come back up.

Clinic AR is still off between biller and GL. The amount overall is insignificant, but personally Ms. Kennedy will continue to research the discrepancy. Tools are in place to make sure the biller is not missing billing revenue. YTD average visit is \$173.95 and PT is \$228.52 per visit. Clinic and EMS charges summaries and aging reports were presented. With the new ops report Ms. Kennedy indicated that there will not be a need to present the numerous CSC reports. The Board concurred.

Ms. Kennedy is still working on getting a new collection agency for EMS. Her time availability is the constraint. The goal will be to find an agency that can collect in the most states as possible. Ms. Kennedy reviewed the remainder of the EMS financial portion. Patient's still struggle with getting a bill for Treat and Releases, but we are providing a service and there is a cost to the District.

Collection rates reported were—Clinic 47.8%, PT 41.3% and EMS at 32.44%. PT is a bit ahead, but we will still watch before adjusting. EMS collection is ahead as well, but we will not adjust because we have been running at 30% and this month may be a short-term increase based on payer-mix. Ms. Kennedy reviewed the balance sheet and financials. Inventory is still a challenge, it was completed by EMS but not the Clinic. Time did not allow a thorough review by Ms. Kennedy so no adjustment has been made.

Ms. Drew asked if the financial packet can be put online before the meeting. Ms. Kennedy indicated that there is a challenge with that, but she would review if that can be accomplished. Ms. Evans indicated that we could mark it unapproved and we could put it up after the finance committee meeting which meets several days before the public board meeting.

Ms. Drew shared with the board some cost saving areas that she has identified. Xray is going from a dedicated XRay tech two days per week, to training all staff to get set up for Xrays and having anyone on shift with licenses to shoot Xray to actually shoot the Xray which will allow us to have Xray up to 5 days per week. We are reviewing our sharps disposal processes and inventory tracking and we are working on cross training.

## **Grants**

Ms. Ripley-Williams is still working on time to meet with Ms. Drew to discuss grant possibilities. Mr. Tobin asked if we had heard anything from the High Mountain Hay Fever board. Ms. Drew stated that she had not, nor had they been in touch with us before the event, but she had been in touch with them before the festival and informed them that we would like to participate and to be sure to contact us in the future.

## **IT Committee**

We were forced to sign the contract with Allscripts until October 2019. We will pursue looking at different EHRs in the fall.

## **Advisors to the Board**

There were no Advisors to the Board.

## **Unfinished Business**

IGA Update: Ms. Drew and Ms. Kennedy had a meeting with all parties in the IGA to discuss concerns with the agreement. It is called an Intergovernmental Agreement because it is between government agencies. The IGA came about as the County decided that the five top users should contribute to the general operating expenses of the towers. Those entities are the Sheriff's Office, Road and Bridge, EMS, Custer County School and the Fire Protection District. The meeting resulted in verbiage changes which Ms. Drew reviewed with the board which included in excluding capital expenses and that the agreement would be reviewed once per year. The county is suggesting that we budget \$1500 per year to pay our share which is fair and equitable. Ms. Drew again stated that she felt the agreement was fair and equitable and recommended the board sign the IGA. Mr. Tobin stated for the record that many surrounding counties absorb these tower costs. Ms. Kennedy stated that Mr. Tobin is correct that many counties absorb the costs of the towers, but they do charge for dispatch services. Ms. Archuleta asked if we had been assured they would not charge us for dispatch services as well. Ms. Drew stated that she has talked with Sheriff Byerly that he stated that there will not be any dispatch charges. Ms. Candelaria expressed concern that the IGA did not include a specific dollar amount. Discussion continued. Mr. Tobin asked for a motion to sign the IGA.

- *Ms. Evans made a motion to sign the IGA agreement as presented. Ms. Ripley-Williams seconded. Motioned passed with 4 Approvals, 1 Opposed (Ms. Candelaria).*

Public Comments Update: Ms. Drew followed up on the Tricare issue from last month. After research it was discovered that the error is completely on Tricare's side and they are working to fix the problem. Medicaid patients are also getting a letter. We are going to send letters to patients once we believe Tricare and Medicaid have resolved the problem.

## **Public Comments**

Ms. Barthrop presented to board what was discussed at the meeting at the Sentinel. Ms. Barthrop presented a summary of her presentation (included with minutes). Ms. Barthrop stated that the clinic and EMS are vital pillars of the community and the concerned citizens meet with District staff with the consensus being to move forward on a common ground and do a SWAT (Strengths, Weaknesses, Assets and Threats) analysis with impartial outside individuals. Ms. Barthrop is asking today for a formal approval to move forward with the SWAT analysis. The clinic had requested this analysis be done with volunteers. Ms. Barthrop is suggesting that we provide reimbursement for expenses which are unknown at this time. The final report would be to develop and recommend a business plan and provide a platform for review, discussion and action by all parties to finalize and implement a new business plan for the Clinic and EMS. Ms. Evans indicated that she believed it should not be all outsiders and volunteered to be the board liaison

for the group. Discussion continued on how this Citizens Committee doing the analysis could look at and who they would report to. Ms. Barthrop could not provide any names of those that she is considering for this Citizens Committee but she has reached out to individuals. Ms. Ripley-Williams stated her concerns about the request for reimbursement as the District is already struggling to have appropriate funds for the things that impact the day to day care of the community. Ms. Ripley-Williams asked for a ball-park figure of what kind of reimbursement funds they thought were needed and should not be left wide open. Ms. Drew stated that we already have an analysis such as this that was done in 2012 by CSU Pueblo and that we could reach out to them to see if they are willing to do it again. Ms. Candelaria questioned why we needed to do this now as we have a new Executive Director who is already doing new things. Ms. Drew stated that she probably started this when she went to the Sentinel to discuss a recent article in their paper and thru those discussions it was suggested we do this SWAT analysis. Ms. Drew has stated to all of these concerns citizens that if they have a great idea, we want to hear about it and see if it is feasible to implement. Ms. Drew stated that it is important to move on from the past and move forward and make this a better place. Ms. Evans stated that the presentation was broad today and that is what we had requested of Ms. Barthrop and it is just the starting point to react too. Mr. Tobin reminded everyone, that no matter what is presented, it is the Board that will have the final say on any implementations or expenses for things discovered in this analysis. Mr. Tobin asked Ms. Barthrop to present at the next board meeting a list of potential people to serve on the group with their backgrounds and expertise and the board cannot approve the funds until we see the purpose and the people. Point of contacts to get this started will be Ms. Barthrop, Ms. Drew and Ms. Evans. Ms. Barthrop shared information about her talks with UC Health regarding having an MD intern program here. Ms. Drew stated that the challenge with these programs is that as an RHC we have special rules we must follow, and sometimes that restricts us, such as RHC regulations state that we cannot bill for services a student would provide, which would not be good for the District. Ms. Barthrop asked again if she had permission to move forward. Mr. Tobin stated yes and that a vote at this time was not required.

Mr. Hedberg, owner of the Wet Mountain Tribune, asked Ms. Barthrop the members of the Citizens Committee. Mr. Barthrop stated that as of right now it is Ms. Drew, Ms. Evans, herself and Ms. Wilson. Mr. Hedberg stated he came today because he had heard about what happened at the last meeting and felt it may happen again at this meeting, but that he is surprised and taken aback that the District was now going to work with an organization that blasted them throughout the campaign. Mr. Hedberg continued stating that we have a problem now that the we are now going to reach out to an organization that has a long history of saying thanks for the money, thanks for the support, by the way we are going to run you out of town. The Sentinel is a news organization that is not only against the clinic, but as a staff and newspaper going to go after you. The issue is you are going to a tiny minority that actively undermine just about everything that they touch. Mr. Hedberg stated he is warning the board right now that you just got a huge vote of confidence from the public community in this election, and now you are going to reach out and support the Sentinel. That is a tremendous disservice to the community who supported you.

### **Executive Session**

There was no executive session.

### **Schedule Next Board Meeting**

The next regularly scheduled Board meeting will be held Thursday, Aug 23, 2018 at 3:00 p.m. Ms. Kennedy indicated that she will be away before the board meeting and will inform the board upon her return if she has problems completing her reports.

### **New Business**

Ms. Evans presented Ms. Kennedy a thank you give from the Board for stepping in during the transition of Executive Director and thanked her for a job well done.

**Adjournment**

- *Mr. Evans made a motion to adjourn the meeting. Mr. Riply-Williams seconded, the motion passed unanimously and the meeting was adjourned at 5:22 p.m.*

Respectfully submitted,



Janny Candelaria  
Secretary to the District Board