

West Custer County Hospital District  
Meeting of the Board of Directors  
July 27, 2017  
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: Delwin Lester  
Theresa Kennedy  
Beth Archuleta

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.

**Approval of Minutes**

The minutes of the Regular Board meeting on June 22, 2017, were reviewed.

- *Ms. Candelaria made motion to approve the Regular Board meeting minutes dated June 22, 2017, as presented. Ms. Evans seconded and the motion passed unanimously.*

**EMS Report**

Run Statistics: Ms. Archuleta gave the report for EMS. Statistics were Jun 2017 46 calls to 40 in 2016. Transports were 23 in Jun 2017 vs 15 in 2016. Total calls YTD is 280 in 2017 vs 244 in 2016, and 138 transports in 2017 vs 117 in 2016.

Staffing: Ms. Archuleta reported that we have 16 individuals on the roster; 2 paramedics, 5 drivers and the rest are basics.

Grants: We were awarded the RETAC grant for the ambulance and monitors. We are now waiting on the official purchase order from the state. The chassis has already been ordered as it will take three months to get in. The monitors will be ordered once we receive the PO. The Stryker stair chairs have been ordered and those were covered with the CESA \$2000 grant and the remaining \$4,400 covered by County RETAC funds.

Mutual Aid: Ms. Archuleta reported they are going well and we are only lacking Florence, Heufano, and AMR. At the recent CES meeting it was reported that Heufano returned

\$50,000 to Homeland Security that may be redistributed. Mr. Lester suggested that Ms. Archuleta see if we can resubmit for a generator for EMS.

Safety Day: Safety Day is August 5<sup>th</sup> from 11-3 at the station. Participating is Fire, Sheriff, OEM, Search & Rescue, DOW, Public Health, Core of Chaplains, Flight for Life. There will be a canine demonstration, car extraction, flight landing, taser demonstration, and a gun lock demonstration. Local and Pueblo merchants have donated food and giveaway items.

Ms. Candelaria shared with the board that in Colorado Springs, one EMS service is starting to only staff ambulances with basics and have Paramedic Fly cars. Ms. Candelaria shared that she is continuing to look at other EMS agencies and their Treat and Release policy. Ms. Candelaria stated that Summit County does charge a treat and release if they use any supplies, but AMR does not charge. Ms. Candelaria will continue to check with other services.

Ms. Kennedy asked if there was any way for us to track how often Mutual Aid is called upon. Ms. Archuleta said that she has talked with Mr. McCarthy at SO and they do not have a method of doing that other than a manual tally. Ms. Archuleta continues to work with SO on the mutual aid map so that SO knows who to call out for aid depending on the area of need.

### **Executive Director Report**

Provider-Based Update: Next meeting is scheduled August 30, 2017, at St. Thomas More. Mr. Lester, Ms. Kennedy, Mr. Tobin and Ms. Evans will attend. Mr. Weisenbach can fill in if Ms. Evans cannot attend. Mr. Lester stated that he is hopeful that after that meeting, Ms. Trahern from St. Thomas More can come up to the September board meeting to make a presentation.

Clinic Operations Data: Mr. Lester reported. Total patient visits to date is 3285 in 2017 vs 3353 in 2016 (down 2%) and daily visits were 24.4 to 17 patients per day over the past four weeks. Mr. Lester indicated we did have providers out on vacation during this period. Mr. Lester commented that some of the downturn may be due to our provider model with only one full-time provider and having multiple providers and PRN providers filling in the second spot. Patients want stability for the more long-term chronic care and our model makes that harder. However from a financial standpoint the model has been more sustainable as the second provider position is not benefited at this time. Another reason is due to the national trend that patients are foregoing seeking treatment due to higher deductibles and out of pocket costs.

Staffing: Both new RN's are finishing training and doing a wonderful job. We have a receptionist that is moving to Salida, but the position is already covered.

### **CFO Report/Finance Committee**

Financials: Ms. Kennedy gave the report. The auditors were in and completed their field work last week. Mr. DeNardo reviewed the UB04 and the \$30,000 credit balance challenge and indicated that all entries had been done logically and appropriate with the information available and that he would not recommend making any adjusting entries at this time. Due to

the \$30,000 challenge, the Clinic AR on the balance sheet is over-reserved. An adjustment, when made, should be positive from an income standpoint.

Ms. Kennedy shared with the board that although patient visits are down 2%, revenue is down further. That downward trend ties into the talk about provider stability and patients coming to more for urgent/acute care versus chronic care. We see less reimbursement for acute visits and our average patient encounter rate is down to \$153.88 in June and \$167.37 YTD compared to an average encounter of \$178.92 in December and \$173.12 December 2016 YTD. That is why our gross revenue is down at a higher rate when compared to the reduction in patient visits. Physical Therapy encounter rates remain consistent.

On EMS AR, Ms. Kennedy reported that she is still waiting on the biller for explanation on balances in aging that are not showing any activity for months. Ms. Candelaria asked how much longer it will take until we can transition it to in house. Ms. Kennedy shared that since her training in June, she has spent an extensive amount of time researching the best options and software to utilize to bring this back in house. It is down to 3 scenarios which Ms. Kennedy is sharing with Mr. Lester and Ms. Urban and a decision is expected to be made next week on what process is best. At that point we will move forward and expect to have the billing back in our hands around September 1, 2017.

Collection rates reported were--Clinic is at 48.98%, PT at 39.53% and EMS at 30.46%. Auditors were pleased with the collection rate spreadsheet and concurred that it is a very fluid document and an appropriate tool to use to adjust our records as trends change.

Ms. Kennedy reported that a 5 year lease has been signed with Airgas for tank rentals and she has done a mid-year payroll vacation accrual. Net Revenue YTD is \$20,313.70 for Clinic and \$47,211.37 for EMS for a total of \$67,525.07 YTD.

Mr. Wiesenbach requested we discuss positioning our reserves. Ms. Kennedy shared with the board that there had been a concern that we were holding all of our accounts in one facility and only had FDIC insurance for \$250,000. Per the auditor, any financial institution who accepts government accounts is supposed to pledge assets to those funds at 102%. However, that is no guarantee that a bank has done that and should a crisis occur, getting access to our funds may be challenging. The auditor indicated it would not be a bad idea to put funds in another location for quick accessibility should one financial institution be having trouble. Mr. Wiesenbach questioned whether there was another investment avenue that could provide us a greater return on investment. Ms. Kennedy will ask the auditor their recommendations and indicated that we would need to make sure we are following any regulations relative to investment of government funds.

Ms. Kennedy reported the auditors plan on coming to the August board meeting to present the audit results. An audit draft should be available to review by the board before the meeting. The hope is to be able to vote on the audit at the August meeting.

**Grants**

Mr. Tobin is in discussion with the Early Childhood Development Council. This group believes that someone from clinic should be on the board. It is still unclear of what they are attempting to accomplish with their organization. Mr. Tobin asked if anyone would be willing to work with them to determine if it is a fit for the clinic. Ms. Candelaria volunteered.

**IT Committee**

Mr. Lester reported that we are still waiting for the Allscripts upgrade which must be done by Allscripts. Mr. Lester indicated it is not just our facility, but many facilities are having the same issue.

**Advisors to the Board**

There were no advisors to the board present.

**Unfinished Business**

There was no unfinished business.

**New Business**

There was no new business.

**Public Comments**

There were no public comments.

**Executive Session**

There was no executive session.

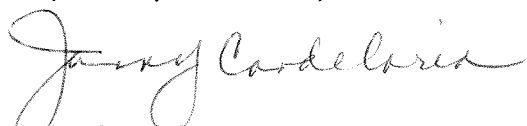
**Schedule Next Board Meeting**

The next regularly scheduled Board meeting will be held Thursday, August 24, 2017 at 3:00 p.m.

**Adjournment**

- *Ms. Evans made a motion to adjourn the meeting. Ms. Weisenbach seconded, the motion passed unanimously and the meeting was adjourned at 4:25 p.m.*

Respectfully submitted,



Janny Candelaria  
Secretary to the District Board