

West Custer County Hospital District
Meeting of the Board of Directors
October 26, 2017
Minutes of the Meeting

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

Directors Absent: Katherine Ripley-Williams Vice-Chair

Staff Present: Delwin Lester
Theresa Kennedy
Beth Archuleta via call in

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 September 28, 2017, were reviewed. One correction was noted.

- *Mr. Weisenbach made motion to approve the Regular Board meeting minutes dated Aug 22, 2017, with the correction noted. Ms. Candelaria seconded and the motion passed unanimously.*

EMS Report:

Staffing: Ms. Archuleta reporting – no change in personnel.

Run Statistics: Statistics were Sept 2017 56 calls to 47 in 2016. Transports were 20 in Aug 2017 vs 27 in 2016. Total calls YTD is 442 in 2017 vs 403 in 2016, and 208 transports in 2017 vs 187 in 2016.

Mr. Tobin asked if we came to a conclusion on billing Treat and Release runs. Ms. Kennedy stated that we have always billed for treat and releases. Our policy states that if supplies are utilized in an encounter with a patient, there is a \$150 treat and release fee charged. Ms. Kennedy stated the collecting on those charges is difficult with many patients being frustrated with the charge. The discussion previously about treat and releases was how our policy compared with other EMS entities. Ms. Kennedy stated that we have found our policy to be fair compared with what other agencies are doing.

Grants: Ms. Archuleta said the crews love the new monitors received. Peak Motorcoach has indicated they are expecting the new ambulance chassis in mid to late November. Staff is indicating the stair chairs are great and are thankful. The new grant process for county RETAC funds is going better as everyone gets farther into the process. Ms. Archuleta state she is on the County Commissioner agenda on October 31 at which time she will present her recommendations for changes to the county RETAC board positions. Her recommendations have already been well received but will officially be voted upon at this meeting. The next RETAC meeting is on November 16, 2017.

Holiday Benefits: Ms. Archuleta presented a new holiday benefit proposal for EMS personnel to be included in the Custer County EMS Standard Operating Procedures (SOP) Manual. Ms. Archuleta explained that the Hospital District holiday policy had been written with only clinic personnel in mind as EMS personnel had been volunteers. That policy pays holiday for days the clinic is not open to observe the holiday. EMS is always open, so this new policy will provide a mechanism to reward those personnel who work the holiday, not just benefited personnel.

- *Mr. Tobin asked for a motion to have the proposed EMS Holiday Benefit Policy added to the Custer County EMS SOP Manual (copy attached with minutes): Summary of EMS Holiday policy is to pay ANY EMS personnel actually working the holiday at time and a half for the holiday shifts noted in the policy and retain a floating holiday for benefited EMS personnel awarded as a one 12-hour shift holiday per year.*
- *Ms. Evans made motion to approve the EMS Holiday SOP as presented effective November 1, 2017. Mr. Wiesenbach seconded and the motion passed unanimously.*

Mr. Lester advised the board that he had received a call from the Fremont County Tax Assessor inquiring about the Hospital District service map and asked questions regarding the areas in Fremont County that are outside of our District, but we had been willing to provide the services. Mr. Lester indicated the Assessor desired to work on policies that would enable the District to be compensated for areas we are responding to that Fremont EMS services have not been willing to respond.

Executive Director Report

Provider-Based Update: Mr. Lester stated Centura continues to ask questions and do fact finding about the facility as they work to develop an agreement. Mr. Lester indicated that he is also actively working with Centura to bring a pediatrician up to our facility now under a rental agreement. Mr. Lester did not believe we would receive anything on an agreement for clinic management until November.

Mr. Tobin commented on the letter Mr. Lester wrote to the paper about the clinic accepting VA patients. Mr. Lester re-confirmed that if approved by VA Choice for the clinic to provide services, we do provide those services.

Mr. Lester reported. Total patient visits to date is 4778 in 2017 vs 4901 in 2016 (down 3%) and daily visits were 25.2 to 21.4 patients per day over the past four weeks.

CFO Report/Finance Committee

Financials: Ms. Kennedy gave the report. Clinic AR remains the same with the \$30,000 variance reported previously. Clinic biller is having trouble getting secondary insurance to accept the refunds due under the UB04 rebill. The clinic average collection rate is at \$166.31. Ms. Kennedy shared with the board that the clinic collection rate is a blended rate that includes labs and x-rays. Lab visits (specifically outside orders) continue to increase and lab collections rates are very low – being only 10% to 20% of total lab charges). The combination of lab visit increases with low collection rates and patient visit decrease, the collection rate may continue to decline. Physical Therapy is at a \$227.58 encounter rate.

On EMS AR, Ms. Kennedy is learning the new system reporting options and will be developing reports as she can. The old biller still has not clarified the issue with the \$14,000 in Railroad Medicare that has some runs getting close to or out of timely now and that they have not even been billed the initial claim. Ms. Kennedy said she would request the biller turn those bills over to us for billing should she not receive confirmation soon.

Collection rates reported were--Clinic is at 48%, PT at 39% and EMS at 30.92%. Adjustments were made in the clinic revenue this month to bring the financials in line with the trending lower collection rate.

Net Revenue YTD is \$35,302 for Clinic and \$55,732 for EMS for a total of \$91,034 YTD. November is a three-payroll month, so that will reduce this YTD net profit significantly. EMS this month showed the first loss in an individual month for the first time since the mill levy but will be at a profit overall at year end. Clinic is anticipated to have a small net loss for the year should current trends continue.

2018 Budget: 2017 Year End estimated is still under budget for expenditures, so no amendment is needed at this time. Ms. Kennedy shared the highlights of the 2018 budget. Those being:

- Lower Clinic Encounter Rate due to labs being embedded in the Biller Reported Encounter Rate
- Lab, X-ray and Pharmacy based on current trends % charges to patient fees
- Immunizations income and expenses removed as Public Health now processes
- Property tax reduction due to Gallagher Amendment
- Clinic employee raises awarded to address the mandatory minimum wage hike and on a scale to reward longevity
- EMS employee raises increased to comply with new minimum wage standards and address salary compression
- Benefited Employees now contributing to premiums for health benefits
- New EMS holiday pay policy implemented in the budget

The 2018 budget was tight and it is projected to only have an overall profit of \$7,467 before any capital contributions. Profit with capital contributions is projected at \$128,546.

- *Mr. Weisenbach made motion to approve the 2018 Budget as presented. Ms. Evans seconded and the motion passed unanimously.*

Grants

Mr. Lester stated the Spirit Campaign will be starting soon and we have updated what is needed. Ms. Kennedy reminded the board that we are an Enterprise Zone and if individuals contribute under that platform, there is a larger tax deduction given. Mr. Tobin will work with Ms. Kennedy to potentially publish that option to the community and review the guidelines of the Enterprise Zone.

IT Committee

There were no IT issues to report.

Advisors to the Board

There were no Advisors to the Board.

Unfinished Business

There was no unfinished business.

New Business

Ms. Candelaria shared her experience attending the Kids Counsel board meetings. The Kids Counsel is actually a state-mandated program for neonatal to age 8. The Kids Counsel board is currently working on their objectives for 2018. Ms. Candelaria reported the next meeting is on November 18, 2017, and

asked if any other individual would attend with her as they discuss how the clinic might help fulfill the needs and/or objectives of the Kids Council. Mr. Lester stated he could attend.

Mr. Lester updated the board on the current local situation with the opioid crises. Many programs being put in place are education to the providers. Mr. Lester is telling those agencies that our providers are educated and it is having access to alternative care for the patients is what is lacking, with some having to wait up to 12 months to get into a pain clinic or their insurances not covering the alternative care.

Public Comments

There were no public comments.

Executive Session

There was no executive session.

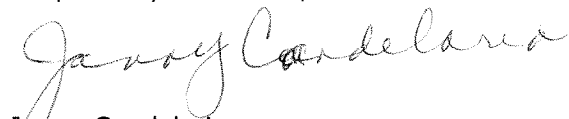
Schedule Next Board Meeting

The next regularly scheduled Board meeting will be held Tuesday, November 21, 2017 at 3:00 p.m. The day of the week change is due to Thanksgiving.

Adjournment

- *Ms. Evans made a motion to adjourn the meeting. Mr. Wesienbach seconded, the motion passed unanimously and the meeting was adjourned at 4:10 p.m.*

Respectfully submitted,



Janny Candelaria
Secretary to the District Board