

West Custer County Hospital District
Meeting of the Board of Directors
April 25, 2019
Minutes of the Meeting

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

Staff Present: Lisa Drew
Theresa Kennedy
Jane McCarty

Guests Present: Cheryl Wyatt
Barry Keene
Tom Shepard

A quorum being present, Mr. Tobin called the meeting to order at 3:45 p.m. All meeting attendees stood and recited the Pledge of Allegiance to the American Flag.

Opening Comments from the Board:

Introduction of guests Cheryl Wyatt, Tom Shepard and Barry Keene

Approval of Minutes:

The minutes of the Regular Board meeting on March 28, 2019, were reviewed.

- *Ms. Evans made a motion to approve the Regular Board meeting minutes dated March 28, 2019. Ms. Candelaria seconded and the motion passed unanimously.*

CSU Pueblo, Doctorate of Nurse Practice Report:

Report given by Kati Foechterle and Rhoda Orndoff. See attached report and process flow for Inventory Control System report.

EMS Report:

Ms. Kennedy presented EMS run report statistics, see attached report

Executive Director Report:

Ms. Drew reporting, see attached report.

CFO Report/Finance Committee Report:

Ms. Kennedy reporting, see attached report.

Grants:

Ms. Drew and Mr. Tobin both stated they spoke to Ms. Ripley-Williams regarding the grant material she has. Ms. Ripley-Williams stated she would look for that material and return it to either Mr. Tobin or Ms. Drew. Ms. Candelaria will also try to contact Ms. Ripley-Williams.

Advisors to the Board:

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

Unfinished Business:

Bylaw Review: Rough draft of bylaws submitted for review. Ms. Candelaria will make suggested grammatical changes. The plan is to have the first reading of the bylaws at the May board meeting. The second reading will be planned for the June meeting.

Board Vacancy: Two applications were received for this vacancy. Applicant Cheryl Wyatt introduced herself to the board of directors and gave a brief background summary. Tom Shepard also introduced himself as a board of directors' applicant and gave a brief background summary. After a brief discussion by the board, the decision was made to wait until the May board meeting to give all board members an opportunity to review the applications before appointing a candidate to the board.

New Business:

Enterprise Zone: Mr. Keene was approved by the Board of Directors as an advisor to the board to obtain further information regarding the Enterprise Zone and how it may benefit the district.

Funds Investment: Ms. Kennedy presented rate sheets comparing First State Bank to The Colorado Trust. The best interest rate was 2.56% through The Colorado Trust. Proposal made by Ms. Kennedy to open an investment account with The Colorado Trust.

Motion was made by Ms. Evans to open investment account, with Ms. Candelaria seconding, with the finance committee leading this action. Motion carried.

Public Comments:

Mr. Keene asked if he could ask one of the applicants a question. Discussion ensued among board members regarding public comments to applicants. Seeing no issue, Mr. Keene asked Ms. Wyatt if she has the ability to say 'no' to Ms. Evans, as they have past work history together. Ms. Wyatt indicated she has no problem with disagreeing with Ms. Evans.


Schedule Next Board meeting:

The next board meeting will be held May 30, 2019

Adjournment:

Ms. Candelaria made a motion to adjourn the meeting. Ms. Evans seconded, the motion passed unanimously and the meeting was adjourned at 6:00 pm.

Respectfully submitted,



Janny Candelaria

Secretary to the District Board

Summary of WCCHD Inventory Control System

Kati Foechterle & Ronda Orndoff

Brief Background

Currently, WCCHD keeps a hand-written supply list for the clinic. A list of purchases can also be found on the McKesson website. With the current system in place, PAR levels are not established and unable to be tracked over a course of time. In past audits, WCCHD was flagged for not having a system in place to determine inventory levels. It was recommended that they implement a system that can track orders and PAR levels in a 2012 quality improvement project and in a formal financial audit completed on August 30, 2018 by an outside consulting firm.

In 2011, approximately \$30,000 was spent for disposable supplies. In 2018, projected budget for supplies was \$39,634. From February 2018 through January 2019 the total cost of supplies was \$22,594.25. When discussing use of supplies with staff during this period of time, after an inventory of items, older items were then used so expenditure was falsely lower than what would normally be projected during this period of time in particular. The 2019 projected budget is also \$39,634.

Development and Implementation Plan

- Old records were removed from large supply room
- All nursing supplies were inventoried and moved to centralized stock room
- Supplies were barcoded using McKesson website
- All items were scanned into McKesson site utilizing bar-coding system already in place
- Key stakeholders were trained on use of scanner system with "Go Live" on 4/5/19
- Back up KanBan system and First In First Out (FIFO) in place if bar-coding system unavailable
 - KanBan: Establish PAR levels for each product. Cards placed at PAR level to know when product needs reordered.
 - FIFO: this will decrease excessive waste with expired supplies. Incoming products will go to the back of the stock

Evaluation

- Current inventory assets as of 4/5/19 - \$7,526.26
- Six-month evaluation of monthly reordering compared to previous year to assess ongoing budget
- Staff survey initiated on 4/5/19 to determine usability of new systems and if changes are needed: Awaiting full staff response
 - Currently 2 responses

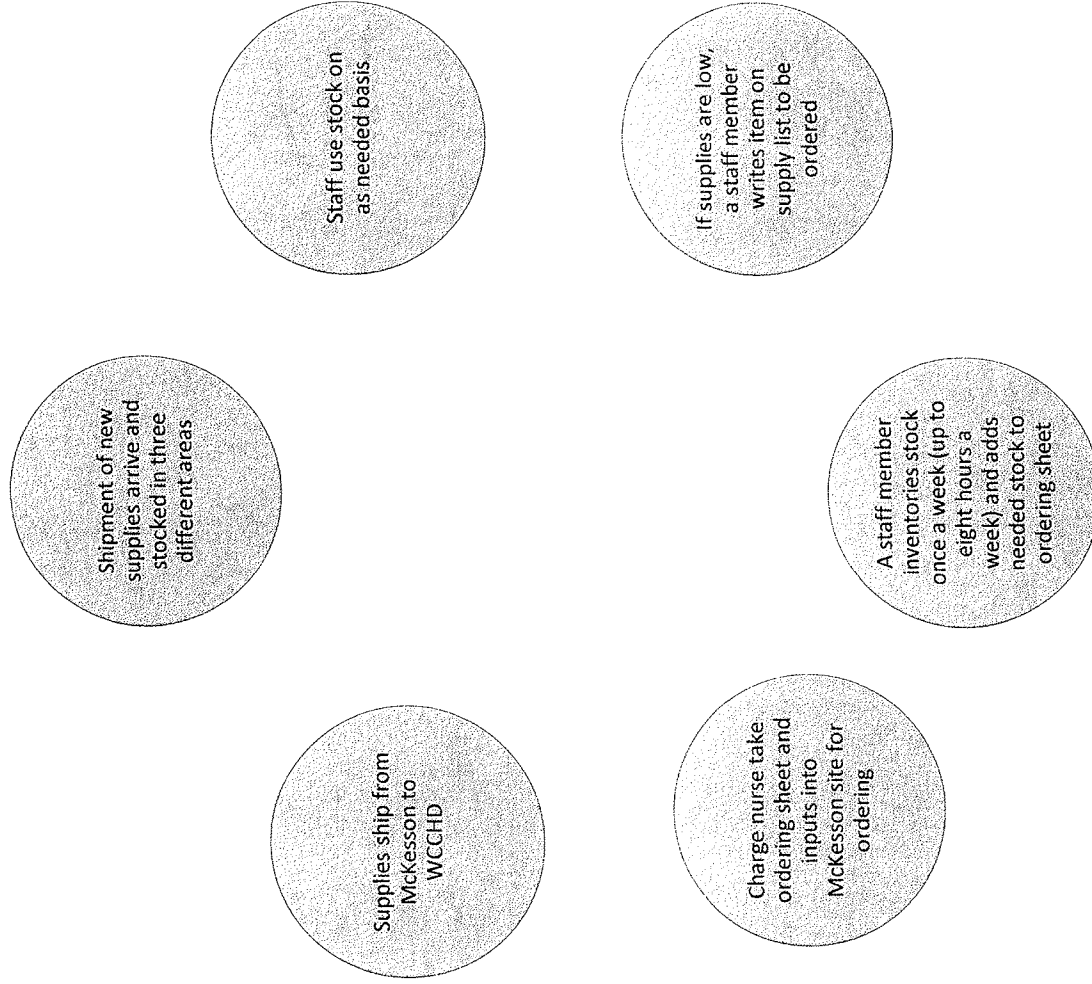
Sustainability

- Keep bar-coding system up to date
- One full time employee in charge of bar-coding inventory control system
- Continued staff education and encouragement of use
 - Utilization leading to improved budget and cost savings which can directly impact staff
- Ongoing communication with McKesson representative to trouble shoot inventory control system issues

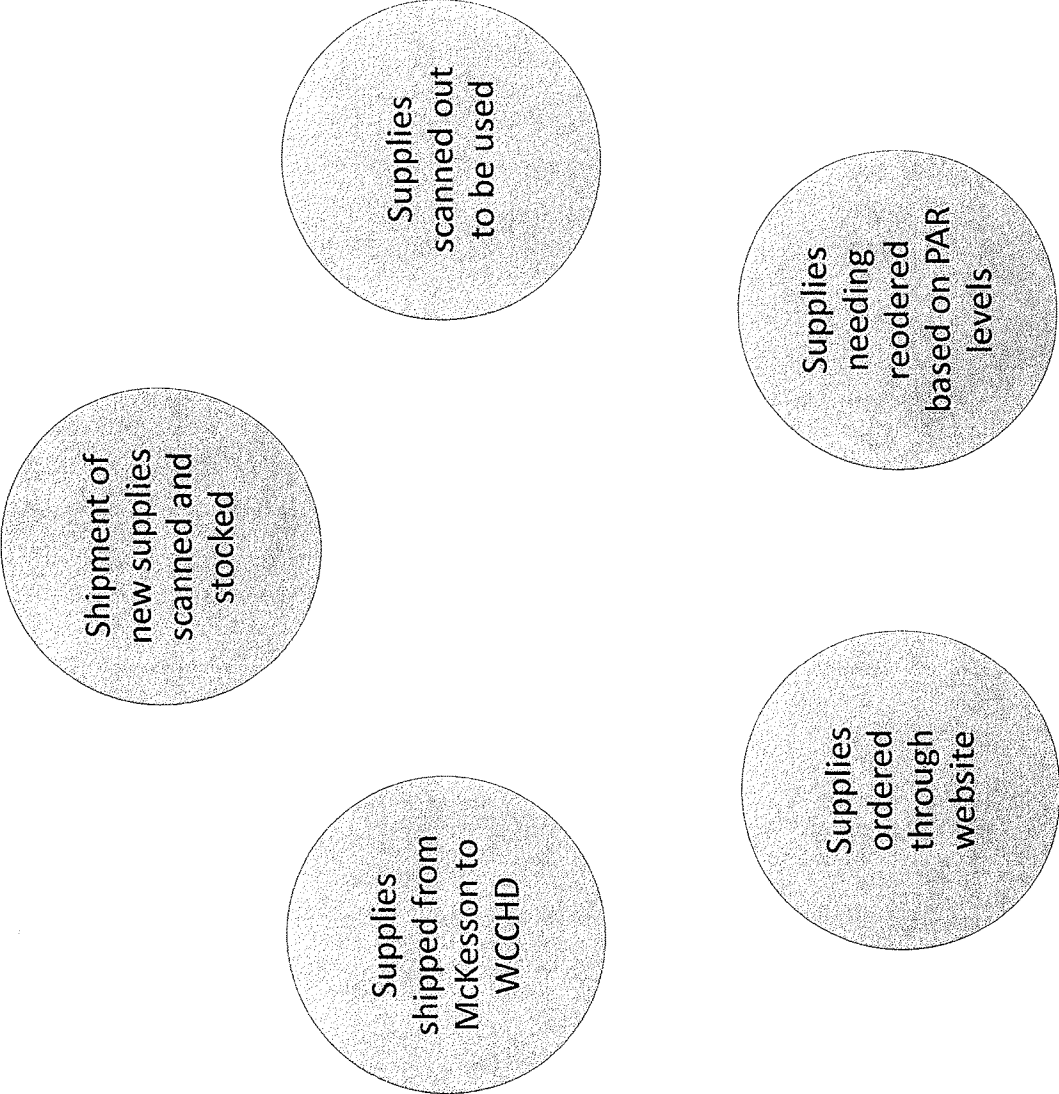
Forecast

- Future budgetary needs to be evaluated in the next six months to accurately portray accurate needs
- One example of cost savings: LPN staffed to inventory system takes about 10 hours on average. Using the national average of an LPN, the cost savings using the inventory control system would be roughly \$10,550.40

Current Ordering Process Prior to Implementation of Inventory Control System



Inventory Reordering Process



March 28th, 2019 WCCHD board meeting notes from Beth Archuleta; CCEMS Manager via phone.

EMS Report

- Staffing-Our staffing remains the same with two of the employees off FI and on their own; Russell Johnson and Jesse Souza. Rob Fogel, Samantha Moos and Chase Carlin are complete with AMR and will need to run a call with Molly or myself to be off FI. Looking to get Rich Smith on the roster.
- Run Statistics-For February 2019 we had 40 calls for service with 19 transports, 1- 2nd call needed mutual aid assistance and we have responded to 7 of the 2nd calls.
- Grant Updates-Grant review was March 19th in Pueblo at the RETAC level which I was a reviewer and presented out grant. No questions were asked after my presentation of the grant. State review will be either May 9th or 10th. Awards to be posted approximately June 30th and purchasing documents sent on July 1st.
- EMT Class-Looking to start around May 16th-Aug 24th, Thur, Fri and Saturday's from 12-4pm. There are 3 interested in the class currently and we will need a minimum of 7 students.



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

March 2019

<u>Total calls to date</u>		Month of	March	<u>Total transports to date</u>		
Total calls to date	March 2017		30	Total transports to date	March 2017	14
Total calls to date	March 2018		42	Total transports to date	March 2018	18
Total calls to date	March 2019		36	Total transports to date	March 2019	17
% change (+ or -)	2017 & 2018		40.00%	% change (+ or -)	2017 & 2018	28.57%
% change (+ or -)	2017 & 2019		20.00%	% change (+ or -)	2017 & 2019	21.43%
% change (+ or -)	2018 & 2019		-14.29%	% change (+ or -)	2018 & 2019	-5.56%
Mutual Aid Calls	March 2019		0	2nd Calls	Mar 2019	2
<u>Year to date</u>		3 Months Ended-----		<u>March</u>		
<u>Total calls to date</u>				<u>Total transports to date</u>		
Total calls to date	March 2017		129	Total transports to date	Mar 2017	66
Total calls to date	March 2018		127	Total transports to date	Mar 2018	56
Total calls to date	March 2019		124	Total transports to date	Mar 2019	55
% change (+ or -)	2017 & 2018		-1.55%	% change (+ or -)	2017 & 2018	-15.15%
% change (+ or -)	2017 & 2019		-3.88%	% change (+ or -)	2017 & 2019	-16.67%
% change (+ or -)	2018 & 2019		-2.36%	% change (+ or -)	2018 & 2019	-1.79%
YTD Mutual Aid Calls	2019		1	YTD 2nd Calls	Mar 2019	9

Executive Director Report Board Meeting 4/25/2019

1) HRRMC Partnership Update

- a. Ms. Drew, Ms. Kennedy, Ms. McCarty, Ms. Evans & Mr. Tobin met with CEO Bob Morasko and the HRRMC team on April 23rd and discussed multiple topics listed for discussion below. Discussion with board regarding all board members having HRRMC information prior to any changes or agreements made. Ms. Drew noted she thought she had forwarded Mr. Barnhart's report to all board members. Ms. Candelaria notes she did not receive any updated information.
- b. Mr. Barnhart provided an updated report on Monday the 22nd, and it was established after the meeting on the 23rd we would provide him yet more information for him to add into his report. Mr. Barnhart will host a phone call with all parties at the conclusion of this last update.
- c. The HRRMC lab staff was here today to train our staff on processes and plan for HRRMC to be our reference lab with an anticipated go live day of May 1, 2019. Community members will see an advertisement in both newspapers over the next few weeks to share the Direct Access Testing (DAT) that we will be doing.
- d. We are still waiting a written agreement regarding Radiologist reading of films from HRRMC will be VPN capable (remote), and we will be charged for the transcription costs of the reading, and Dr. Waldrop's billing service will bill the patients directly.
- e. Telephone Consultation agreements between HRRMC and CMCC providers are pending. Ms. Drew explained that this agreement promotes questions, advice, and discussion to be offered to CCMC providers from the HRRMC hospitalists at no charge.
- f. We are also still waiting a written agreement from HRRMC to interpret our EKG's on a daily basis, that will include the 'panel' or 'on call' cardiologists at HRRMS. Once this agreement is developed and signed we will begin this service as well.
- g. HRRMC has provided EHR access for 8 CCMC staff members. This will make the process of obtaining medical records seamless and time saving for CMCC patients
- h. HRRMC has provided 2 HRRMC emails to CCMC so that patient information can be exchanged confidentially, including the EKG are discussed above.
- i. There is a likelihood that HRRMC will take over billing with partnership and they will be paid the current 7.5% that we now pay to CSC.

2) Clinical Operations Update

- a. New employee hire Tina Stringfellow, phlebotomist has given her notice. Her last day will be May 7. Katy Koval is a certified nursing assistant, has come on board and new hire Mary Mock a certified medical assistant, and phlebotomist will take over the 2 days per week phlebotomist duties that Tina was hired to do.
- b. Marketing/PR Marketing Team work:
 1. Ms. Drew shared the new website, which is scheduled to go live either this week or next week.
 2. Clinic staff participated in the Health Fair on April 6th.
 3. Bi-weekly columns in papers will continue with updates (short & sweet)

4. Patient surveys continue

- c. CSU-P doctorate students taking an Organizational & Systems Leadership team, as you heard in their report presented their project to the board earlier in this meeting
- d. Medical records purge has reached approximately 9,000 pounds of shredding
- e. Ms. Drew inquired about the board education follow up. No discussion at this time

3) EMS Update

- i. EMT-Basic class scheduled for May only has 4 students at this time. 7 needed to have the class.
- ii. 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: We have had several calls with CenturyLink/CTN. We have a signed an agreement with CenturyLink to provide 200 mps, for \$1183, CTN RFP will cover 65%, having CTN pay \$768.95 and CCMC paying 35% or \$414.05 monthly. This includes support, maintenance and build out. This should be up and going by July 1.
- b. Vernon Roth & CTI were able to 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. Waiting for IP address mapping to be 100% completed.
- c. Jesse Kaiser, the IT Manager from HRRMC, Ms. Kennedy, Ms. Drew and Mr. Falconer from Aprima will be having a call on Tuesday to discuss the estimate given. We may be able to have only cloud based service and be able to rent space on the HRRMC server for our EHR needs rather than purchase a new server.
- d. Ms. Drew inquired to InstyMeds to decrease monthly fee. InstyMeds agreed to lower monthly fee from \$1000 to \$900, if we agreed to add 2 more years of service onto our contract. Ms. Drew, declined that offer. We will stand at \$1000 monthly fee.

Respectfully Submitted,

Lisa Drew, RN, BSN, MSN

Executive Director

WEST CUSTER COUNTY HOSPITAL DISTRICT

Board Finance Report – April 25, 2019

Submitted by: Theresa Kennedy, CFO

1. OPENING COMMENTS
 - a. Expect to have Final 2018 Year End Update at the May Board Meeting.

2. FINANCIAL STATEMENTS –
 - a. First Quarter 2019 Inventory not calculated. Expect it to be completed in April 2019.
 - b. March 2019 financials will be posted on Web Page. March 2019 net revenue is \$58,572.85 Clinic, \$25,597.08 EMS for a total net revenue of \$84,169.93
 - c. Capital Item purchased – Scanner for Clinic Front Desk \$522
 - d. Since end of quarter – full set of financials submitted including Budget to Actual

3. OPS REPORT –
 - a. Face to Face Encounters; even though still low, we didn't go backwards from February's YTD comparative to prior year.
 - b. Instymeds 2019 holding a slight profit of \$167.44 YTD where last year had a loss of \$861.63 YTD at this time. Early in the year, so hard to tell ultimate outcome. We are under contract for another year.

4. ACCOUNTS RECEIVABLE AND COLLECTION RATES –
 - a. Because of our concerns with paying for duplicate statement mailing, the Biller transferred balances to the new system, but did not notify us. Has caused confusion.
 - b. No aging or collection rate reports due to partial transfer of balances to new system and them no building the reports in the new system yet.
 - c. All refunds to patients have been processed for 2018 and prior. Credit balances are still high at almost \$25,000. Biller states most are secondary insurance relative to 2014/15 UB04 rebill. Biller has not responded to email requesting timeline of cleaning those up.
 - d. EMS AR \$1846.29 anomaly/imbalance reported last month corrected. It was determined contractual adjustment dates not aligning with the payment posting date.
 - e. Collection rates March 2019 – Clinic at 47.3%; PT at 40.5% and EMS at 30.84%

5. OTHER ITEM –
 - a. EMS Cost Report –Cost Report Ready submitted April 25, 2019.