

Kit Carson County Health Service District
Regular Meeting Board of Directors

Minutes for September 27, 2017

0.0 Roll Call

Bancroft.....Present
Mitechek.....Present
George.....Present
Rueb.....Present
McDaniel.....Present
Rodriguez.....Present
Korbelik...Phone Attendance

Staff present included: Karen Hooker, Alissa James, Megan Ehrlich, Marty Gaither, Marilyn Plomann, Corey Fedie, Charlene Morgan, Heather Cullop, Janice Davenport, Sacramento Pimentel, James Perez, Eunice Gititu, Linnea Schroeder, Sarah Joyce, Candice Campbell, Katie Dobler, Helen Lewis, Alison Mulch, Kristi Broughton, Julie McNerny, Cristi Romans.

Guests: Raul Huddler, Kindra Mulch, Colette Martin.

1.0 **Call to Order**

The regular meeting was called to order by Mr. Bancroft at 6:01 p.m.

2.0 **Amendments and Approval of Agenda**

A **MOTION** was made by Mr. George to approve the agenda as presented. This motion was seconded by Mr. McDaniel.

Outcome:

All Aye- Motion Passed

3.0 **Recognition of Special Guests and Announcements**

Mr. Bancroft noted that there was various staff and special guests present for the meeting. Mr. Bancroft asked that each guest introduce themselves.

Ms. Kindra Mulch introduced herself, and she requested that the board consider posting minutes on the website, as well as making board packets available electronically for public viewing. Various staff was present and presented the board with their concerns regarding employee retention, wages, communication, low morale and the increased usage of traveling nurses. The board inquired of the staff, what suggestions they have in addressing these concerns. The board will be working with leadership and staff to create a committee to address these concerns.

Mr. Bancroft called for a 5 minute recess at 8:02 p.m.

Mr. Bancroft called the meeting back to order at 8:06 p.m.

4.0 **Approval of Minutes from Previous Meetings**

A **MOTION** was made by Mr. George to approve the previous meeting minutes as presented. This motion was seconded by Mr. McDaniel.

Outcome:

All Aye- Motion Passed

5.0 **Approval of Bills and Appropriations**

a. Vendor Check Registers/Credit Card Charges

A **MOTION** was made by Ms. Rueb to approve the vendor check registers and credit card charges as presented. This Motion was seconded by Mr. George

Outcome:

All aye — motion passed

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6.0 Hearings

- a. None

7.0 Reports of Officers, Committees, Professional/Consultants

- a. Chief Clinical Officer

Ms. Morgan stated that all of her reports are included in the packet, she states that they are moving forward with the outpatient coordinator process as they have gotten great feedback from the patients. She stated that there are still some changes to be made on the process. Ms. Morgan stated that they are working to reduce travelers, one has left and they have had to replace that traveler for a day shift. Ms. Morgan stated that they have interviewed 2 applicants for the OB coordinator position. She states that they will be putting an offer out to one of the applicants.

- b. Chief Operations Officer

Mr. Fedie included his report in the packet. He discussed the status of the Boilers, he stated that they have been repaired but that it will be on a long term capital plan in the future. Mr. Fedie spoke about Pedal the Plains, stating that we have sponsored some of our staff who participated. He stated that Dr. Pimentel, Joni Lowe and Brittany Whitmore all participated. Mr. Fedie discussed that we are still expecting survey at any time, he states that staff continue to remain diligent in survey readiness. Mr. Fedie updated on recruitment and retention, stating that we have had 4 separations and hired 2 RN's and we continue to have a number of applicants. Mr. George inquired about how new hires are introduced to the existing staff. Mr. Fedie stated that an email goes out to all staff once a month that includes new hires.

- c. NSide Consulting

Colette discussed that our contract with CTSI for our employee benefits will be up for renewal soon, and she would like to propose that the district consider leaving CTSI for a better benefit package that will save the district money. There was discussion about changing percentages for employee and district contribution. Mr. McDaniel requested more information with proposed changes in percentages. Ms. Martin stated that she will update her quotes to include different percentages and they will be sent out to the board. Ms. Martin stated that because the contract is ending soon, the board needed to make a decision before October 6th. There was discussion about holding a special meeting for the primary discussion of Employee Benefits.

Ms. Rueb moved to hold a Special Meeting on October 2nd at 12:00 p.m. Mr. George seconded this motion.

Outcome:

All Aye - Motion Passed

A Special Meeting will be held on October 2nd 2017 at 12:00 p.m.

Ms. Martin discussed that each year financials are professionally audited and a report is presented to the Board. The District has obtained RFP's from three financial auditing firms for comparison. Currently, the District has contracted Eide Bailly to perform the annual financial audits since 2012. Ms. Martin would like to propose the District obtain services from a new auditing firm. Stockman Kast Ryan would be the selected candidate, as the proposal they submitted better fits the District's needs.

A MOTION was made by Mr. McDaniel to switch from Eide Bailly to Stockman Kast Ryan for the performance of annual financial audits. This motion was seconded by Mr. George.

Outcome:

All Aye -Motion Passed

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Ms. Ehrlich discussed that the District currently has an account at Bank of the West for our Hospice donations. She stated that due to banking regulation changes, the District can no longer deposit donations in to this account made out to 'Caring Hands Hospice' because the bank account is in the name of Kit Carson County Health Service District. Donation must be made out to Caring Hands Hospice to qualify as a tax deduction. She proposes that the District open a new account in the name of Kit Carson County Health Service District dba Caring Hands Hospice. Once the account is opened, funds from the current account will be moved over to the new account and the current account will be closed.

A **MOTION** was made by Mr. George to open a new account under the name of Kit Carson County Health Service District dba Caring Hands Hospice. This motion was seconded by Mr. Korbelik.

Outcome: Majority Vote- Mr. McDaniel Abstained. Motion Passed

8.0 Quality Report C.R.S § 25-3-109

Ms. Hooker discussed the provided score card. She stated that she believes that the ECG time is incorrect and that it is perhaps a documentation error.

9.0 Unfinished Business

None

10.0 New Business

a. Policies and Procedures

Mr. Fedie discussed the provided PTO Policy. It was discussed that the language will stay the same, however the rates will revert to previous rates with minor spelling changes included.

A **MOTION** was made by Mr. McDaniel to approve the PTO Policy with the stated changes. This motion was seconded by Ms. Rueb.

Outcome: All Aye- Motion Passed

b. Utilization Management Plan

Ms. Morgan stated that the Utilization Management Plan is an annual renewal and simply needs the Board's approval. This is a required component of our Conditions of Participation.

A **MOTION** was made by Ms. Rueb. This motion was seconded by Mr. George.

Outcome: All Aye- Motion Passed

c. HIPAA Security and Privacy Officer

Ms. Martin discussed that upon Andrea Calhoons leave, the District is without an appointed officer. She stated that the District must appoint a HIPAA Security and Privacy Officer. She stated that she has spoken with Ramona Rodriguez as interim. She recommends that the Board appoint someone as an Interim Privacy Officer until a permanent position is created.

A **MOTION** was made by Mr. George to appoint Charlene Morgan as the Interim HIPAA Security and Privacy Officer. This motion was seconded by Mr. Rodriguez.

Outcome: All Aye- Motion Passed

d. Professional Services Contract Extension

Ms. Martin discussed that Janice Davenport has been serving as interim Home Health and Hospice Director until the position can be filled. For Ms. Davenport to continue, her contract needs to be extended. Mr. McDaniel inquired as to when the position for the Home Health and Hospice Director will be posted. Ms. Morgan stated that the job description for this position has just recently been updated and it will soon be posted.

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A **MOTION** was made by Mr. George to approve the Contract Extension with Saddlebrook and Associates. This motion was seconded by Ms. Rueb.

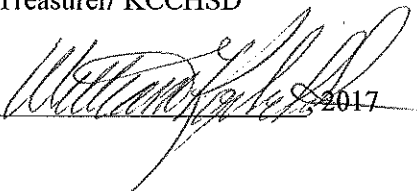
Outcome: All Aye-Motion Passed

11.0 Executive Session
a. None

12.0 Next Regular Meeting
Wednesday, October 25th 2017 at 6:00 p.m.

13.0 Adjournment
A **MOTION** was made by Mr. George to adjourn. This motion was seconded by Mr. McDaniel.
Outcome: All aye — motion passed

Respectfully Submitted,
William Korbelik
Secretary-Treasurer/ KCCHSD

Approved  2017