

Minutes
Community Health Services Board
Cordova Center – Community Rooms A
July 14, 2016 at 7:00pm
Regular Meeting

I. CALL TO ORDER AND ROLL CALL –

David Allison called the HSB special meeting to order at 7:00pm. Board members present: **David Allison, Tim Joyce (telephonically), Tom Bailer, James Burton (telephonically), Josh Hallquist and Robert Beedle (telephonically).**

James Wiese was absent.

A quorum was established. 6 members present; 1 members absent.

CCMC staff present: Scot Mitchell, CEO; Stephen Sundby, Executive Director of Sound Alternatives; Lee Bennett, Interim CFO; Randy Apodaca, Rehab Services; and Dr. Blackadar, Medical Director.

II. APPROVAL OF AGENDA

M/Bailer S/Hallquist "move to approve the agenda."

Vote on motion: 6 yeas, 0 nays, 1 absent. Beedle-yes; Allison-yes; Burton-yes; Bailer-yes; Hallquist-yes and Joyce-yes. Wiese-absent. Motion was approved.

III. CONFLICT OF INTEREST ~ None

IV. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Participation ~ None

2. Guest Speaker ~ Ron Vigus, Regional Vice-President of QHR spoke about finding more opportunities for QHR to help. We've come up with three areas that we feel that we can help with, #1 improving your revenue, #2 reducing your expenses and #3 would be overall operations going forward. We also identified education as something that we can help with, for the employees and the trustees. Something that Lee and I talked about was QHR helping with the Revenue Cycle Management. Lee said that CCMC has already put a group together to start working on that and we'll join in with our expertise.

V. APPROVAL OF CONSENT CALENDAR ~ None

VI. APPROVAL OF MINUTES

M/Bailer S/Hallquist "move to approve the minutes from the June 1, 2016 Special Meeting Minutes and the June 9, 2016 Regular Meeting Minutes."

Vote on motion: 6 yeas, 0 nays, 1 absent. Burton-yes; Beedle-yes; Joyce-yes; Allison-yes; Bailer-yes; Hallquist-yes and. Wiese-absent. Motion was approved.

VII. REPORTS OF OFFICERS and ADVISORS ~ None

President's Report ~ Nothing at this time.

Administrator's Report ~ Scot Mitchell wanted to thank everybody and stated that he is glad to be here and looking forward to working with everyone. I've been meeting a lot of people and getting to know key stakeholders, I have met with most of the staff now, all of the HSB members and quite a few of the community members. Last week I had a colleague of mine who is a former CFO and CEO come in and do a financial and operational analysis for us. The only cost to us for him coming over was that we pay part of his travel expenses. In the next week or so I should have what his recommendations are. I have had some strategic meetings with Kerin

and Cindy from Ilanka, we've already starting some strategic planning with some staff getting them thinking about the bigger picture of what we're doing. There are several areas that were working on, and finances are of course at the top of the list along with the provision of quality health care. Some of the things that go hand in hand with that are recruitment and retention of quality staff. And providing good quality education and training that they need once they get here.

Finance Report ~ Lee Bennett reported that his focus has been delving into the books to make sure that the board had a financial and that the numbers are as accurate as they can be. I've been a CFO for 35 years, this is the smallest organization that I have been in.

Lee reported that he does have a little bit of angst about the taxes and benefits, it looks a little low to me so I will be looking into that. Cash flow is an issue, it is always going to be an issue. One of the things that I am going to bring up is that Noel reported to the board that he was going to be paying down the PERS with the Meaningful Use monies. We ended up getting a bill from the self-insurers for \$120,000 for that month which is about twice what it should be and that needed to be paid fairly quickly. So we diverted the fund for the PERS to pay that debt down, there were also some other debts that popped up. They did pay down about \$70,000 of the PERS liability, but we're still in arrears somewhere between \$170,000 - \$200,000. That did not go away, and they do charge us interest on that.

The board went through the financial details provided by Lee Bennett. A hardcopy of the financial information is in the permanent record.

Medical Director's Report ~ Dr. Blackadar reviewed the Medical Director's Report to the board. He stated that going through the report you will see that the ER visits are pretty constant compared to last year. The Admits are going up and the Transfers are going down. I also wanted to show you that the clinic visits have gone up a bit, but it's not the amount of growth that I had anticipated.

A hardcopy of the Medical Director's report has been placed in the permanent record.

Sound Alternatives Report ~ Stephen Sundby reported that Sound Alternatives is in the process of doing their yearend. We got funded at the same level for our DD Respite Grant. We have not heard anything back on our Treatment and Recovery grant yet. We're anticipating that they are going to cut them.

Quorum Report ~ A copy of the June QView report was provided in the packet, a copy has been placed with the packet for the record.

VIII. CORRESPONDENCE ~ None

IX. ACTION ITEMS

1. Authorized Check Signers for CCMC

M/Bailer S/Hallquist "move to approve the Resolution of the Cordova Health Services Board designating the representatives authorized for signing checks, non-check payroll tax payment, and cash transfers for Cordova Community Medical Center."

Vote on motion: 5 yeas, 0 nays, 2 absent. Beedle-yes; Joyce-yes; Allison-yes; Bailer-yes; and Hallquist-yes.

Wiese-absent and Burton-absent. Motion was approved.

X. DISCUSSION ITEMS

1. CCMC Conflict of Interest and Confidentiality Statement

To be in compliance with CCMC policies the Health Service Board members are required annually to read and sign the Conflict of Interest and Confidentiality Statement. A COI and Confidentiality Statement was provided for each HSB Member to sign so they can be placed in the file. Back up documentation (CCMC policies) were provided in the packet for the board.

XI. AUDIENCE PARTICIPATION ~ None

XII. BOARD MEMBERS COMMENTS

Beedle ~ Welcome Ron, Scot and Lee. Thank you

Joyce ~ Thank you for coming and providing us an update

Hallquist ~ Thank you to staff

Bailer ~ Thanks everybody for being here.

Allison ~ Welcome to our new staff and thank you for being here.

XIII. Executive Session

1. Board Relations with CCMC Staff

At 8:08pm M/Bailer S/Hallquist "move to go into executive session for matters, immediate knowledge of which would clearly have an adverse effect upon the finances of CCMC in regards to Board Relations with CCMC Staff."

Board took a 3 minute recess

Board went into Executive Session at 8:11pm.

HSB Members came out of Executive session at 8:46pm

M/Joyce S/Bailer motion to direct the Chair to work with staff to create a draft policy on Communications with Staff to be presented at the next regular HSB meeting to proceed as directed in Executive Session.

Vote on motion: 5 yeas, 0 nays, 2 absent. Beedle-yes; Joyce-yes; Allison-yes; Bailer-yes; and Hallquist-yes.

Wiese-absent and Burton-absent. Motion was approved.

XIX. ADJOURNMENT –

M/Bailer S/Joyce "I Move to adjourn the meeting."

Allison declared the meeting adjourned at 8:47pm.

Prepared by: Faith Wheeler-Jeppson