

**Minutes**  
**Community Health Services Board**  
**Library Conference Room**  
**October 15, 2014 – 5:30 PM**  
**Special Meeting**

**I. CALL TO ORDER AND ROLL CALL –**

**Kristin Carpenter** called the HSB special meeting to order at 5:32 pm. Board members present: **Kristin Carpenter, David Reggiani, Bret Bradford** (arrived at 5:37pm), **Tim Joyce, James Burton and Tom Bailer**.

A quorum was established.

CMMC staff present: Stephen Sundby, CEO; Tiffany Varnadoe, CFO; Randy Apodaca, OT

**II. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

- **Guest Speakers** – None
- **Audience Comments**

**Judy Fulton** ~ I'm really happy to see that there might be potential Doctor's here all the time, we're very happy and very pleased.

**III. CONFLICT OF INTEREST – None**

**IV. APPROVAL OF AGENDA**

**M/Joyce S/Bailer** move to approve the agenda.

Carpenter ~ I was going to propose that we add under Discussion item is Budget which was emailed out but not made a part of the Agenda, and there are copies here if anyone wants to see one.

**Upon voice vote, Agenda as amended passes 5-0.**

**Upon voice vote, Main motion passes 5-0.**

**V. APPROVAL OF CONSENT CALENDAR**

Minutes from the July 2, 2014 Regular Meeting

**M/Joyce S/Bailer** move to approve the Consent Calendar.

**Upon voice vote, Motion passes 5-0.**

**VI. REPORTS AND CORRESPONDENCE**

**Administrator's Report**

**Stephen Sundby** reported in **Staffing**, Margarita Moore was hired as the new Director of Nursing; Ruby Vergara is our new Dietary Manager; Greg Vergara is the Building Services Manager; we had Kari Collins accept the Long Term Care Coordinator position but she has since resigned so we have that position open; Megan Schmid is our Primary Care Clinic Nurse and Renee Lindow is our new Floor Nurse. We currently have four Nurses that we're using as travelers; three staff and one Long Term Care Coordinator. And we have two Providers.

**Open positions**, Dr. Blackadar we keep in contact with him, we're just waiting for him to receive his license. The hold up on is that every Physician in the State is being renewed at this time and they only have one staff person who is working on that. He (Dr. Blackadar) keeps assuring us that as soon as he gets his license he'll sign the contract, give his notice and he'll come on full time and will live here, he's looking at long term like fifteen years. We met with Dr. Gear earlier today and presented a contract to him, he is in the National Guard so he has to see what the National Guard is going to require of him and he should know that sometime in November. He's one that everyone is familiar with and we've told him that we would work with him on what kind of schedule he would want but he has to see what the National Guard says. We have two Nursing positions open, one C.N.A position open, one casual Cook position and as you

all know Tim James has given his notice so the Human Resource Coordinator position is open as well, we've had four local applications and we interviewed the first applicant today.

**Employee Satisfaction**, this is already out, the employees are answering those so we should get the results we can compared those with what we got last year. The **CT Scanner**, as you all are aware we got the \$250,000 from the Murdock Charitable Trust, The Rasmuson Foundation came on October 9<sup>th</sup>, Christopher Perez was here for a real quick visit. Our **Electronic Health Record** we are in the process of finalizing the contracts, Tiffany meets with them once or twice a week. We're in the final revision for the implementation plan for the EHR. We have contracted with Providence for an **Ultrasound Technician**, which was successful. We're not sure; she may not be able to come back, so we're working on pursuing our options as we know that we would like an Ultrasound Tech here on a somewhat regular basis. **Sound Alternatives** had a successful survey with the Joint Commission, when he left he was very complimentary. He said that on average when they come to a new site they usually have between twenty and forty items that have room for improvement and we only had six. As soon as we submit our Plan of Improvement tomorrow morning they will send us our accreditation.

### **President's Report**

**Carpenter** reported that she has been talking with the City Manager about putting together a draft contract for us to present to our Administrator. We do have an Executive Session on our Agenda, we could talk about it in there is people wanted to at least look at the draft to start with.

### **Finance Report**

**Tiffany Varnadoe** reported that in July our **Revenue** is a little over budget at \$5,192,000; our **Expenses** are pretty much in line like we had budgeted for. The things that there are variances on that are a little bigger are Insurance, Repairs and Maintenance is down, Other Expenses are high and the reason for that is we had to pay our survey fees that we had to pay to CMS that we didn't budget for. Professional Services is up because we still have a lot of travelers. Supplies are down a little bit. Minor Equipment is pretty much in line. Utilities and Fuel is way down, I would imagine as we go into winter that it will go up. Our Rent/Lease is up because of the traveling staff, hopefully as we start to hire permanent staff. Our Net Operating Income before depreciation is \$127,934.00, I do want you to be aware that in that \$127,000.00 also includes the Medicare settlement that we got earlier in the year, that might not be something that we get every year. Our Patient Days are right in line with where we budgeted. Our Long Term Care Bed Days are down a hair. Swing Bed Days are up, Medicare Swing Days are down. Outpatient Visits are down a little bit. ER visits are down, but our Clinic visits are up. What's happening is, patients that usually would just go to the ER are now going to the Clinic. And our Cash on hand for July was down to 26 days.

## **VII. ACTION ITEMS**

### **A. Credentialing and Privileging of Thomas Hunt, MD**

### **B. Recredentialing and Privileging Melissa Brooks, FNP**

### **C. Approve API's Credentialing and Privileging of Mark Erickson, MD for the Joint Commission.**

**M/Joyce S/Burton** "I move to approve the Credentialing and Privileging of Thomas Hunt, MD; Melissa Brooks, FNP and API's Credentialing and Privileging of Mark Erickson, MD."

**Upon Voice Vote, Motion Passes 6-0**

### **D. Request to Increase the Charge Master**

**M/Joyce S/Bradford** "I move that we approve the increase of the Charge Master."

**Upon Voice Vote, Motion Passes 6-0**

**Carpenter** ~ In the future I would love to see something presented in writing, even just a short narrative to explain what it is or a justification for what you're asking.

**E. Review and Approval of the CCMC Employee Handbook**

**M/Joyce S/Bailer "I move to approve the Grievance Procedure for the CCMC Employee Handbook, Section 12"**

**Stephen Sundby** gave a brief history informing HSB that the update has been ongoing and that not all of the current Senior Leadership had had a chance to review the Handbook. The Attorneys however have asked that Section 12 Grievance Procedure be approved this evening.

**Upon Voice Vote, Motion Passes 6-0**

**F. Election of Officers** (open position is for Vice President)

**M/Bradford S/Reggiani "I nominate Tim Joyce"**

**Upon Voice Vote, Motion Passes 5-0**

**VIII. DISCUSSION ITEMS**

**A. Budget**

**Tiffany Varnadoe** stated that Revenue has a modest increase in 2015. The big variance in Patient Services is Behavioral Health and that is because I moved it to Patient Services versus remaining in Grants because it isn't a grant. Cost Recovery just a note for you, I did not budget the settlement. Other Grants the only difference there is that there had been an Emergency Preparedness Grant, we did not budget for that because the State has to do some cutbacks. In Kind Contributions includes the two Providence contracts as well. With Stephen being appointed the line items might change. Under Expenses, Wages of course is going up, just as a note on that I am working with Marty Michaels to find the best way to categorize some of those. And Taxes fall right in line with Wages. Professional Services, a big change is in Agencies. The other note is that Legal has gone up a tremendous amount in the past few years. And Non Productive is PTO, Vacation, On-call. Minor Equipment, there are a few things that we do need to buy this year so we've budgeted for that. Supplies, our new DON has noticed a good bit of waste and she is looking for ways to reduce that. Rents/Leases are up, but it is projected to go down as we hire permanent staff. And Utilities is pretty much in line where it should be. Dues and Subscriptions like ASHNA for instance is \$26,000. Other Expenses is kind of our catch all, our bank fees, finance charges, holiday party for our staff etc. That brings our Net Operating Expenses to a loss of \$145,798.

HSB asked Tiffany Varnadoe, CFO for something in writing attached to the financial submissions in future meetings to aid in building a historical record.

**IX. AUDIENCE PARTICIPATION** ~ None

**X. BOARD MEMBERS COMMENTS**

**Joyce** ~ I just want to thank Tiffany for all of the work that she put in on this budget.

**Carpenter** ~ Thank you Tim for stepping up as Vice President.

**XI. Executive Session** at 6:35pm

**M/Reggiani S/Bradford** "I move to go into Executive Session for matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity".

**Carpenter** called the Special Meeting back to order

HSB has picked October 23<sup>rd</sup> 2014 at 7pm for a Special Meeting

**XII. ADJOURNMENT –**

**M/Bradford S/Joyce** Move to adjourn the meeting.

**Carpenter** declared the meeting adjourned at 6:55pm.

**Transcribed by:**

**Faith Wheeler-Jeppson**