

Minutes
Community Health Services Board
Cordova Center – Community Rooms A & B
November 10, 2016 at 7:00pm
Regular Meeting

A. CALL TO ORDER AND ROLL CALL –

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

James Wiese and James Burton were absent.

A quorum was established. 5 members present; 2 members absent.

CCMC staff present: Scot Mitchell, CEO; Stephen Sundby, Sound Alternatives ED; Lee Holter, CFO; and Randy Apodaca, Rehab Services.

B. APPROVAL OF AGENDA

M/Allison S/Bailer “move to approve the agenda.”

Vote on motion: 5 yeas, 0 nays, 2 absent.

Motion was approved.

C. CONFLICT OF INTEREST

Bailer stated that he has a rental contract with hospital.

D. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Participation ~ None

2. Guest Speaker ~ None

E. APPROVAL OF CONSENT CALENDAR ~ None

F. APPROVAL OF MINUTES

M/Bailer S/Beedle “move to approve the minutes from the September 8th and September 13th as amended.”

Vote on motion: 6 yeas, 0 nays, 1 absent.

Motion was approved.

1. Minutes from the September 8, 2016 Regular HSB Meeting
2. Minutes from the September 13, 2016 Special HSB Meeting
3. Minutes from the October 13, 2016 Regular HSB Meeting

James Wiese arrived at 7:06pm

G. REPORTS OF OFFICERS and ADVISORS

President’s Report ~ **Tim Joyce** reported that the Governance Structure is on the agenda again as a discussion item after a few small modifications were made by staff after the last meeting.

Administrator’s Report ~ **Scot Mitchell** reported that his written report is in the packet, and there are a few things that I’d like to add that have come up this week. An email went out earlier this week to let the board know that the State surveyor did show up for our annual Long Term Care inspection. The survey is going relatively well considering the amount of turnover that we’ve had at the hospital. There are a couple of things that are different with this survey, there is a new set of Fire, Life, Safety code that went into effect last week and we are the first hospital to be surveyed under the new regulations. Also, yesterday we had an audit of our PERS and Social Security, the last time we had an audit was in 2007. We have not gotten the written report back yet, we should be getting that next week or the week after. I will let you know as soon as we get the written audit report. With the Presidential election that happened earlier this week, one of

the key components of his efforts will be on healthcare. We will have to wait and see where this goes in regards to the claim to repeal Obamacare. Next month we will be presenting you our Quality Plan for 2017 and a calendar of all of the Quality activities that we will be performing next year. One of the areas that I'd like to discuss, is right now the Bylaws for the HSB require that you have to approve every policy that the hospital creates. There are some policies that are regulatory in nature that must be approved by the board, for example the Quality Improvement Plan. So one of the things that I'd like to discuss going forward is changing that so that we as staff can get policies in place, reviewed, approved in a lot quicker fashion and would make your board meetings go a lot quicker as well. I'd like to put that on the agenda for next month as a discussion item. Also, there are a lot of things happening at the hospital right now with the surveys and everything, it's nice that for the first time in over a year that we have a full time Senior Executive Team. Lisa Cuff, our new DON started 2 weeks ago; Lee Holter, our CFO has been here a little over a month; I've been here just over 4 months. Between the 3 of us we have over 66 years of health care experience and we're ready to tackle this. We've got two new nurses that started last week and one starting next month. Hopefully very soon we will have a full local staff and we won't have to rely on travelers anymore. And I just wanted you all to know that we are closing on our house just a little earlier than I had originally thought, so I will be taking a few days off next week to move.

Finance Report ~ Lee Holter reported that we have the August Financial Report here, but I was not able to get the September Financials completed. I just want to highlight some of the narrative from Lee Bennett, the 3rd paragraph on page 13 tell that the cost recoveries were \$614,085 which was considerably higher than July. Grants were up due to the receipt of monies for the Behavioral Health, Nutritional Transportation and Support grants. Repairs were over budget by \$22,513 due to equipment repairs in imagining, the LTC van repair and the annual elevator maintenance contract. We have the stats and I'm hopeful that we will have a good month in September. I should be able to bring the September and October financials to the December meeting.

Lee Holter went into greater detail for the Board to define the classification units per department that were reported on for the statistics.

Quorum Report ~ Ken Ward, QHR Associate Vice President stated that he was glad to be here, and has spent the last few days at the hospital and had the benefit and privilege to sit in on the weekly Leadership Team Meeting. After touring the hospital and meeting the lion's share of the Director's, you have some good people here. They really seem to take ownership and really seem committed to seeing this hospital succeed. Ken defined the acronym MOON (Medicare Outpatient Observation Notice) to the Board. Something we're wanting to stress to the Board to take a look at your Workplace Violence policies and specifically your Active Shooter policies, protocols and training that's being done. It's becoming more common in the workplace. The ALICE Training is the standard that is used, it stands for Alert, Lock Down, Inform, Contain and Evacuate. We're encouraging the boards because it is part their overall responsibility and fiduciary responsibility to ensure that these policies are in place, it's being tested and that the hospital is having drills and reporting that back. **Scot** reported that the hospital has been in touch with Chief Hicks to come in and do some training and a drill for the staff. **Ken Ward** I just wanted to let you know that we will be doing a mini cost report very soon so we can see exactly where we stand on a score board. Coming up here has really helped me a lot putting faces with names and also to see first-hand the challenges that they're up having. What I saw today was very impressive.

H. CORRESPONDENCE ~ None

I. ACTION ITEMS

1. 2015 Audit Financial Statement Approval

M/Bailer S/Wiese "I move to approve the 2015 Audited Financial Statement."

Vote on motion: 6 yeas, 0 nays, 1 absent.

Motion was approved.

2. Amended 2017 CCMC Budget

M/Bailer S/Allison "I move to approve the Amended 2017 CCMC Operating Budget."

Vote on motion: 6 yeas, 0 nays, 1 absent.

Motion was approved.

J. DISCUSSION ITEMS

1. HSB Governance Model

Tim Joyce reported that he has reviewed the draft Governance Model and likes this much better. There are a few things in there that still need to be looked at, there are missing ordinance numbers or state law reference numbers and a few blanks in the document. This is something that we need and I would say that very soon we need to forward this on to City Council to review and adopt. If we're going to have elections in March this needs to be taken care of rather quickly.

Beedle enquired as to whether quarterly meetings were enough.

Scot Mitchell replied that quarterly is what the code currently states. He reiterated that the language in the draft stated "The board shall meet at least quarterly...".

The board continued a discussion regarding the stated frequency of HSB meetings going forward.

The majority of the board members present came to the consensus that the draft governance model is at a point that it should be sent to the attorney's for their review and then to City Council.

K. AUDIENCE PARTICIPATION ~ None

L. BOARD MEMBERS COMMENTS

Joyce ~ Thank you all for your work on the budget and audit report, I know there's a lot of work that's involved, I want to express my appreciation.

Hallquist ~ I really like seeing what's going on, things are looking up, good job guys!

Wiese ~ Thank you Scot for your invitation to the CEO lunch. And thank you guys for your hard work on the reports.

Bailer ~ Something that I heard Ken Ward said tonight that really perked me up, "he saw a real sense of ownership". That is so important, you can't have a successful business if your employees don't have a sense of ownership. I really appreciate that from the employees and I hope that they are getting some kind of recognition for that. Tell them that the board really appreciates that.

Allison ~ Thank you to Scot and staff for the work you do.

Beedle ~ Thank you too, I'm a lot more optimistic now. I appreciate everybody's hard work. It looks like we might be coming out of a swamp.

M. ADJOURNMENT –

M/Bailer S/Allison "I move to adjourn the meeting."

Hallquist declared the meeting adjourned at 8:33pm