

# **Niobrara Community Hospital District**

## **Board of Trustees Meeting Minutes**

**December 19, 2017, 5:30 pm**

The Niobrara Community Hospital District Board of Trustees met in the Boardroom at NCH in Lusk, WY. Board members present were Mr. Mark Groh, Chairman; Ms. Randi Ross, Vice-Chair; Ms. Shelly Larson, Treasurer; Ms. Riki Kremers, Secretary; Mr. Travis Krein, Member.

In attendance from NCH was Michelle Skillings, CEO; Dana Way, CIO; Charlie Turner, HR Director; Marilyn Nelson, Controller and Assistant Administrator; Daniel Northway, Facilities Director, Tammy Ceaglske, Social Worker Laura Crawford, ECF Coordinator, Sheryl Pettey, Revenue Cycle Director, Matt Stanton, Pharmacists and Julie Bukowski, Administrative Secretary.

In attendance from Wyoming Medical Center Chad Pew, Senior Vice President & Chief Operating Officer.

**\*\*Mr. Groh called the Public Session to Order at 5:30 pm**

A quorum was verified.

### **Acceptance of the Agenda**

**\*\* Ms. Kremers moved to accept the agenda. Ms. Ross seconded the motion.**

**Discussion: None**

**Motion carried 4-0**

### **Athena Presentation**

Brian Riley gave the Board a positive overview of the November and December Revenue Cycle and a discussion took place with the Board and NCH Staff.

### **Public Comment**

**None**

### **Wyoming Medical Center**

Chad Pew, Senior Vice President & Chief Operating Officer spoke positively about the steady flow of patients at WMC. He focused his conversation on American Well, a company that provides acute care via telehealth that supports provider to provider, ER to ER and provider to patient care. He predicted that WMC would start working with American Well in the second quarter of 2018.

## Pharmacy

Matt Stanton, NCH and WMC Pharmacist, presented information on the telepharmacy, Comprehensive Pharmacy Services, LLC. Matt proposed outsourcing NCH's *order verifications for medications* to CPS since it is a faster service than WMC with trained and dedicated pharmacists specific to **NCH using Athena**. The cost per verification is slightly lower than WMC while maintaining quality markers. Matt handed out a cost analysis and discussion took place regarding this service.

Matt presented information regarding the financial feasibility of NCH to participate in the 340B program to manage its prescription costs. A discussion took place regarding this service.

## Medical Staff Report

Marilyn Nelson read a report from Dr. Falkenburg that she has no concerns at this time. Dr. Falkenburg addressed some employee concerns and did peer review and found no liability issues. Jennifer Murdza, NP is doing well and an asset to the community. **She considers Michelle as an excellent communicator, runs meetings well and monitors revenue cycle.**

## Introduction of Laura Crawford new ECF Coordinator

Michelle made a short introduction of Laura Crawford as the new ECF Coordinator

## Acceptance of the Minutes

Board Meeting Minutes: November 28, 2017

**\*\*Ms. Ross moved to accept the minutes. Mr. Krein seconded the motion**

**Discussion: Correction to the Minutes**

**Executive Session from November 28, 2017-A motion was made for a salary adjustment of the Assistant Administrator**

**\*\*Mr. Krein moved to accept the motion and Ms. Ross seconded**

**Motion carried: 4-0**

**Motion carried for acceptance of the corrected minutes: 4-0**

## Acceptance of the Consent Agenda

**\*\*Ms. Ross moved to accept the consent agenda as presented. Ms. Krein seconded the motion.**

**Discussion: It was clarified that 340B drug based program**

**Motion carried 4-0**

### **Financial Committee Report**

Marilyn Nelson provided a packet to the Board that included, *Income by Department with Budget Comparison, Income Statement by Department as of November 30, 2017, Physician Productivity Reports, and YTD Activity by Department Report*. A discussion took place with the Board.

### **Governance Committee Report**

Ms. Ross requested that the Board fill out their end of year self-assessments.

Board Elections **in January** 2018

### **Strategic Planning Committee**

Michelle stated that the Department Directors know that the Strategic Planning Committee will be starting up in January

### **QA**

Michelle reported that the numbers look good and NCH is working with Athena to process the data. Discussion took place with the Board.

### **Business**

- Old Business
  - 340B discussed earlier
  - Detailed email sent to the Board by Michelle regarding billing question
  - Michelle stated that MOU with Senior Center was declined. The MOU with the Commissioners on the securing the Fairgrounds is progressing forward. Michelle would like to reach out to St. George's Episcopal Church as a possible location for housing the ECF residents if NCH needs to close.
  - EDJE Technologies Website-Dan Way stated that the website is moving forward, and NCH is looking at the first of the year for it to be built.
- New Business
  - Purchase of Dragon-Speech Recognition Software for the Clinic and Dr. Prince for dictation~\$2,400

**\*\* Ms.Kremer moved to purchase Dragon, and Ms. Larson seconded the motion**

**Motion carried:4-0**

- Biohazard waste update-WMC no longer able to accept NCH biohazard waste. Dan stated that Stericycle is the only vendor that can come get waste at

a cost \$439 a month beginning in January. Discussion occurred regarding the implementation of this program

**\*\*Mr. Krein moved to start paying for biohazard waste seconded by Ms. Ross**

**Motion carried: 4-0**

- Office Assistant Contract-coding Michelle spoke to Mark regarding the price increase from \$3000 to \$5000 early December. Discussion occurred with the Board.

**\*\*Ms. Kremer moved to have an Executive Session, and Ms. Krein seconded the motion.**

**Motion carried: 4-0**

**\*\*Mr. Groh adjourned the meeting at 7:30 pm**