

# **Niobrara County Hospital District Board of Trustees**

## **Board of Trustees Meeting Minutes**

**August 28, 2018 5:30 pm**

The Niobrara County Hospital District Board of Trustees met in the Board room at NCH in Lusk, Wyoming. In attendance were Ms. Randi Ross, Secretary; Ms. Shelly Larson, Treasurer; and Mr. J.V. Boldon, member. Mr. Mark Groh and Mr. Travis Krein were absent.

Also attending were Karl Rude, HMS; Nathan Hough, CEO; Bonnie LeSueur, CFO, and Dee Martin.

**\*\*Ms. Ross called the Public Session to order at 5:30 p.m.**

A quorum was verified.

### **Acceptance of the Agenda**

**Discussion: None**

**\*\*Ms. Larson moved to accept the agenda.**

**\*\*Mr. Boldon seconded the motion.**

**Motion carried 2-0.**

### **Acceptance of the Minutes**

**Discussion: Kody Nelson's name is misspelled in the Operations section. Corrections have been made.**

**\*\*Mr. Boldon moved to accept the minutes for July 24, 2018**

**\*\* Ms. Larson seconded the motion.**

**Motion carried: 2-0.**

### **Public Comment**

Mr. Boldon had a patient's parent complain to him about an ER visit they had. They were dissatisfied with the visit. Nathan was aware of it and it has been addressed.

## **Finances**

Bonnie LeSueur presented the financials. Ms. Larson suggested that since the Kaiser invoice was paid (\$34,562.00) from the operating account to move that money out of the SPET account and put into the operating account. There is a restricted fund of \$124,000.00 that the hospital received 10 years ago. The money is in the CDAR'S CD. Ms. Larson has the information and will look into what the stipulations on how to use this money. Reimbursement to the County needs to be paid back for the Radiology room upgrade.

**\*\* Ms. Larson made a motion to reimburse the County for the Digital Radiology Room Cost loan for \$122,482.00 out of the SPET account.**

**\*\* Mr. Boldon seconded the motion.**

**Motion carried 2-0.**

Bonnie is having a lot of problems with ADP. ADP cannot run reports appropriately for what she needs. There's a lot of fixing that needs to be done since ADP has started. She has a plan to change the payroll company the 1<sup>st</sup> of the year. The health insurance is also an area that she will be looking into changing. She says that the hospital is too small to be self-insured.

## **Operations**

Nathan presented a census report. The month of August is not complete for patient visits. There were no swing beds for the month. The ECF are titled Intermediate Swing Beds. The rules were looked into and one of them is that the rounding for the ECF is to be done weekly. The ED providers will do the rounds. They can say that there is no change or if something is going on they can have a clinic appointment with their primary care physician. The findings will be used for educational teachings for the providers and the nurses. Policies are being reviewed; they are the Leave of Absence, Paid Time-off and the Code of Conduct. Nathan will send the board the policies for them to review. Leave of Absence policy needed some clarification on the bereavement as to when the employee can take that time. Paid time-off policy, Nathan will put together the changes and send it to the board for their review. Code of Conduct policy was accepted.

**\*\*Ms. Larson made a motion to accept the Code of Conduct Policy.**

**\*\*Mr. Boldon seconded the motion.**

**Motion carried 2-0.**

Nathan asked for a clarification on projects that are in the works. He ask the Board if they wanted to look at the entire project after everything is put together for their approval or if they want pieces of it. The Board would like the have the entire project. Wyoming Medical Center has been covering the hospital needs for pharmacy; they no longer will be and Matt Stanton's last day will be September 11, 2018. Interviews are set up for hiring a pharmacist. Public Health Nurse was discussed as to when they would be starting.

**Administrative**

Karl explained that an Outreach Marketing Program with Big Country Rehabilitation has been started. He feels that there is a good collaboration with the two facilities. Two new nurses have been hired and will start next month. The ECF will no longer have documentation done in Athena. Paper documentation will be started. They have also signed in with Mountain Independent Hospital Alliance so they will have a better access to vendors and lower pricing. They also will be with Pace Reports for quality improvement reporting. 340B window opening is from October 1, 2018 thru October 15, 2018 and they getting everything done for review. They are working with the police department with policies and procedures for gathering evidence. A policy for per-authorization for CT Scans is being put in place. An employee satisfaction survey was put out to the employees. The info should be ready for the next board meeting. Ms. Larson shared that a committee is working on the 3 mill tax that is coming up for vote in November.

**No Executive Session**

**Meeting adjourned at 7:50pm**