

Niobrara County Hospital District Board of Trustees

Board of Trustees Meeting Minutes

July 27, 2020 5:30 pm

The Niobrara County Hospital District Board of Trustees met in the Training room at Niobrara Community Hospital in Lusk, Wyoming. In attendance were Mr. Mark Groh, Chairman; Mr. Travis Krein, Vice Chairman; Ms. Shelly Larson, Treasurer; Ms. Randi Ross, Secretary; and Mr. J.V. Boldon, member. Attending from RCI were Nick Doucette, CEO & Dana Gilleland, CFO.

Mr. Groh called the Public Session to order at 5:30 p.m.

A quorum was verified.

Acceptance of the Agenda

Ms. Larson moved to accept the agenda with the addition of Signage under old business and Employee Counseling, Health Insurance Quotes and Telehealth under new business. Mr. Krein seconded the motion. There was no discussion. Motion carried 4-0.

Acceptance of the Minutes

Mr. Boldon moved to accept the minutes of the June 23 and July 14 meetings and the July 14 Budget Hearing minutes. Mr. Krein seconded the motion. There was no discussion. Motion carried 4-0.

Public Comments

No public comments.

Executive Session

Ms Larson moved to enter Executive Session at 5:37 p.m. Mr, Boldon seconded the motion. No discussion. Motion carried 4-0.

Public session resumed at 5:41 p.m.

Financials

Dana Gilleland presented the financial statements. There were several large adjustments made for previous incorrect entries. \$644,862.70 was written off to bad debt expense – this should have been written off each month; this resulted in an increased expense. HMS had not booked the contractual allowance on a monthly basis so \$200,000.00 was booked. The PPP funds were moved to a liability from grant revenue. Patient revenue, less adjustments, on June 30 was -\$224,412.69; operating revenue was \$9,914.57; non-operating revenue -\$714,893.82 for total income of -\$929,391.94. Operating expenses for the month were -\$71,583.44; non-operating expenses were \$152.71. This results in a net income of -\$857,961.21 for the month of June 2020.

Accounts receivable review: There is a continuing enrollment issue with Medicaid. There is \$300,000.00 in self-pay accounts.

COVID expenditure tracking – supply costs & staff time need to be tracked. All time related to training and planning have a department in ADP for COVID tracking purposes.

Audit & cost report auditor engagement proposal – Nick presented an engagement letter from Casey Peterson for performing the audit and cost report.

Ms. Larson moved to accept the engagement proposal from Casey Peterson for audit and cost report. Mr. Krein seconded the motion. Discussion was held regarding the content of the previous audit and lack of formal presentation. Motion carried 4-0.

Old Business

HHS funding reporting – the report deadline guidelines have been removed

Feasibility Study – BKD has everything requested, Dana sent a trial balance. Phase 1 should be completed by mid-August. Nick is not expecting funding to be available for a new facility.

COVID facility restrictions – 100% masking through end of July. ECF visitation outside only with exception of special needs. Nick is anticipating extending this through the end of August.

Chargemaster rate increase – 3% increase effective August 1, 2020

Signage – there are some issues with the size of the signs and the frames that were made for them. It is hoped this will be resolved soon and the signs installed before the weather turns bad.

New Business

Radiology Equipment Capital Lease – the current machine is not capitalized. Nick would like to extend the lease for 36 months; this will bring the cost down to \$14,500.00/month from the current \$15,966.00/month.

Ms. Larson moved to extend the Radiology equipment lease for 36 months. Mr. Boldon seconded the motion. Discussion was held regarding the ability to use the current machine if a new room were built and if the machine still meets our needs. Nick assured the board that the machine suffices for all we need and that it could be used in a new room. Motion carried 4-0.

NCHD Board Bylaws – the bylaws need to be reviewed and updated every 2 years.

Ms. Larson moved to accept the Board Bylaws with the suggested changes. Mr. Krein seconded the motion. Motion carried 4-0.

Renovation project – improvement can be done with COVID money. It is proposed that the temporary walls can become permanent. The activities rooms can be converted to outpatient space to run treatments through. Outpatient treatment room can be used for wound care, OP clinics, IV therapy, etc.

Employee referral policy – Nick presented the Employee Referral Program policy (HR_040).

Mr. Krein moved to accept the policy as presented. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Business office & coding – staffing may be down in August. RCI is currently providing assistance with the revenue cycle. Nick would like to move coding in house and will advertise for the position.

Hospital provider candidate – Nick and Dr. Falkenburg have talked with a possible provider. Nick wants to see how he will fit in to our culture before offering a permanent position.

Employee Counseling – this service is often times provided through health insurance but our plan does not offer it at this time. There have been a number of deaths recently in the facility and the staff is being affected. Nick will set up a contract with Peggy Whitmire to provide this service to employees.

Health Insurance Quotes – the hospital currently provides employee insurance through BCBS MT – this was rolled out in late 2018 effective in 2019 with no comparisons or quotes. Wyoming Financial will put together some quotes and we will go through the comparison process in order to provide better transparency to the employees.

Telehealth – Nick attended a Wyoming Broadband meeting. There may be an opportunity to provide better broadband services.

Meeting dates – at this time we will hold an operational meeting on the second Tuesday of the month and our regular board meeting on the fourth Tuesday of the month.

Next meeting is August 11, 2020 at 5:30 p.m.

Meeting adjourned 8:30 p.m.

Meeting adjourned at 8:35 p.m.