

Niobrara County Hospital District Board of Trustees

Board of Trustees Meeting Minutes

May 25, 2021 5:30 p.m.

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. Randi Ross, Secretary, Dan H. Hanson, Treasurer and J.V. Boldon, Member. Also in attendance from D.G. Solutions was Dana Gilleland, CFO and from NCH Tammy Basile, recorder and Marni Siebke, DON.

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

A quorum was verified.

Acceptance of the Agenda

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

Acceptance of the Minutes

Mr. Hanson moved to accept the minutes of the April 27, 2021. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Public Comments – Ms. Siebke updated the board on the swing bed referral process.

Financials

Patient revenue, less adjustments, on April 30 was \$1,129,226.21; operating revenue was \$24,317.57; non-operating revenue was \$142,686.55 for the total income of \$1,296,230.33. Operating expenses for the month were \$621,748.14; non-operating expenses were \$0.00. This results in a net income of \$674,440.90 for the month.

Note:

6/22/2021 Board Approved with following changes.

Amend the financial in April minutes. Contractual Allowance Estimates were booked incorrectly adjusting the net income. Net income should be \$134,061.74 for 4/30/21.

Operational Summary – attached.

Old Business

Strategic Planning Scheduling – need to pick a date to move forward; possibly 6/22 or 6/23.

Yellowstone Presentation – scheduled for 6/22 meeting – 30 minutes in length.

Swing Bed/OP Referral Program – policy attached for review.

Ambulance Service – Dana is waiting for information from the Town of Lusk including fair market value and the building square footage.

CPSI Sunset – done 4/30 which will get rid of the legacy bill; but will still have the medical necessity bill

Audit Presentation – will schedule for the July meeting.

New Business

Increase in WY Retirement effective 7/1/2021 – employee contribution will increase to 9.25% and the employer contribution will increase to 9.37%.

Hospital Generator – is not working properly and may need to be replaced. Mr. Boldon will look at it to assess the situation.

Updated Billing Strategy Clinic Appts – patients with balances have been making appointments and no one is addressing the balance with the patient. The process in place now is that before an appointment reminder call is made the account is checked for a balance and discussed at the time the reminder call is made. There will be someone in the Business Office Monday – Friday until 5:00 and during the noon hour.

Asset Donation –

Mr. Krein moved to donate an old autoclave to the Silver Cliff Veterinarian Clinic. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Mr. Krein moved to enter Executive Session at 6:25 p.m. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Public session resumed at 7:35 p.m.

Mr. Krein moved to sign the employment agreement for interim CEO with Dana Gilleland dba D.G. Solutions. Mr. Hanson seconded the motion. Motion carried 4-0.

Ms. Ross moved to pay the RCI invoice for April providing RCI finishes the self-pay project to the satisfaction of Ms. Gilleland. Mr. Hanson seconded the motion. Motion carried 4-0.

Meeting adjourned 7:40 p.m.

Next meeting is June 22, 2021 at 5:30 p.m.

April 2021 Operational Summary

Phase 1 of VRad integration was successfully completed. All images and reports were uploaded to their PACS system. We completed our emergency go live and phase 2 integration with Athena is running smoothly and on target.

Facility received two new units pertaining to the state vaccine program we participate in. We were approved for a new refrigerator and freezer that will be used to store the vaccines and are waiting on state approval of these new units.

Heather Staudenmaier and Dan Northway are working on clinic renovation to add a second window so our staff can see who is entering the clinic area. Once complete, the side window will be closed off.

Contractors are continuing to work on the laundry room and progress is being made; some contractors are still waiting on delivery of supplies.

HVAC contractors (Long & Assoc.) are scheduled to begin work in June to install three different air systems. We will be replacing a negative air exhaust fan for Room 23 and Room 24. We are also installing a new Ionization system for the main hospital's HVAC to filter air to ensure no viruses are transmitted via the HVAC.

The facility had an issue with the generator and we are currently waiting on an analysis of the oil sample. We are trying to determine where the metal shavings in the oil pan came from prior to making a decision.

Hackett proposed the panic button in the ER as well – we signed with Hackett to complete his piece of work as well as the timeline was very similar to Comtronix who was the original vendor we discussed.

We have finished the layout and design of the camera system and we will be signing our Purchase Order this week to order all the necessary materials per our last board meeting approval. The system will also allow for badge access to the facility versus key pad entry.

Preparing for FY21 Year-end Inventory in Materials Management. We have already solved for potential staffing issues to assist Linda's department to ensure inventory is complete on time.

Stephanie and Marni have defined a process (see attached). Part of this process includes Stephanie reaching out to case workers at hospitals in the region that we have transferred patient to get the acute care that we do not provide. Christa Stream, Stephanie and Marni have had several meetings on developing a swing bed program brochure that we will send out to our community in a mass mailing. We will also train the ED/Acute staff to give the brochures to family members or care givers of the patients we send to these hospitals. Christa has the information about what service we provide what resources we can arrange for discharge planning and several patient testimonies to round out the brochure.

The hospital's goal for the past year has been to eliminate travelers for staff to contain costs and to increase morale. Christa and Marni have been recruiting at colleges in the state for nurses and CNAs.

We have been successful in filling all of the travel nurse positions. We are also having a CNA class in July. Our goal is to be fully staffed with all NCH employees by the end of July.