

Niobrara County Hospital District Board of Trustees

Board of Trustees Meeting Minutes

June 22, 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, Mr. Dan H. Hanson, Treasurer and Mr. J.V. Boldon, Member. Also in attendance from D.G. Solutions was Dana Gilleland, CEO/CFO and from NCH Tammy Basile, recorder.

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

A quorum was verified.

Acceptance of the Agenda

Dana wanted to add staffing to new business.

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

Acceptance of the Minutes

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.

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

Public Comments – Business Office – problem recurring. Patient did not receive the bill, yet they were sent to the collection. They do not answer the phone nor return calls.

Yellowstone Presentation – Yellowstone Insurance Exchange Inc gave a presentation via Zoom with 2021 updates and results. A packet was given to each board member

Financials

Patient revenue, less adjustments, on May 31, 2021 was \$488,001.99; operating revenue was \$30,754.01; non-operating revenue was \$102,878.81 for the total income of \$621,634.81. Operating expenses for the month were \$694,977.50; non-operating expenses were \$31.80. This results in a net income of \$ (73,374.49) for the month.

Operational Summary – attached.

Old Business

Strategic Planning Scheduling – Cost will be \$6800; Plan on 8/30

Ambulance Update –

Mr. Bolden moved to not to take over the ambulance system at this time because it is not financially feasible. Mr. Krein seconded the motion. Discussion was held on other possible options. Motion carried 4-0.

Audit Presentation – will schedule for the July meeting.

Azalea EMR Update on Pricing - Best and Affordable. There will be on site training. Will look into it with more details.

New Business

Atrium – Paul Reed Construction will come up with some ideas on what we can do on the cost on the south end side.

NP Privileges –

Mr. Krein moved to grant privileges to Neil Shore. Mr. Hanson seconded the motion. Mr Shore will start in the ER rotation in August. Motion carried 4-0.

Mill Levy Payment Update – NCHD will receive a total of \$726,085.37 for FY2022 with a deferment of \$62,968.71 in mineral taxes which leaves \$663,116.50 to be paid out over 12 months starting in September 2021.

Staffing –hired one CNA and are looking at two 2 CNA travelers; waiting on their rates. Michelle Kremers took over scheduling. At this time nurses are being used to cover CNA shifts.

Mr. Krein moved to enter Executive Session at 7:35 p.m. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Public session resumed at 8:30 p.m.

Meeting adjourned 8:30 p.m.

Next meeting is July 27, 2021 at 5:30 p.m.

May 2021 Operational Summary

IT evaluated the software required for the new IV Pumps. It requires a database although a more sophisticated one. Purchased a windows server with full version of SQL through Chantry's IT business since he receives better pricing.

Gathering retention information from the department heads to apply policies to M365 exchange. Going to deploy M365 in stages with Outlook going out first. Retention is required in order to make that work. This should allow us to deploy faster and see results sooner.

Marni is continuing to work on appropriate staffing. There have been several staff members leaving due to relocation and new opportunities. The CNA class will provide us with a new group of CNAs to cover the schedule. We are continuing to recruit patients to our swing bed and Christa is working on the brochure for mass mailing to the community for this program.

CLIA (Clinical Laboratory Improvement Amendment) State Inspection is scheduled for June 24 and 25. Two health state surveyors will be in the facility. This is a certification body under CMS for all laboratories. This is done every 2 years.

Phase 2 integration with EMR is ongoing for VRad. Conversion to Hub for image sharing with other facilities and DICOM viewer replacement installation is in process.

Christa, Marni and Dana went to the senior center to do a visit over the lunch hour to discuss the Swing Bed referral program and how the program works at the hospital. Christa and Marni were able to hire 2 LPN's from the college recruiting they completed.

Laundry Room project is currently waiting on flooring contractor for installation of epoxy flooring. Sprinkler contractor is scheduled to start installation of fire sprinklers any time with ceiling grid, plumbing, electrical, brick layer and painter contractors completing majority of their contract.

Pricing received for crack fill, seal and painting of the parking lot. The quote is \$16,800 and our vendor in Casper, Charles Pattengale Asphalt has availability to get this done as soon as possible if approved.

Security Contractor has ordered parts for the Emergency Assist Button to be installed at Nurses station with the communications wire installed last week. Payment checks were delivered to the Security Contractor for ordering badge access system and camera system materials. Performance bonds were received from vendor to ensure project is complete to our satisfaction.

Oil sample from Emergency Generator was tested for metal shavings. Results from test are that shavings seem to be normal for year of the generator.

Heather Staudenmaier is looking for a full-time front desk position. The position has been posted. Kodi Naillon was accepted into nursing school so her last day will be August 6th,

she will be transitioning to PRN. Lori Doyle will be transitioning to the back as an MA. Preparing for inventory to be completed last week in June for the clinic.