

RANGELY DISTRICT HOSPITAL  
BOARD OF DIRECTORS MEETING  
May 28, 2020

**BOARD MEMBERS PRESENT**

John Payne, Chairman  
Shad Peters, Vice Chairman  
Jason Kurrasch, Secretary/Treasurer  
Diana Sizemore, Director  
Brad Casto, Director

**OTHERS PRESENT**

Kyle Wren, CEO  
Jodi Dillon, HR Director/Executive Assistant  
Wendi Gillard, Compliance Office  
Jimmy Dillon, Financing

**I. WELCOME/CALL TO ORDER**

- A.** A quorum being present, this regular meeting of the Rangely Hospital District Board of Directors was called to order at 6:00 p.m. by John Payne, Chairman of the Board.
- B.** Pledge of Allegiance
- C.** Prayer
- D.** Newly elected board members by election Diana Sizemore, Shad Peters and Brad Casto were sworn in by John Payne, Chairman of the Board.
- E.** With the new board members assembled, Motions and Elections were held for officers for the 2020-2022 term. A motion was made and seconded to accept John Payne as Board Chairman. The motion carried unanimously. **(ACTION/TAKEN/CLOSED)**.
- F.** A motion was made and seconded to accept Shad Peters as Board Vice Chairman. The motion carried unanimously. **(ACTION/TAKEN/CLOSED)**.
- G.** A motion was made and seconded to accept Jason Kurrasch as Board Secretary/Treasurer. The motion carried unanimously. **(ACTION/TAKEN/CLOSED)**.

**II. APPROVAL OF MINUTES**

- A.** Minutes of the Rangely District Hospital Board of Director's meeting dated April 30, 2020 were presented for review. A motion was made and seconded to accept the meeting minutes as presented. The motion carried unanimously. **(ACTION/TAKEN/CLOSED)**

**III. PUBLIC FORUM**

- A. Correspondence:** No Correspondence was presented at this time.
- B. General Public:** There was discussion regarding the “Public Comment” section of the agenda and meeting. No further motion was made at this time.

**IV. MEDICAL STAFF REPORT**

- A. Review of Medical Staff Report:** April 2020 Medical Staff minutes not yet approved for board’s approval.
- B.** A motion was made and seconded to approve Amanda Swanson, MD-Doc’s Who Care. Motion carried unanimously. **(ACTION/TAKEN/CLOSED)**
- C.** A motion was made and seconded to approve Meredith S. Woolley, MD-Locum Tenens. Motion carried unanimously. **(ACTION/TAKEN/CLOSED)**
- D.** A motion was made and seconded to approve the Medical Staff Meeting Schedule for the remainder of 2020. Motion carried unanimously. **(ACTION/TAKEN/CLOSED)**

**V. COMPLIANCE REPORT**

- A.** Wendi was out of the office for two weeks during the month of May, due to a family emergency.
- B.** Continuing to watch CDC guidance on COVID and updating policies as needed.
- C.** Continuing to watch CDPHE Regulations on COVID (latest: CDPHE is asking for reporting on children exhibiting certain signs/symptoms along with positive COVID test.
- D.** Providing training where appropriate (provided donning/doffing training at Eagle Crest at the beginning of the month, and encouraged them to have a mock run through of a COVID positive/suspected COVID resident in their facility)
- E.** Gathering necessary information for subpoena request for case we’ve been working on with the State Board of Nursing.
- F.** Quality: Continuing to monitor what reporting will be required (currently it’s patient’s over paper), I am preparing to begin regular reporting.

## **VI. FINANCIAL REPORT**

### **A. April 2020 Financial Report:**

1. Cash Balances: Our cash balances are unusually high this month for several reasons: We received a couple million dollars every year from our Medicare cost report. This money is paid throughout the year based on SNF days, and normally we receive most of that money later in the year. However, due to a record number of SNF days last year, we got that money sooner. We would be receiving about the same amount of money but at a different time. It is possible that we will even have to pay up to \$300,000 of that money back.
2. We received about \$400,000 from a CARES Act grant, as well as about \$75,000 from our SHIP grant.
3. We have also received 77% of our tax levy, which is worth around \$2.9 million.
4. Write off of Lost Meditech Accounts – There were some leftover Meditech accounts that were destroyed by the recent cyber-attack. The total amount to be written off is about \$540,000, going back to around 2012. These are mostly accounts on which no payments have been made or that patients were making very small monthly payments on as they didn't have the funds to pay them off. Since there are no longer any records for the accounts, we have to write them off to bad debt. If there are unpaid Medicare accounts among them, we might get some Medicare reimbursements, but there would be very few if any of these types of accounts.
5. 2019 Financial Audit and Cost Report: Both of these things are currently in progress and going well.
6. Stats took a nosedive in April due to the implementation of the new Covid-19 guidelines.
7. Profit and Loss:
  - a. Revenue: Revenue is 2% less than last year and 7% less than budget.
  - b. Gross Profit: Gross profit is 9% better than last year and 19% better than budget.
  - c. Total Expense: Total expense is 13% more than last year and 6% over budget.
  - d. Payroll Expense: Payroll expense is 6% more than last year and 1% over budget.
8. Cash Balances are somewhat higher than expected.

**B.** A motion was made and seconded to accept the April 2020 Financial Report as presented. The motion carried. **(ACTION/TAKEN/CLOSED)**

## **VII. OLD BUSINESS**

- A.** No old business was presented.

## VIII. NEW BUSINESS/CEO Report

### A. Hospital Position Update:

Toni Dembowski (Billing/Coding) announced her retirement as of Friday, May 29, 2020. If you are available please join us for cake and well wishes at noon on Friday. Josh Jackson (IT) resigned and accepted a position in Rifle at the Sheriff's office. We will not be replacing these positions.

### Nursing Update:

We will not be renewing any travel nurse positions.

1. Signed home Health nurse
2. 2 potential local LPN's (Carrie Goddard/Rachel Files)
3. 2 locals applying to nursing school (Sydney Shaffer/Alicia Dominguez)

### Provider Search:

Ongoing with Colorado Hospital Association, Jackson Physician Search, also input from Dr. Urish and Dr. Sutton.

### B. Rural Health Clinic Transition:

We did not qualify for the Health Provider Shortage Area (HPSA), but are trying another avenue called a Medically Underserved Area (MUA) and should know within a few months.

### C. Coronavirus Update:

Ongoing regulation changes and recommendations from the state.

1. CMS guidelines: They want long term care facilities to lag behind government/local phases by 14 days.
2. The county is currently at the end of phase 1, starting phase 2.
3. Our facility is exploring options and putting in policies for nursing home visitation.

### D. Ransomware Attack:

1. We will be notifying the affected individuals and family
2. No patient data was exported
3. The data was encrypted, thus required notification for a few individuals

### E. Hospital Foundation:

1. Several applications are in
2. By-laws are 90% complete
3. Selection will be next board meeting.

### F. Health Fair Labs:

June 1 – 5, by last name Monday – A-E, Tuesday F-L, Wednesday M-Q, Thursday R-T, Friday U-Z. From 7-11 am.

## IX. BUSINESS FROM THE FLOOR

- A. No business from the floor was presented.

**B. EXECUTIVE SESSION**

- A.** Basis for Executive Session: C.R.S. 24-6-402(4)f: Personnel matters including consideration of options for resignations. C.R.S. 24-6-402(4)e: Negotiations for Contract.
- B.** A motion was made and seconded to enter executive session on the basis on C.R.S. 24-6-402(4)f: Personnel matters including consideration of options for resignations at 8:14 pm. The motion carried unanimously **(ACTION/TAKEN/CLOSED)**
- C.** A motion was made and seconded to exit executive session at 8:42 pm. The motion carried unanimously. **(ACTION/TAKEN/CLOSED)**

**X. ADJOURNMENT**

- A.** A motion was made and seconded to adjourn. The meeting adjourned at 8:44 pm.