

RANGELY DISTRICT HOSPITAL
BOARD OF DIRECTORS MEETING
October 26th, 2017

BOARD MEMBERS PRESENT

John Payne, Chairman
Jason Kurrasch, Vice Chairman
Nathaniel Polley, Secretary/Treasurer
Marques L Jones, Director
Michelle Huber, Director

OTHERS PRESENT

Nick Goshe III, CEO
James Dillon, CFO
Bernie Rice, CCO
Cynthia Stults, Executive Assistant/HR

I. WELCOME/CALL TO ORDER

A quorum being present, this regular meeting of the Rangely Hospital District Board of Directors was called to order at 5:59 p.m. by John Payne, Chairman of the Board.

II. APPROVAL OF MINUTES

A. Minutes of the Rangely District Hospital Board of Director's meeting dated September 28, 2017 were presented for review. A motion was made and seconded to accept the meeting minutes as corrected. The motion carried unanimously. **ACTION/TAKEN/CLOSED)**

III. PUBLIC FORUM

A. **Correspondence:** Rangely Community Gardens, President Danielle Cooper, submitted a letter to request a donation of \$552.17 to cover the Garden's raw water bill. After much discussion it was agreed that while we have supported their advertising or promotional costs in support of our community in the past, to pay a utility bill might be better addressed through the town of Rangely. A motion to decline to pay the water bill was agreed upon unanimously. **(ACTION TAKEN/CLOSED)**

B. **General Public:** No one from the general public was present.

IV. **MEDICAL STAFF REPORT**

A. Due to a lack of Quorum, Med Staff was cancelled this month.

V. **COMPLIANCE REPORT**

A. **EMR Update:** At the end of this month we are parting ways with Meditech and have given our 60 day notice to them and have replaced Meditech with Athena. The transition has gone relatively smoothly. We are working on issues as they come up with Athena with reports and processes. Athena does, Lab and X-ray very well. RT, PT and home health still need work, but we knew that going in. We are putting the Meditech information on a server that we can access, but it cannot be added to or corrupted. That way we will have all the information as we continue to build and roll out with Athena.

A. **Maintenance Truck:** The clutch is going out on the old maintenance truck. Dave has located a replacement truck for \$25,900, delivered. This amount requires board approval. A motion was made and seconded to accept the bid for the new maintenance truck for \$25,900 delivered as presented. The motion carried unanimously. **(ACTION TAKEN/ CLOSED)**

B. **Parking Lot:** Maintenance has been repainting the parking lot lines at an angle for one way directional parking. We haven't changed the traffic flow yet. As we are seeing if angled parking helps with traffic flow and reducing speed.

C. **Eagle Crest Generator and Heating:** Maintenance had a local mechanic remove the switch from the generator and replace with a new switch gear. This saved a substantial amount from the bid that Caterpillar gave us. The switch is in and up and running. We also had a chip go out on the boiler. It has been replaced as well as a spare chip ordered for backup. The boiler is also now up and running.

VI. **FINANCIAL REPORTS**

A. **Board Request from September Meeting:** At the last board meeting management was asked about the implied cash flow from the 2018 budget and, after some discussion, it was suggested that we look into some form of monthly cash flow reporting. Currently we report with the monthly Cash Flow graph and Balance sheet. The cash flow graph gives the cash balance (height of the graph) and the cash flow for the month via the change from the prior month. The Balance Sheet shows the balances of the individual cash accounts. I have not been able to come up with anything that would provide

additional useful information. It was agreed that cash flows will need to be watched and that the current cash flow reporting will suffice. The board was reminded that the totals on the 2018 budget are estimates only and were calculated as per the board's request.

- B. September 2017 Financial Report:** Currently there are no major issues. Stats remain relatively flat comparable to the earlier months in the year. Clinic visits were down mostly due to physician vacations in September. Revenue is 1% less than budget and 1% less than last year. Gross profit is 3% better than budget and 1% better than last year. Total Expenses are 4% more than budget but 3% less than last year. Payroll expense is 2% above budget but 6% less than last year. Year to date Net Income is \$118,204 which is less than the budgeted amount of \$174,509 but better than last year which was (\$73,760). Cash balances are as expected. The check register for September was reviewed. A motion was made and seconded to accept the September 2017 Financial Report as presented. The motion carried unanimously. **(ACTION TAKEN/CLOSED)**

VII. OLD BUSINESS

- A. All Staff Meeting:** We had an all staff meeting October 2nd at noon and 6pm. For this meeting Matt Scoggins was invited to take the first 15 minutes to present the schools mil levy initiative. The schools allowed us to present at their staff meetings when we passed a bond for the new hospital and we are returning the favor here. I think this was very well received by the staff and Matt and the school as well. After that I covered a summary of the plans with next year's budget. I think most were already aware of the budget cuts we were planning but this was the formal announcement to the whole staff. I don't think anyone was happy about this but I also think overall they understand our situation. Overall the meetings were well attended with probably between 80 to 90 employees attending and I believe well received.

VIII. NEW BUSINESS

- A. Lab Equipment Software:** A piece of lab equipment we have that runs a number of tests on urine uses a windows operating system that the company will no longer support after Jan 1st. We were not aware of this when doing budgets as they sent the notification just recently. This means we can either upgrade the whole system with a new one (cost close to \$30,000), or upgrade the software (cost \$9,950), or we simply could do nothing but when it breaks we no longer offer that service. I would recommend upgrading the software at a cost of \$9,950. According to Kyle this will meet our needs and the equipment is still working fine. Since this is not budgeted and is a capital item costing more than \$5,000 we need board approval. A motion was made and seconded to upgrade the software for the lab equipment at a cost of \$9,950 as presented. The motion carried unanimously. **(ACTION TAKEN/CLOSED)**

IX. BUSINESS FROM THE FLOOR

A. **Next Board Meeting:** The next regular Board Meeting for November/December will be held December 14th at 6pm here in the Executive Board Room. This meeting will meet the deadline for the final budget to be approved and filed for 2018. This meeting will also be posted in the newspaper as required.

B. **Turkeys:** It is time to order the Turkey’s for the holidays again this year. Administration asked the Board if they wanted to approve this purchase again this year for the employees. A motion was made and seconded to approve the purchase of turkeys from Nichols Store again this year as presented. The motion carried unanimously. **(ACTION TAKEN/CLOSED)**

C. **Policy for Provision of Care:** At next month’s board meeting we will be updating the policy for the hospital’s provision of care. You will need to look it over for approval.

X. **EXECUTIVE SESSION**

A. A motion was made and seconded to enter Executive Session at 6:35p.m. per C.R.S. §24-6-402(4) (f) “personnel matters.” The motion was approved unanimously. **(ACTION TAKEN/CLOSED)**

XI. **ADJOURNMENT**

A motion was made and seconded to adjourn this regular meeting of the Rangely Hospital District Board of Directors at 7:22 p.m. Motion approved. **(ACTION TAKEN/CLOSED)**

Submitted By:

Nathaniel Polley, Secretary/Treasurer, Board of Directors

Date: _____

Cynthia Stults, Executive Assistant

Date: _____