

West Custer County Hospital District
Meeting of the Board of Directors
March 28, 2019
Minutes of the Meeting

Attendance: Directors Present: Bob Tobin, Chair
Ann Evans, Treasurer
Bob Weisenbach
Janny Candelaria, Secretary

Staff Present: Lisa Drew; Theresa Kennedy; Jane McCarty

Guests Present: Dallas Anderson, The Sentinel
Barry Keene
Tom Shepard

A quorum being present, Mr. Tobin called the meeting to order at 3:00 p.m. All meeting attendees stood and recited the Pledge of Allegiance to the American Flag.

Opening Comments from the Board

Introduction of guests Dallas Anderson, Tom Shepard and Barry Keene

Approval of Minutes

The minutes of the Regular Board meeting on March 7, 2019, were reviewed.

- *Mr. Weisenbach made motion to approve the Regular Board meeting minutes dated March 7, 2019. Ms. Evans seconded and the motion passed unanimously.*

EMS Report Ms. Archuleta reporting via telephone - see attached report

Executive Director Report Ms. Drew reporting – see attached report.

CFO Report/Finance Committee Report Ms. Kennedy reporting – see attached report.

Grants

Ms. Drew discussed the need for a grant writer. Mr. Tobin will attempt to reach out to Mr. van Woudenberg for suggestions.

Advisors to the Board

Business Marketing/Public Relations–Ms. Drew discussed this in her report

Unfinished Business

Bylaw Review– Mr. Tobin is reviewing an SDA book for bylaw ideas. Ms. Evans is reviewing the 2006, 2007 bylaws for additional information for new bylaws.

March 28th, 2019 WCCHD board meeting notes from Beth Archuleta; CCEMS Manager via phone.

EMS Report

- Staffing-Our staffing remains the same with two of the employees off FI and on their own; Russell Johnson and Jesse Souza. Rob Fogel, Samantha Moos and Chase Carlin are complete with AMR and will need to run a call with Molly or myself to be off FI. Looking to get Rich Smith on the roster.
- Run Statistics-For February 2019 we had 40 calls for service with 19 transports, 1- 2nd call needed mutual aid assistance and we have responded to 7 of the 2nd calls.
- Grant Updates-Grant review was March 19th in Pueblo at the RETAC level which I was a reviewer and presented out grant. No questions were asked after my presentation of the grant. State review will be either May 9th or 10th. Awards to be posted approximately June 30th and purchasing documents sent on July 1st.
- EMT Class-Looking to start around May 16th-Aug 24th, Thur, Fri and Saturday's from 12-4pm. There are 3 interested in the class currently and we will need a minimum of 7 students.



Custer County EMS
 West Custer County Hospital District
 704 Edwards, Westcliffe, CO 81252
 Business: 719-783-4447
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Ambulance Run Percentage Report

Feb 2019

		Month of	Feb		
<u>Total calls to date</u>				<u>Total transports to date</u>	
Total calls to date	Feb 2017	51	Total transports to date	Feb 2017	24
Total calls to date	Feb 2018	38	Total transports to date	Feb 2018	20
Total calls to date	Feb 2019	40	Total transports to date	Feb 2019	19
% change (+ or -)	2017 & 2018	-25.49%	% change (+ or -)	2017 & 2018	-16.67%
% change (+ or -)	2017 & 2019	-21.57%	% change (+ or -)	2017 & 2019	-20.83%
% change (+ or -)	2018 & 2019	5.26%	% change (+ or -)	2018 & 2019	-5.00%
Mutual Aid Calls	Feb 2019	1			

<u>Year to date</u>	<u>2 Months Ended</u>		<u>Feb</u>		
<u>Total calls to date</u>				<u>Total transports to date</u>	
Total calls to date	Feb 2017	99	Total transports to date	Feb 2017	52
Total calls to date	Feb 2018	85	Total transports to date	Feb 2018	38
Total calls to date	Feb 2019	88	Total transports to date	Feb 2019	38
% change (+ or -)	2017 & 2018	-14.14%	% change (+ or -)	2017 & 2018	-26.92%
% change (+ or -)	2017 & 2019	-11.11%	% change (+ or -)	2017 & 2019	-26.92%
% change (+ or -)	2018 & 2019	3.53%	% change (+ or -)	2018 & 2019	0.00%
YTD Mutual Aid Calls	2019	1			

Executive Director Report Board Meeting 3/28/2019

- 1) HRRMC Partnership Update
 - a. Ms. Drew met with CEO Bob Morasko and the HRRMC team on March 19 and discussed multiple topics listed for discussion below.
 - b. Mr. Barnhart's analysis is complete and was shared with board members. There will be a call to discuss his findings with all stakeholders, including Ms. Evans & Mr. Tobin on Thursday, April 4th.
 - c. Mr. Morasko and Ms. Drew agreed we are now in a place to meet monthly and develop a timeline for work to be completed. We will alternate sites for meetings with Westcliffe hosting the next meeting on April 23rd.
 - d. The HRRMC reference lab agreement has been signed with an anticipated go live day of May 1, 2019. Ms. Drew will provide LabCorp with a courtesy thirty day notice, on March 27, 2019. We will be providing Direct Access Testing (DAT) Ms. Drew shared that the DAT information is available on the HRRMC website. We have a call scheduled to discuss rollout on Wednesday, April 3rd.
 - e. Radiologist reading of films from HRRMC will be VPN capable (remote), and we will be charged for the transcription costs of the reading, and Dr. Waldrop's billing service will bill the patients directly. This will also become a written agreement, and we are awaiting this from HRRMC.
 - f. HRRMC will develop a written agreement to interpret our EKG's on a daily basis, that will include the 'panel' or 'on call' cardiologists at HRRMC. Once this agreement is developed and signed we will begin this service as well. Dr. Wool, partner in Colorado Springs Cardiology is interested in providing service here once a month. He owns a ranch here in the valley.
 - g. Discussion between HRRMC and Ms. Drew regarding referral follow ups including reports on a timely basis. Outcome of this discussion is that HRRMC will provide CCMC providers' access to their EHR to obtain any records needed, as well as HRRMC shoring up the process to ensure reports come to the referring provider at the time the referral is complete.
 - h. As CCMC does not currently have HIPPA compliant emails, HRRMC will provide 2 HRRMC emails to CCMC so that patient information can be exchanged confidentially, including the EKG's discussed above.
- 2) Clinical Operations Update
 - a. We hired Mary Mock a certified medical assistant, and Amanda Salas a new front office associate.
 - b. Ms. Drew provided Mr. Tobin & Mr. Weisenbach a list of replacement equipment needed on 3/8/2019. Mr. Tobin will provide this list to a community member for input and direction on alternate ways for us to receive funding for these items.
 - c. Parkview has provided multiple employees and providers with EHR access.
 - d. Marketing/PR Marketing Team work:

1. Website work continues with Mary Makowsky & Greg Smith. New & updated website is in the works. A letter of thanks was sent to Mr. Walter van Woudenburg for his generous financial contribution of payment to Mr. Smith
 2. Clinic staff will participate in the Health Fair on April 6th.
 3. Bi-weekly columns in papers will continue with updates (short & sweet)
 4. Patient surveys continue
- e. CSU-P doctorate students taking an Organizational & Systems Leadership team will return to CCMC on Sunday, March 24th to work with CCMC team to make changes to the supplies storage and helping to get the electronic inventory program begun and sustained. They will present their project to the board at our April meeting.
 - f. Ms. Drew inquired about the board education follow up, Ms. Evans recalled the board was good with ordering the online education that was \$395. Ms. Drew will order this education for the board.
- 3) EMS Update
- i. Details of the next EMT-B class were provided to the papers on 3/18/2019.
 - ii. Ms. Drew and WMVFD Chief Shy, continue to consider how Fire and EMS may potentially collaborate better in the future.
- 4) IT Update
- a. Internet/Phone: CenturyLink/CTN –Met w/CTN 12/19 to discuss USAC funding and RFP for 2019 it would be 60/40 split. Ms. Drew encouraged CenturyLink to respond to the RFP with their latest proposal of increasing our broadband capability.
 - b. Still awaiting Vernon Roth from the county IT department to provide us with service from the county building which would include 45 mbps up & down, at essentially no cost to us. He will install a receiver on our building and we can ‘piggyback’ off their services. This is a much welcomed short term fix for us and our broadband speed.
 - c. Nothing new to report regarding the Aprima price estimate of \$27,000. It was noted and discussed that we will need a new server with the cost estimate of \$40-\$60k.

Respectfully Submitted,

Lisa Drew, RN, BSN, MSN

Executive Director

WEST CUSTER COUNTY HOSPITAL DISTRICT

Board Finance Report – March 28, 2019

Submitted by: Theresa Kennedy, CFO

1. OPENING COMMENTS
 - a. Projector not used this session due to lack of viewing quality.
 - b. 2018 Year End Update: Inventory Concluded, Additional accounts tied out, Cash Tied out. Items yet to complete: Cost Report Accrual, Prepaid Insurance. Updated YE Financials will be provided once complete.

2. OPS REPORT –
 - a. Face to Face Encounters still down; overall average patients per day down by 2. February specifically low at 19.75 patients per clinic day; budget is set for 27.
 - b. Medication/Injection Category Feb 2019 to Feb 2018 level. January big disparity was due to depo shots – as those are billed as 1mg = 1 unit. A depo shot is 150mg which then shows up as 150 units. There were no depo shots in February, but we may see that disparity again.
 - c. Instymeds Feb 2019 made \$292.37 over rent paid as medication orders were low for the month. YTD Instymeds breakeven point is \$18.93 profit. Contract renewal is May 2019.

3. ACCOUNTS RECEIVABLE AND COLLECTION RATES –
 - a. Biller's new software reporting system has not been finished. So no aging or collection rate reports yet for 2019 claims
 - b. Clinic Biller has supplied us with over 400 pages to refund balances due. A big AP project for us, but we will be able to see at the end of March how much of the credit balances have been cleaned up as well as how well they are doing on their promise to have the old AR system claims cleaned up within 90 days.
 - c. EMS Charge Summary now includes a comparative to last year and summary collection rates.
 - d. EMS AR had an \$1846.29 anomaly/imbalance which has now been traced back to CIGNA Supplemental as seen on the EMS AR Aging. Working with Kareo (EMS Software) to rectify that credit balance.
 - e. Collection rates Feb 2019 – Clinic at 47.6%; PT at 40.5% and EMS at 30.5%

4. FINANCIAL STATEMENTS –
 - a. Feb 2019 financials will be posted on Web Page. February 2019 net revenue is \$57,678.50 Clinic, \$23,748.40 EMS for a total net revenue of \$81,426.90
 - b. Feb 2019 income includes Spirit Campaign Monies totaling \$7,259.31 Clinic; \$10,230.02 EMS. Individual thank you letters will be sent.
 - c. RAE income (Medicaid Incentive payments for participating in the RAE – like a patient home) is better than anticipated. We receive \$3 per Medicaid patient assigned to us. Prior income under old contract had averaged \$1,500 per month. We are now at \$2,500 per month

under the new contract. Major difference in contacts is that patients are assigned based on actual provider used instead of zip code at time patient signed up for Colorado Medicaid.

5. OTHER ITEM –

- a. EMS Cost Report – Presenters at the EMS Cost Report seminar on March 1, 2019, First cost report is due April 30, 2019. This is a voluntary program year to year. Recommend we participate.
- b. Wet Mountain Valley Fire Protection District – Special Board Meeting on Fireman Health Options. Theresa Kennedy attended per their request on March 20, 2019. Fire is looking input from clinic how they might be able to participate in providing support to qualified firefighters in conjunction with health fair labs and those results as well as a potential for EKG and Chest X-ray services. Discussion is ongoing at this time.