

**Granite County Hospital District
Board of Directors
Meeting Minutes –DRAFT
Tuesday, December 18, 2018**

Present:

- Mr. John Barbara (Board Chair)
- Mrs. Vivian Crouse
- Mrs. Kristi Mainwaring
- Mr. Jim Waldbillig (arrived at 5:41 pm)
- Genevieve Kulaski

A quorum of the Board was present.

The meeting was called to order by John Barbara on December 18, 2018 at 5:31 pm. The meeting was held in the Granite County Medical Center Conference Facility in Philipsburg, MT.

The minutes from the November 27, 2018 meeting were reviewed. Mainwaring made a motion to approve them as written. Crouse seconded the motion. The motion passed unanimously.

Standing Items

Administrator's Report:

Maria Stoppler, CEO, DON, RN, presented her Administrator's Report.

(Please refer to the posted report for details.) In regards to a discussion about open positions in Lab and Nursing, Barbara asked if it was possible to review the job descriptions. Stoppler said the job descriptions were already being used as a tool for evaluations.

Marketing coordinator Shirley Cornelius reported on the latest dementia/Alzheimer's county-wide meeting that iw working to help people in the community recognize the signs of dementia in public areas, restaurants, etc. for a better approach. She said they were especially reaching out to young people as they were particularly receptive. For some older people, there was a stigma attached still.

Financial Report:

Brenda Peyton, JCCS accountant, presented the financial report.

(Please refer to the posted report for details.) Peyton noted that November was similar to October in trends and numbers. There were 71 swingbeds against the target of 17. Billable days and ER was slightly below target. It was a large month for revenue – gross patient revenue was at \$541,000. Net patient revenue was at \$449,000 – this was \$84,000 above the amount at this time last year. Employee costs were trending close to last year. Total contract services were \$50,000 below last year. Expenses were about 5.5% below budget. Overall the GCMC was looking good compared to budget, Peyton said. There was a decrease in AR – down to 87 days. Cash in the door was \$270,000 for November – about \$57,000 of this was private pay. The aging report was looking "better and better" Peyton said. She clarified that the report did not include legacy numbers. Barbara noted this was far better than the \$800,000 they were at last year. Stoppler said one issue they were facing was the slowness that claims were being processed by Medicare and Medicaid – about \$400,000 was at a standstill, waiting for processing. She had checked and there was no holdup on the GCMC end. It had been this way at this time last year as well, both Stoppler and Peyton agreed. Peyton added that in next month's report, this may represent more in aging than what they have in payables.

Committee Reports:

Finance Committee

- Barbara said that there had been no committee meeting this month, however he and Mainwaring had met with a consultant for critical access hospitals, who had successfully turned the financial situations of institutions around. There would be more on this in the future, Barbara said.

Policy Committee - Mainwaring said that Yolonda Shulz had helped review the policies and had put a lot of working into ensure that compliance was met.

Quality and Safety Committee - Crouse reported on a meeting from that morning, where numerous areas of the GCMC were reviewed, and incidences were discussed. This included prescriptions, meal delivery, falls abrasions, heating, an earthquake and active shooting drill, a fire inspection, billing, cleanliness and purchasing. Stoppler noted that this is part of each department identifying and developing projects that they can be working for improvement, with reviews being completed each quarter.

Facilities -Waldbillig said that the fire panels that needed replacing are still being worked on – they are waiting on a bid or proposal. Barbara asked if they were still aiming to have three. Waldbillig said this was the goal.

Marketing Committee - Kulaski said monthly meetings to increase the GCMC visibility would begin next month.

Technology Committee -Barbara said that he would be meeting with Dave Lee to develop a strategy.

Professional Affairs - Refer to recredentialing.

Medical Staff Report:

Waldbillig stepped in for Dr. Terry Jones, in regards to the recredentialing of: Ashley Westphal, FNP; as well as Dr. Steven D. Smith, Dr. Peter L. Vance and Dr. John J. Strobel – the last three being remote teleradiologists. Mainwaring moved to accept the recommendation of the medical staff to recredential all four. Kulaski seconded this.

Foundation Report:

Stoppler said that the Festival of Trees was an outstanding success. She had also just been informed that Maria Conn would be stepping down as chair of the foundation.

Approval of Warrants:

Circulated.

Old Business

Old Business Topic: CT Scanner Module and Building Construction

Waldbillig said there wouldn't be movement for a while on this, as expected.

New Business

New Business Topic: Bylaws Review and update, newsletter, sale of property, special meeting for review

Barbara said they would be reviewing the bylaws to see if there were any suggested changes for next meeting. A template for the newsletter was also circulated and would need to have content added and updated. Barbara requested that they include stats from the levy, as previously discussed. The deadline to complete this would be January.

In regards to the house for sale that had been offered to the hospital, Waldbillig said he did not see it as a good deal. They were already on a good piece of land and it was best to focus efforts on that. Barbara noted that they still had debts to pay off – no board trustee expressed a desire to move forward with interest in the house. Barbara said it looked like everyone was in agreement that they would pass on the opportunity.

Barbara said that he wanted to schedule a special meeting to review Stoppler, as part of the planned annual review of her role. He was asking that it be a closed meeting but left it to Stoppler to open the meeting if she so wished. She agreed that it should be closed. It was decided that there would be a special meeting for this review on Tuesday, January 22 at 6 p.m.

In regards to goal setting and a personnel review, Stoppler said that she would also do an employee satisfaction survey. She said she'd prefer to do this in print, rather than online, as some staff were not very tech-savvy. Barbara asked about a patient satisfaction report as well. Mainwaring said that she believed it would be better if

it was an online process, as people were more transparent and honest on a program like Survey Monkey. Dave Lee said he would be happy to walk staff through this.

Open Comment

Mainwaring said that the training program continued to be a success, and now had 16 people – the goal had been 15.

Adjournment

A motion was made by Waldbillig to adjourn. This was seconded by Crouse. The motion passed unanimously and the meeting was adjourned at 6:55 PM.

These minutes have been reviewed and approved by motion of the board:

John Barbara (Chairman of GCHD Board of Trustees)

Date