

**Granite County Hospital District
Board of Directors
Meeting Minutes –DRAFT
TUESDAY MARCH 05, 2019**

Present:

- Mrs. Kristi Mainwaring (Vice Chair)
- Mrs. Vivian Crouse
- Mr. Jim Waldbillig
- Mrs. Genevieve Kulaski

Absent:

- Mr. John Barbara (Board Chair)

A quorum of the Board was present.

The meeting was called to order by Kristi Mainwaring on March, 5, 2019 at 5:30 pm. The meeting was held in the Granite County Medical Center Conference Facility in Philipsburg, MT.

The minutes from the January, 29, 2019 meeting were reviewed. Vivian Crouse noted that her last name was misspelled but otherwise approved of the minutes. Genevieve Kulaski made a motion to accept the minutes as written. Vivian Crouse seconded the motion. The question was called and 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.)

During the part of the report about Medicaid expansion Jim Waldbillig asked if the Board had submitted a letter of support for the expansion. Kristi Mainwaring said that they had not and that John Barbara (chair) wanted further clarification on matter. Jim Waldbillig noted that this represents \$247,000 for the hospital. Kristi Mainwaring asked for a motion from the board to submit a letter of support. Jim Waldbillig made the motion that the board submit a letter of support to endorse the proposed Medicaid expansion. Genevieve Kulaski seconded the motion. The question was called and the motion passed unanimously.

During the part of the report covering Human Resources and the Employee Satisfaction Survey summary it was noted that the clerk had neglected to include copies of the survey results in the Board's packet. D.Lee (the clerk) said he would deliver copies of the survey to the Board by email. The discussion on the survey results proceeded from the summary that was included in the Administrator's Report. Kristi Mainwaring noted that this survey can be a measure of accomplishments and doing them frequently gives you more feedback. Vivian Crouse noted that not everyone is going to get along, that all employees are different and that negativity brings people down.

Credit was given to Yolanda for handling the CNA program.

Maria noted that the bank was asking for an updated account signer information sheet. A sign-in page was given out for the 2019 designated signers. Signers were asked to complete and drop at the bank.

Dr. Jones delivered the medical staff report, noting re-credentialing of six teleradiologists and Jamie Goldberg, ACNP as noted in the Administrator's Report. Kristi Mainwaring asked about the health of our community. Dr. Jones reported a lot of upper and lower respiratory and a lot of stomach bugs.

Kristi Mainwaring asked for a motion to approve the medical staff credentialing. Jim Waldbillig made the motion to approve the medical staff credentialing for 2 years for Doctors J. F. Schmutz, R. W. Bentley, R. J. Willmore, B. S. Talbot, J. P. Edlin, D. R. Warden III and Jamie Goldberg ACNP. Vivian Crouse seconded the motion. The question was called and the motion passed unanimously.

Financial Report:

Brenda Peyton, JCCS accountant, presented the financial report.

(Please refer to the posted report for details.)

Jim Waldbillig asked about the rolling average of cumulative revenue and how it was calculated. Brenda elaborated on the rolling average calculation. Maria asked if the reason we were below the target was because we were low in July, August, and September. Brenda concurred. Waldbillig observed that if the highest and lowest point were dropped from the calculation the curve would be pretty good.

Maria noted that she expects the cost for travelers to continue to rise for the next several months because of the staff shortage they are experiencing right now. They are down 3 CNAs. She and Yolonda are picking up as many nursing shifts as they can to reduce the cost.

Brenda added that they did receive the amount pledged by the H&R for the CT scanner.

Brenda noted that in Accounts Receivable Aging as of last bill date, 80% of that was in 31 days, with only 4% of that being over 60 days.

Everyone commented that they liked the new report format with thanks for sending it out early.

Committee Reports:

Finance Committee

- Barbara (absent)

It was noted that John Barbara loved the new reports. Kristi Mainwaring noted that John Barbara had sent information off to Jim Blackwood for review and is still waiting for a response. Once that response is back, John will share with the board.

Policy Committee

- Crouse

No report

Quality and Safety Committee

- Crouse

Meeting on 03/19/2019

Facilities

- Waldbillig

Four companies interested in bidding on CT scan project; Markovich, Sletton, CS Construction, Hide-A-Away Builders. Currently awaiting bids. Jim Waldbillig noted that the risk is the project being too small for appeal. Kristi Mainwaring asked once those bids were in, will we know what the short fall may be versus the money we already have for the project. Jim noted that we simply do not know, as we do not know what the bids are going to be. Kristi Mainwaring asked if there was a need for a special meeting on the bids. Jim Waldbillig said he would have to say no because they gave the discretion to move forward already.

Marketing Committee

- Kulaski

Genevieve Kulaski noted there was a meeting on February 11, 2019, with about half of the group in attendance. They reviewed previous details. The team talked about analysis and feedback from the community and others to gain an understanding of marketing needs and came up with some objectives, one being making sure positive stories prevail over negative ones and being proactive in telling the story. Genevieve noted looking into creating a marketing calendar, using that as a basis for the plan for the year looking at health awareness months and what to promote during that month and creating a marketing budget.

Maria Stoppler added that information was gained in the marketing meeting and a meeting was had with John Skousen of the Philipsburg Mail on how to align with partners. Maria passed out the newsletter examples, noting that Vista Print would be the cheapest route, with inserts in the Philipsburg Mail and mailings to surrounding communities that may not get the newspaper. Maria noted she will be meeting with John Skousen soon to come up with the ad for the next paper and hopes to have one a month with the ultimate goal being once weekly.

Technology Committee

- Barbara (absent)

It was noted that John Barbara and Dave Lee were delayed in meeting on the technology strategic plan due to too many things on the table so that will be undertaken next month.

Professional Affairs

- Waldbillig

Jim Waldbillig mentioned the above noted credentialing.

Medical Staff Report:

This was covered during the Administrator's Report.

Foundation Report:

Maria noted that the foundation did hold their Women's Wellness brunch on February 23, 2019 at the museum. It was another successful event with inspiring presentations and phenomenal food. The topics included first person stories on surviving and enjoying life. Maria shared some examples of the stories.

Approval of Warrants:

Kristi Mainwaring asked for a motion to approve warrants.

Jim Waldbillig made the motion to approve the warrants. Vivian Crouse seconded the motion. The question was called and the motion passed unanimously.

Old Business

Old Business Topic:

Dental equipment and supplies was discussed. Maria Stoppler noted that HRSA opened their filing period for declaring tangible property. She noted she submitted all the forms for the large x-ray unit, which is the sole item with a value over \$5000. She noted an awaited response from them on their disposition, which could take 120 to 180 days. There are two interested parties in obtaining all remaining equipment and supplies. The equipment and supplies are being appraised for value. Maria noted that other issues include whether or not the software license can be transferred to the new dentist due to all patient data being in the software as well as what is actually needed to sell the practice; including who actually owns the practice. Guidance is needed from HRSA on what can be sold. The last item would be patient notification of their records being sold with the practice. Maria noted there are a lot of legalities involved and it will take time, but it is being worked through.

New Business

New Business Topic:

Trustees Bylaws update and approval was discussed. It was noted that John Barbara (absent) suggested in light of not being able to meet with Dan Auerbach that the bylaws review be tabled until being able to speak with Dan, and if there are any additional changes they will be made at that time. Jim Waldbillig added that should be included in Old Business for the next meeting. Everyone was in favor. It was noted that Dan Auerbach cannot make the March meeting. The question was raised whether to have a special meeting or move it to the April meeting. The board agreed it needed to be at Dan's convenience and needed to be done.

Annual Review of Maria Stoppler, CEO, DON, RN:

Kristi Mainwaring noted that the performance reviews are something that is done throughout the organization and the purpose is not necessarily to do anything other than plan, review what the past has been or what our knowledge is and then look forward to those areas in order to make goals and achieve new excellent guidelines. John Barbara had sent out Maria's job description. A National Rural Health Resource Center questionnaire was used as a point of contact as a blueprint for critical access hospitals as far as excellence and focus. Performance is based on a scale of 1 to 5, noting that when a person reaches a 3, they are doing their job well. Kristi noted that this is not necessarily an evaluation of Maria alone, but as a whole structure, including the board and the entire organization. Kristi asked each board member to do an overall assessment, outline the areas of excellence that are known, as well as areas not necessarily of negatives, but of concern, and areas that could be expanded more going forward in the new year.

Genevieve Kulaski went over the assessment topics (noted below):

Leadership: Strong area.

Strategic planning: Being worked on, but relatively okay.

Patients, partners, and communities: Work is needed based on feedback from the last year.

Operations and processes: Another area that could be improved; increasing customer service and providing better quality to patients.

Impacts and outcomes: Make sure benchmarks are in place for measurement and feedback.

Genevieve reported the top priorities for the year going forward should be looking at personnel to help improve their abilities, their education and their customer service skills to help increase the care that is given overall as well as strategic alliances and using business opportunities to the best advantage possible to grow and improve.

Vivian Crouse said she agrees that there is good leadership, awareness of the needs of the patients, and staff stepping up where needed and do go above and beyond. Vivian believes that the board needs to interact more with the community. Vivian noted that she has learned a lot while being on the board and that each member seems to contribute something the others may not. She mentioned getting the negativity amongst employees addressed. Vivian believes reaching out to the communities as a whole will make the organization even stronger. Overall, Vivian gave a rating of 4.

Jim Waldbillig stated that he based his evaluation on his 15 years on the board and said that of all the administrators he has worked with, Maria is the best. Jim reports if he had two criticisms he would say retention; going up against the traveling pay scale and an "aging" group of people employed and that Maria works too hard to really value what she does for the organization. As far as building outreach, Jim notes Maria has a very good working relationship with St. Patrick's Hospital through Dr. Jones and other contacts and that has been very helpful.

Kristi Mainwaring notes the challenge with leadership and retention is something that needs to be addressed, finding ways to keep the current staff, stating the importance of the board standing behind Maria on specific concerns and not having her "stretched too thin". Kristi mentions finding ways to make it a place to work and a place where everyone wants to come. She believes the evaluations are something that need to be done at all times, not just annually. Strategic planning needs to happen because of the needed increased usage. Kristi gives credit to the board and Maria for driving the electronic system as there is now data that can be shared. Kristi notes that with advertising or not, ultimately finding ways to get people in the door to utilize the facility is the only way to gain more business, especially with the aging population. Overall, Kristi states she is pleased with Maria's performance and can rate most areas as excellent, stating that she needs Maria to bring more specific concerns to the board, ultimately a "wish list".

Maria Stoppler noted that traveling staff bring down morale due to their only being employed for a specific time and not being truly invested.

Open Comments:

Yolanda Schultz noted that she agrees the travel staff bring down morale, stating examples of monetary supplements as well as the travelers activity of recruiting staff out of the building. Yolanda mentions the facility really does not have anything to offer to hold the staff here. She states frustration due to regular staff having to work what they are given and the travel staff getting whatever they ask for. She cited her trouble putting together an orientation packet for new staff coming and those packets going missing or not being sent back. Yolanda expresses her frustration regarding a traveling nurse coming in the door making \$60 an hour who does not have the commitment to the facility.

Kristi Mainwaring notes that the board needs to recognize how critical in-house staff is and that putting the effort into training and recruiting regular staff is extremely important. Kristi notes having spoken with John Barbara about having a HR committee to work on the engagement side and to work on the recruiting side.

Yolanda believes there needs to be a serious connection with a nursing school, being able to bring in new graduates to a facility where they can be employed. She mentions that with CNA's being constantly recruited out, it is like a "revolving door".

Discussion was had regarding job descriptions and how of the staff go above and beyond to cover what needs to be done.

Dave Lee circulated copies of the Trustee Election Ballot Plan that was issued by the County and filed with the State. He added that the cost for the election to the District was estimated by the County Clerk to be \$4000.00. Jim Waldbillig noted that this should be included in the annual budget.

Adjournment

A motion was made by Jim Waldbillig to adjourn. This was seconded by Vivian Crouse. The motion passed unanimously and the meeting was adjourned at 7:07 PM.

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

John Barbara (Chairman of GCHD Board of Trustees)

Date

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