

**Granite County Hospital District
Board of Directors
Meeting Minutes – DRAFT
TUESDAY MAY 28, 2019**

Present:

- Mr. John Barbara (Board Chair)
- Mrs. Kristi Mainwaring
- Mrs. Vivian Crouse
- Mr. Jim Waldbillig

Absent:

- Mrs. Genevieve Kulaski

A quorum of the Board was present.

The meeting was called to order by John Barbara (Board Chair) on May 28, 2019 at 5:30 pm. The meeting was held in the Granite County Medical Center Conference Facility in Philipsburg, MT.

The minutes from the April 30, 2019 meeting were reviewed. Jim Waldbillig made a motion to approve them as written. Kristi Mainwaring 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.)

Maria noted that Shirley Cornelius has started to conduct her outreach calls to patients in follow up of clinic visits. John Barbara asked when the calls were started. Shirley was present and noted they started about 2 weeks prior, the middle of May, and that they take place between 3:30 and 4:30 p.m. Monday through Thursday. She noted as of May 23, 2019, which was the last opportunity she had, everyone she had talked with had been happy with their visits and they enjoy the providers. Most of the people she contacted stated they appreciated having received the phone call and no one said anything otherwise. One patient who received a phone call requested another visit with a provider and an appointment was scheduled. Shirley also noted on the consent form, there is a yes or no question for a text or appointment reminder. A lot of people have answered no, so the business office added on another line to give another option, which says consent to receive followup phone calls from the facility, yes or no, so a more direct answer. Maria noted the goal is to reach out beyond clinic visits, such as emergency room, hospital discharges, etc.

John Barbara wanted to share that he had brought in a friend to the ER with a minor injury whom Ashley took care of and he was very pleased to see how well Ashley worked with the patient and kept her calm, noting she was extremely professional.

Financial Report:

Brenda Peyton, JCCS accountant, presented the financial report.
(Please refer to the posted report for details.)

Kristi Mainwaring asked about Lab in-house testing and what causes it to continue to go down. Brenda stated with the decline of swing bed and hospital you will have less in-house testing, as well as ER visits.

Vivian Crouse asked about depreciation expense. Brenda explained when purchasing large assets (equipment), anything over \$5000, it is not expensed right away. It is the cost of the equipment spread out amongst the life of it.

Kristi Mainwaring asked what the main thing was that controlled incoming swing beds. Maria Stoppler noted it is just whatever comes. Maria noted keeping in close contact with partners in Anaconda and St. Patrick's in terms of if any of our people are going out for joint replacements or other surgical repair, etc. and that we get those patients back. Many facilities are seeing the same trend in numbers of swing bed being down. Maria notes a lot of people just do not go in for elective surgeries this time of year, so accidents and injuries will be the driving force.

Committee Reports:

Finance Committee - Barbara

John Barbara notes he did receive a report from Jim Blackwood, which he reviewed (and shared with the Board). Jim Blackwood noted some positive observations in our financials, noting year-to-date patient revenue increased 50% in 2017-2018 while there was a decrease in expenses by 7% and most notably, the decrease in receivables by 26%. John Barbara noted the report was extensive and asked the Board to take a look at it so it could be reviewed next month.

Policy Committee - Mainwaring

Kristi Mainwaring noted nothing new to report.

Quality and Safety Committee - Crouse

Vivian Crouse noted nothing new to report.

Facilities - Waldbillig

Jim Waldbillig reviewed an estimate for excavating and replacement of water lines, including from the water main to the terminal point under the building where the valve is starting the water distribution. They are asking for \$6300. He asked for the Board's discussion and consideration. Kristi Mainwaring asked if there were any surprises about the bid. Jim noted there needs to be at least one bid more before a decision is made, though stated it was nice to have a "benchmark" to go by.

Marketing Committee - Kulaski

Maria Stoppler noted the big thrust of the marketing meeting was to put the community outreach on the list. She also noted they are working on advertising as well.

Technology Committee - Barbara

John Barbara asked Dave Lee about this and Dave noted he had decided to post pone it at the moment. He did send the Board some material to look at and asked if the Board could wait until next month to go over the report.

Professional Affairs - Waldbillig

Jim Waldbillig noted nothing new to report.

Recruitment and Retention - Mainwaring

Kristi Mainwaring noted they had another meeting and are moving forward positively to first answer the employee engagement surveys. The committee had a positive meeting and everyone is excited to move forward.

Medical Staff Report:

On behalf of Dr. Jones, Maria Stoppler noted there is no medical staff credentialing.

Foundation Report:

Maria Stoppler noted she was not able to attend but knows they are getting ready for Festival of Trees.

Approval of Warrants:

John Barbara circulated the warrants.

Old Business

John Barbara noted the bids on the CT scanner would be in tomorrow. He noted not wanting to wait another month to review and discuss the bids, so a special meeting would be held. Jim Waldbillig requested getting Bill Lloyd here as soon as possible and Maria Stoppler agreed to reach out to Bill to see how much time he would need and a good date for him to be here for a special meeting. Tentative special meeting date was planned for June 4, 2019 at 5:00 p.m. Maria Stoppler noted she had reached out to Jerry Sullivan several times and had yet to get a response, but she will continue to reach out. Jim Waldbillig also noted he would call Jerry Sullivan.

New Business

- Discussion of Employee Health Insurance Plan Coverage

John Barbara noted the presentation by Rowe and Associates regarding the employee health insurance plan. John notes his opinion is to not go with Blue Cross/Blue Shield, but stay with Pacific Source and stay status quo. Kristi Mainwaring stated she agreed it should be kept the way it is. Jim Waldbillig noted the market seems to have stabilized. Kristi Mainwaring moves to approve Pacific Source proposal for insurance going forward. Vivian Crouse seconded the motion. The motion passed unanimously. Maria Stoppler agreed to reach out to Bob Rowe.

- Board of Trustees By-Laws Acceptance with Revisions

John Barbara noted the one revision that was discussed was to change the review of the By-Laws from semi-annually to annually. The By-Law copy has been changed to read, "The By-laws shall be reviewed annually by the board". Kristi Mainwaring moved to accept the By-Laws with the revision as stated. Jim Waldbillig seconded the motion. The motion passed unanimously. John Barbara will sign off on the revision with the plan to have the By-Laws reviewed annually and every third year have them reviewed by an attorney.

- Discussion of 2019/2020 Hospital Budget Preparation

Brenda Peyton, JCCS accountant noted she and Maria Stoppler had started working on the budget. They have gathered the expenses and revenue for the first ten months of the year then annualized it out for the 12 months. The process of assigning gross revenue was done as well as by department average contractual adjustments varying between 4% and 24%. Bad debt is averaging 6% currently and charity care averaging 3%. They also looked at staff positions, looking at current staff but also budgeting out for any vacant current positions, looking at average overtime worked in current year. Other things reviewed were other employment expenses, factoring in the change with health insurance.

Brenda noted each Board member was given a rough draft budget at this time and stated it does still need some fine tuning. Brenda asked for a time line for the budget to be turned in. John Barbara noted July 1, 2019. John noted there are certainly a lot of variables; e.g. travelers, new equipment coming on board, staffing, etc. stating it would be a bit tricky this year. John Barbara asked Maria Stoppler if the departments had been surveyed in terms of anticipated purchases for equipment, etc. Maria noted it was all factored in. Brenda will plan to come out again during the month for more discussion on the budget.

Kristi Mainwaring asked how the delay of the CT has affected the projection of the budget. Brenda Peyton said she could pull up the CT department budget for comparison.

- Board Election Results

John Barbara took the time to add his thanks to the community members who took the time to vote and states he is happy the Board remains the same and does well working together.

Jim Waldbillig asked if the votes needed to be canvased. Dave Lee noted during the last election an agent from the county presented us with the actual ballots, so he is not sure. Jim asked to find out from the county.

- Promissory note from St. Patrick's

John Barbara noted he had received a letter from St. Patrick's Providence regarding a promissory note for the amount still owed to St. Patrick's. This was expected. Maria Stoppler noted the amount is down to \$210,000. That is down from well over \$300,000. John noted Maria Stoppler has done a lot to bring that number down and expressed his appreciation to her. He noted the terms are more attractive and he is pleased with that. It is a 4-year term at 4%, coming to 48 equal monthly installments of \$4741. John Barbara made a motion to accept these terms and sign off on the promissory note. Jim Waldbillig seconded the motion. Maria was asked her opinion and she agreed that the terms were acceptable to her. Jim Waldbillig noted that Providence has been

extremely generous with the facility. John Barbara mentioned again that the terms of the agreement are very generous. Maria noted from the date of the letter, we are now down to \$178,000. The motion was passed unanimously.

- Increase in Maria Stoppler's wages

John Barbara noted getting an email from Anna Hopp at St. Patrick's regarding consideration for an increase in pay for Maria Stoppler based on her favorable review. John Barbara made a motion for a 2.5% increase for Maria Stoppler's services. Jim Waldbillig seconded the motion. The motion was passed unanimously.

Open Comment

Scott Sylvester asked Brenda and Maria about the projected budget and how much of a factor they felt the CT scanner is going to be in generating revenue for the hospital and how to go about projecting what impact it will have on the budget. Maria Stoppler stated they started conservatively, assessing what the cost would be for the technician, starting with one full-time tech then an on-call staff to keep expense down. She also said they are projecting very conservatively in terms of how many CTs they anticipate doing in the beginning, stating about 10 CTs at about \$1000 per CT, coming to \$10,000 per month in revenue generated. John Barbara noted they had also looked at other critical access hospitals similar to ours and what their results were. Maria noted they do not anticipate it will be a deficit, even in the beginning and that it is anticipated to build, grow and make money. Kristi Mainwaring noted it would be a big asset to the swing bed as it is a critical piece of equipment that will enhance the ability to serve people in the community. Maria also noted it will serve ER patients better, not having to send them out for the services, increasing the community's confidence that a diagnosis can be made and treatment can be rendered here. Maria also noted we are the only hospital in the state of Montana that does not currently have a CT scanner.

Kristi Mainwaring noted her ongoing appreciation to the H&R volunteers.

Adjournment

A motion was made by Vivian Crouse to adjourn. This was seconded by Jim Waldbillig. The motion passed unanimously and the meeting was adjourned at 6:42 PM.

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

John Barbara (Chairman of GCHD Board of Trustees)

Date