

**Granite County Hospital District
Board of Directors
Board of Trustees Meeting Minutes – DRAFT
TUESDAY JUNE 25, 2019**

Present:

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

A quorum of the Board was present.

The meeting was called to order by John Barbara (Board Chair) on June 25, 2019 at 5:33 PM. The meeting was held in the Granite County Medical Center Conference Facility in Philipsburg, MT.

The minutes from the May 28, 2019 meeting were reviewed. John Barbara noted an error on the Finance Committee section of the minutes, noting year-to-date patient revenue increased to 15% rather than 50% in 2017-2018. The error was noted and corrected. Jim Waldbillig made a motion to approve them as written with stated correction. Vivian Crouse seconded the motion. The motion passed unanimously.

The minutes from the June 4, 2019 special board 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.)

In regards to the existing main water line, Jim Waldbillig noted as per the Board's discussion, they had initially planned on coming off the water meter around into the building and replacing the old galvanized line, which will have to be done no matter what. He noted they have discussed the line from the water meter to the other side of the street is probably of the same age and should be done at the same time. They have a number from the excavation company coming in between \$5,000 and \$6,000. Jim asks if the board is comfortable with just replacing the entire line rather than just partial replacement.

John Barbara noted the increase of \$5,000 to \$6,000 and said he thinks it is the prudent thing to do. Genevieve Kulaski asked if it would affect services or operations. Jim Waldbillig noted it will have an impact regardless. It was noted that consensus of the Board agrees with replacing the entire line.

John Barbara noted a question about the patient advocacy role and operation. He asked if we were calling ER visits at this time. Maria Stoppler noted they were not. John noted he had gotten some very positive remarks about the program, but it was suggested that ER calls needed to be included as soon as possible. Maria noted that could be implemented soon. She noted the hangup they are finding involves the registration process, if they do not consent to follow-up phone calls then they cannot be called.

Financial Report:

Brenda Peyton, JCCS accountant presented the report. She noted looking at the draft of the audit. She said the positive note was that there was only one finding in the audit to share, which is a typical finding with this type of business and is due to not having a full workup of financials.

Brenda noted for the month of May, we are 67% on track for the year. Year-to-date revenue is about 4% behind target. Brenda noted being happy to see that we ended the month with a positive cash balance of \$75,000, and noting at the end of the month, a year-to-date loss of \$223,000. Brenda noted there were 20+ swing beds in June so will see an increase in revenue a bit there. Accounts receivable increased to 102 days due to one particular claim that keeps getting hung up in billing.

Committee Reports:

Finance Committee - Barbara

John Barbara noted having a discussion with Jim Blackwood this month, talking about what would be the next step and what would be the cost of the next step. Jim is going to get back to us on that. John notes he will table this until he gets more information.

Policy Committee - Mainwaring

Nothing new to report.

Quality and Safety Committee - Crouse

Nothing new to report, will meet next month.

Facilities - Waldbillig

Jim Waldbillig noted having a pre-construction conference with all involved, saying he would forward the pre-construction conference agenda to the Board members. He noted the one thing that was not anticipated was a buried phone line, which will need to be relocated and reactivated. Markovich has a crane that they can possibly set the building with, which may lower the overall cost a bit. Jim noted the list of things needing to be accomplished. He also noted the link building will be finished after CT scanner is in due to having to maintain an 8 foot clearance. Jim noted the start date is anticipated to be July 8, 2019 with 90 days to complete. Liquidated damages are \$500/day, which gives incentive to complete on time.

Kristi Mainwaring asked if there was any other work needing to be done before the start of the project. Jim Waldbillig noted the water line, pulling concrete off stairs, cut sidewalk, relocate water line and redo the curbs, but the same contractor that is doing the water line relocation is also going to be the contractor doing the excavation work.

Marketing Committee - Kulaski

Genevieve Kulaski noted Shirley is keeping a log of phone calls to patients and noted the log will be looked at in more detail looking at statistical data. She also noted future projects includes looking at the website, updating providers information, board information, other general issues to make it as current and as user-friendly as possible.

Technology Committee - Barbara

Dave Lee presented the report.

Professional Affairs - Waldbillig

Nothing new to report.

Recruitment and Retention Committee - Mainwaring

Kristi Mainwaring noted the committee was unable to meet due to conflicts of schedules, but is scheduled for next month. Dave Lee has collected all the presentations that Kristi attended to become part of the Board's reference materials. Kristi noted everyone is using the internet to verify information.

Medical Staff Report:

Dr. Jones noted no credentials or re-credentials. He noted David Neil has been out for about a month due to the birth of his daughter, but will be back tomorrow.

Foundation Report:

Maria Stoppler noted this committee did not meet.

Approval of Warrants:

John Barbara asked about when the note payment began to St. Patrick's. Maria Stoppler noted it began in June and payments are a little more than anticipated.

Old Business

Old Business Topic:

John Barbara noted the CT Scanner Building Site Status/Update was given by Jim Waldbillig.

New Business

New Business Topic:

- 2019/2020 Hospital Budget Discussion and Approval (please see posted report for detail)
Brenda Peyton, JCCS accountant reviewed the budget. She noted the net patient revenue includes an increase to include the CT revenue. Brenda stated we are budgeting for a net income of \$13,892. She noted they decided to defer the fire panel to the next fiscal year.

Kristi Mainwaring asked if budget was adjusted due to swing bed visits going down. Brenda noted they went with a 3-year average on billable days, taking into consideration new rates.

Jim Waldbillig noted the general salary jumped up about \$200,000 and asked if that reflected the COLA increase. Brenda confirmed.

Vivian Crouse asked about CT revenue. Brenda noted there is no history on the CT, so they averaged 10 scans per month.

Kristi Mainwaring made a motion to accept the budget and present to the Commissioners. Genevieve Kulaski seconded the motion. The motion passed unanimously. Maria Stoppler will submit the budget to the commissioners tomorrow.

- Board Officer Nomination and Election

Kristi Mainwaring made a motion to renominate John Barbara for Board Chair. Genevieve Kulaski seconds the motion. The motion passed unanimously.

Genevieve Kulaski made a motion to renominate Kristi Mainwaring for Vice Chair. John Barbara seconds the motion. The motion passed unanimously.

- Department Highlights / Accomplishments, Issues, Concerns

John Barbara made a request that at each monthly meeting he would like to highlight a particular department, that being Maria Stoppler's choice. He suggests having a department manager or a representative from the chosen monthly department to be at the meetings to give a small discussion to talk about recent accomplishments, goals, and any issues or concerns they may have. John's hope is for

each department to be able to approach the Board and have a thorough discussion and be able to ask for the Board's help in improving their department and their jobs.

Jim Waldbillig had concerns about handling the issues and concerns without the discussion becoming an open forum for a grievance process. John Barbara noted if the department manager has issues that prevent them from sufficiently doing their job, he feels it is imperative that the Board has knowledge of this. Kristi Mainwaring noted it would help in terms of strategic planning and having the Board know more about internal issues, etc. She also noted it is an opportunity to give recognition and to give the Board an idea what goes on behind closed doors in each department and show their support.

Maria Stoppler noted she had a meeting with Associated Employers, our HR specialists/consultants, regarding placing this topic on the Board's agenda and asked for his feedback. Brian Peterson, from Associated Employers, noted several concerns; that this definitely blurs the line between government and day-to-day management and also that it is a public forum and staff may not be used to what is appropriate as to what can be discussed and could inadvertently violate another employees rights of privacy and process. Brian also believed it violates the Board's policy because if you invite staff to air their issues and concerns directly to the Board, the Board has invited them to circumvent the chain of command and grievance process. Genevieve Kulaski noted she would like to view this as getting to know the staff better versus having them come in to air individual grievances. She suggested making the lines of expectations clear to department managers. Jim Waldbillig asked how capable the Board is in keeping control of a meeting and not letting it get out of hand. John Barbara noted the discussion was turning toward focusing on the negative and not the positive of the proposal. He said the purpose was to give the department heads the opportunity to "pat themselves on the back" and to be able to share their goals and accomplishments.

John Barbara noted he would change the recommendations to read "Accomplishments and Goals".

John Barbara made a motion to add the feature "Department Highlights" each month where the department manager/representative will talk about their accomplishments and goals for the future, staying away from issues and concerns. Kristi Mainwaring seconds the motion. The motion passed unanimously.

Open Comment

Adjournment

A motion was made by John Barbara to adjourn. This was seconded by Kristi Mainwaring. The motion passed unanimously and the meeting was adjourned at 6:48 PM.

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

John Barbara (Chairman of GCHD Board of Trustees)

Date