

KANE COUNTY HUMAN RESOURCES SPECIAL SERVICE DISTRICT
dba
KANE COUNTY HOSPITAL
REGULAR BOARD MEETING

Date: August 2, 2016

Place: KANE COUNTY HOSPITAL BOARD CONFERENCE ROOM
355 NORTH MAIN STREET
KANAB, UTAH 84741

TIME: 7:00 p.m.

Members present

Chad Szymanski, Chairperson; Ben Beckstead, Vice-Chairperson; Karen Alvey, Secretary; Carol Sullivan, Jeff Mosdell, and Derrill Adair

Ex-Officio Member

Administrator Sherrie Pandya and Chief of Medical Staff Dr. Ott

Staff Present

Stephen Howells, CFO; Charlene Kelly, Nursing Department; Laurali Noteman, Human Resources; Lori Ramsay, Radiology Manager; Stuart Willoughby, EMT Manager; Dr. Bowman, and D'Asia Hardy, H.I.M Clerk

Guest Present

Ms. Gordon

Meeting called to order by Chairperson Chad Szymanski at 7:00 p.m. at Kane County Hospital Conference Room 355 North Main Kanab, Utah 84741

Mr. Szymanski welcomed everyone.

Ms. Sullivan moved to approve the minutes as corrected for the regular board meeting on July 5, 2016 with a second by Mr. Beckstead. All in favor-motion carried.

County Commission Business

Not present

Auxiliary Business

Ms. Noteman reported that the Auxiliary made \$19,574.63 for the month of June and \$18,665.62 for the month of July.

Medical Staff Report

Mr. Bowman stated that he spoke with Dr. Hollingshead. He announced that Dr. Hollingshead still seems very interested in working at Kane County Hospital.

Nursing Department Report

Ms. Kelly reported that she hired a new nurse. The nurse that she hired is having a difficult time finding a place to live and will be living in the house on the corner while she looks for a place. She will be here on August 14th. Ms. Kelly also announced that she has hired a new TRT who will be starting on the 15th.

Ms. Kelly stated that they have had 355 patients in the emergency room for the month of July, and 29 births so far this year.

Ms. Kelly reported we are working on making the hospital a certified stroke facility. All she has left to do is have the physicians complete a short training and send in the application. She also stated that we will be working on making the hospital a trauma designated facility.

Mr. Mosdell asked Ms. Kelly if the nurses have been making more follow-up phone calls since the last board meeting when it was discussed. Ms. Kelly stated that she is having a hard time getting nurses to comply. Ms. Kelly reported that she is also having trouble getting her staff to comply with bedside reporting. The board and Ms. Kelly had discussed what would help get the staff to comply more. It was suggested that Ms. Kelly have her staff do role playing along with more training. Rewarding nurses for complying was also an option along with having someone there every morning and night to follow them around and make sure they are complying. The board asked Ms. Kelly to try those things first and if she is still not getting compliance the board will intervene. More discussion followed on other things that can be done to improve HCAHP scores.

Human Resources and Public Relations Report

Ms. Noteman reported that the next healing arts collection will begin on August 14th. The hospital will be displaying the Navajo Children's weavings that are with the Utah Traveling Arts.

Ms. Noteman announced that the soft viewing for the website should be up by the end of this week. She is still missing some of the board members and employees biographies. She asked everyone to get those to her as quickly as possible.

Ms. Noteman stated that they have hired someone to fill the part time position at the emergency room desk. Ms. Noteman also reported that the CNA that was interested in moving here could not find a place to live and will not be coming here.

Finance Report

Mr. Howells reported that revenue has continued to increase for the most part.

Committee Reports

IHC Committees: All of the committees met. The committees reported that they felt it would be best to purchase certain services that the hospital required rather than a management contract. They also stated that there are many places that you can purchase these services from not just IHC. Compliance was one of the services mentioned along with training. The board discussed the different options that may be available.

Planning Committee: Mr. Adair reported that they have been working on the RFQP for the master plan. He reported that they are going to try to get the proposal they have come up with out by September 15th and are hoping to have it back by March or April. The board discussed what a master

plan is and how it works. The board stated that they would like to look over the RFQP for the master plan that will be sent out.

Administration Recommendations and Report

Action Items

Ms. Pandya reported that the board needed to make official the amount of subsidy that the hospital is willing to offer the new physician.

Ms. Alvey moved to approve a \$50,000 subsidy as a guarantee, with a second by Ms. Sullivan. All in favor-motion carried.

Dr. Bowman stated that he has been in contact with Dr. Hollingshead. He stated that Revere has not yet given Dr. Hollingshead an official contract. Dr. Hollingshead relayed to Dr. Bowman that he is trying to learn as many procedures as he can, so that he can perform them at our facility.

Ms. Pandya reported that the defibrillators that are on the ambulances need to be replaced. They are very old and parts for them are no longer being made. Mr. Willoughby applied for an EMS grant to help with replacing the units and was given \$8,000. Ms. Pandya suggested that the board go with the ZOLL defibrillators. The cost of each ZOLL defibrillator is \$31,428.75. The board asked Mr. Willoughby some questions regarding the defibrillators.

Ms. Alvey moved to approve seven ZOLL defibrillators at \$31,428.75 each, with a second by Mr. Mosdell. All in favor-motion carried.

Ms. Pandya stated that the board needs to make a decision on upgrading the time and attendance program. She suggested going with Ceridian. It is more expensive, but it is a better program with more options. Ceridian will also help reduce the time it takes department heads to complete payroll.

Mr. Beckstead moved to approve upgrading to Ceridian for a onetime fee of \$8,483 and recurring annual fees of \$6,307, with a second by Mr. Adair. All in favor-motion carried.

Ms. Ramsay presented some of her updated manuals to the board for approval. Ms. Ramsay answered some of the board's questions.

Mr. Mosdell moved to approve the Ultrasound, Radiation Safety, and Radiology Manual Standard Operations Procedures, with a second by Ms. Alvey. All in favor-motion carried.

Ms. Pandya stated the physicians and Revere asked if the board would reevaluate the compensation in the emergency room. They are having trouble finding physicians willing to cover at the current rate.

Ms. Alvey moved to approve raising the physician rate by \$10 per hour and raising the midlevel rate \$5 per hour, with a second by Mr. Beckstead. All in favor-motion carried.

Ms. Pandya reported that the hospital has had a policy to give the EMT's a discount on their hospital services in return for volunteering. She stated that they have just learned that the policy is not

compliant with Medicare, Medicaid and some insurance billing. She stated that they have stopped the discounts but need Board confirmation of the decision. She also stated that it may be a good idea to increase the run rate in order to keep EMT coverage. The board discussed what else could be done to get more EMTs to volunteer on the ambulance.

Ms. Alvey moved to approve the discontinuation of the EMT discount on their hospital services and instead approve raising the run rate to \$25 a run, with a second by Mr. Mosdell. All in favor-motion carried.

It was suggested that the EMT raise be put back on the agenda for next month's meeting so the board can further discuss ways to get EMTs to volunteer more frequently.

Ms. Pandya reported that the Random Drug Screening Policy has been rewritten and is open for discussion. The board discussed the issues that they had regarding the policy. The board had mixed feelings regarding whether they should approve the policy. The board asked Ms. Pandya if she could get them more information regarding rules of random drug screening. The board tabled the Random Drug Screening Policy until next meeting.

Discussion Items

Ms. Pandya announced that Mr. Howells prepared statistics of the Valley Clinic for the past three years to give the board an idea of the cost for operational expenses of the clinic and what a new clinic would cost. Mr. Howells presented the statistics. The board discussed in detail their opinions about opening a clinic in Cedar Mountain or Colorado City. The board also asked for the doctor's opinions of opening a clinic. No decisions were made at this time.

Other

Ms. Pandya announced the Summer Party will be held on Thursday, August 4th at 6pm at the Kanab City Park.

Ms. Pandya reminded the board that the Community Health Needs Assessment is scheduled for August 11th at 12:00 at the library.

Ms. Sullivan moved to adjourn the meeting at 9:45 p.m. at Kane County Hospital Conference Room 355 North Main Street Kanab, Utah 84741 with a second by Ms. Alvey.

Mr. Chad Szymanski, Chairperson