

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

**Date:** April 4, 2017

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

**TIME:** 7:00 p.m.

**Members present**

Ben Beckstead, Chairperson; Jeff Mosdell, Vice-Chairperson; Carol Sullivan, and Derrill Adair

**Ex-Officio Member**

None present

**Staff Present**

Stephen Howells, CFO; Laurali Noteman, Human Resources; Charlene Kelly, Nursing Department; and D'Asia Hardy, H.I.M Clerk

**Guest Present**

Mayor Robert Houston

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

**Mr. Beckstead welcomed everyone.**

Mayor Houston presented to the board members. Mayor Houston stated that he is trying to inform the public and get opinions and support regarding the development of a healthy wellness center. Mayor Houston wondered if the hospital board members would be interested in being a part of the wellness center in some way that would benefit both the hospital and the building. Mayor Houston reported that as of right now he is just presenting this idea to get some ideas and support. Opinions and questions were discussed in regards to the wellness center.

**Ms. Sullivan moved to approve the minutes for the regular board meeting on March 7, 2017 with a second by Mr. Mosdell. All in favor-motion carried.**

**County Commission Business**

Mr. Matson not present.

**Auxiliary Business**

Ms. Noteman reported that February's gross sales was \$16,041. Ms. Noteman also stated that they had to have the front window replaced for \$1,250.

The Auxiliary will be having a new fence built in the back. Taylor Made fencing will be building the fence and it was mentioned that Taylor made fencing will charge the Auxiliary for the material but will donate the labor.

Ms. Noteman announced that the Auxiliary will be looking into taking credit cards. Ms. Noteman also reported that there has been several great comments from customers about the Auxiliary. One customer asked where the money for their purchases went. When the customer was told that it went to the hospital the customer made an additional donation.

### **Medical Staff Report**

Mr. Beckstead reported that they did interview Sarah Heaton for the Valley Clinic position. Sarah Heaton turned down the position due to the money possibly being a little low and life style concerns. Mr. Beckstead had asked Ms. Noteman if she would contact Sarah Heaton and ask her to reconsider. If it is the money he stated that they may be able to work it out, but if it is the life style there is not a lot that can be done for that.

### **Nursing Department Report**

Ms. Kelly reported that staffing is good right now. Deena, one of the full time nurses, will be going PRN in May so they will have to find someone to help fill that position.

Ms. Kelly announced that there is an EKG class on Thursday. The EMTs were very interested in the EKG class and a lot of them will be going to the class. Ms. Kelly reported that Jamie went to a training on hypertension and pregnancy that is sponsored by the state. She will continue watching webinars that will be provided and share the knowledge with the rest of the nursing staff.

Ms. Kelly stated that new mind ray monitors are now being used.

Ms. Kelly reported that they transferred 16 patient emergency room patients and one inpatient. In March it was pretty busy in the Emergency room they saw 42 patients more than last year. In February there was 32 more patients than the previous year in the emergency room. Mr. Mosdell asked if there was a reason behind the increase of patient and if the increase was from tourist or local people. Mr. Howells stated that he may be able to track that data by pulling patients by zip code. Mr. Beckstead stated that he would like to see the tourism and local numbers monitored over time.

Ms. Kelly stated that she has noticed that inpatient numbers have gone way down. The board wanted to try to find out the reasoning behind the decrease in inpatients. The board felt that again the tracking of patient zip codes may help them find the reasoning behind the decrease of inpatients. Mr. Howells stated that he will track that for the next few months.

Ms. Kelly reported that in February there was 3 births and in March there was only 1 birth. Usually there is about 6 births a month. The board hopes that with a new doctor the increases of births here at the hospital will go back up.

### **Human Resources and Public Relations Report**

Ms. Noteman reported that Utah Arts is up now. The art up is "Faces of Mali" it will be up from March 28<sup>th</sup> through May 2<sup>nd</sup>.

Ms. Noteman stated that they have ads out for the position of grounds keeper. There have been five applications turned in for the position.

Ms. Noteman reported that she just completed the U.S. Census. Ms. Noteman stated that there are 69 full time employees and 40 part time employees.

Ms. Noteman asked if she could get a head count on Western Regional Symposium so she can get the right number of rooms booked. Mr. Beckstead was still unsure of what days if at all he would be able to be there. He will let Ms. Noteman know as soon as possible. Ms. Noteman also stated that anyone that has not turned in their certificate of completion for the board training in January needs to get those to her.

Ms. Noteman handed out the revamp schedule for Wipfli. She has made some changes to it and will send it to Wipfli tomorrow.

Ms. Noteman announced that they hired from in house, Terri Crosby, for the open phlebotomist position. Ms. Noteman stated she hasn't done very much with the Family Practice Physician recruiting because she hasn't gotten a lot of input from Revere.

Ms. Noteman reported that she has with her the notice of election and declaration of candidacy if anyone would like one. She will only hold them until May.

#### **Finance Report**

Mr. Howells reported that February inpatients were down with Emergency room patients being the exception. Mr. Howells stated that the auditors have been here. He is just waiting for questions and the cost report from the auditors.

Mr. Howells stated he got the DISH audit for 2014 and he does not think that the hospital will not have to pay anything back.

Mr. Adair asked about the Skilled Nursing Facility and asked if that was affecting us financially. Ms. Kelly stated that as of right now there are 6 openings available in the Skilled Nursing Facility. Mr. Howells stated that Skilled Nursing Facility was important but a lot of the finances have to do with inpatient and swingbed patients.

#### **Committee Reports**

**Planning Committee:** Mr. Adair reported that they will start talking to department heads on the 18<sup>th</sup>. Mr. Adair will start working on getting a cost estimator on board in the next month or two. Ms. Noteman reported that both Ms. Pandya and/ or Mr. Adair will be attending every meeting for the Master Plan. Discussion followed regarding questions about the Master Plan.

#### **Administration Recommendations and Report**

##### **Action Items**

Mr. Howells announced to the board that the flooring in the hospital has been started.

Mr. Howells reported that Mr. Willoughby has an EMS equipment grant for \$11,840 dollars that he would like to use to purchase a new training simulator. The total cost for the stimulator and warranty is \$13,674.

**Ms. Sullivan moved to approve the purchase of the training simulator for \$13, 674, with a second by Mr. Mosdell. All in favor-motion carried.**

Mr. Howells reported that the next action item was the 2017 cost of living increases and the anniversary raises. Mr. Howells reported that based on the salary surveys that were run they found that dietary, housekeeping, and CNA's are below the minimum wage and with the new hotels feel that if this is not changed it may be hard to keep those positions staffed. Administration recommends adjusting the lower range salaries up to the minimums on the salary survey and then giving the 2% cost of living raise and 2% anniversary raise for the entire staff. There is an increase of 5% in the budget to cover the raises. Mr. Mosdell asked if the 5% in the budget also would cover the Administrative salaries. The Administrative salaries were also below the minimums on the salary survey. Mr. Howells reported that the administrative staff normally gets the cost of living and anniversary raises but are still below the minimums on the salary survey. Mr. Beckstead asked to table the Administrative salaries until next board meeting.

**Mr. Mosdell moved to table the administrative salary raises until the whole board can be present in May, with a second by Ms. Sullivan. All in favor-motion carried.**

Mr. Mosdell asked that when these motels start to open if the administration sees loss employees to let the board know immediately so they can rectify the situation.

**Mr. Mosdell moved to implement the 2% cost of living raise and the 2% anniversary raise as well as raising the salary to minimum wages based on the salary surveys, with a second by Ms. Sullivan. All in favor-motion carried.**

#### **Discussion Items**

Mr. Beckstead stated that at the next meeting he would like to discuss the five year employee turnover plan and what the board can do to replace those retiring. Mr. Beckstead also wanted to talk to the board about hiring a COO.

Mr. Beckstead reported that they had sent a letter to South Central notifying them of their concerns about their service. South Central did get back to the hospital and stated that at the moment they have no way to fix those concerns. They are working on connecting to a secondary line through Canyonville. The board discussed getting satellite phones or pagers that can connect to the EMS towers. Ms. Kelly stated that we need to get address for employees that will need to come in during an outage so she can know where to go to find people. The board asked that Ms. Kelly bring the board some bids on pagers for the next meeting.

**Mr. Beckstead moved to adjourn the meeting at 8:39 p.m. at Kane County Hospital Conference Room, 355 North Main Street, Kanab, Utah 84741 with a second by Ms. Sullivan.**