



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

**Date:** April 6, 2021

**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; Chad Szymanski, Ed Browning, Carol Sullivan, Karen Alvey, and Bob Johnson

**Ex-Officio Member**

Administrator Sherrie Pandya; Dr. Bryson Hollingshead DO

**Staff Present**

Stephen Howells, CFO; Britt Baer, Nursing Department; Kim Nuttall, HR; Shauna Crosby, Administrative Assistant and Stuart Willoughby EMS.

**Guests Present**

Rob Barnett and David Schmuker

Mr. Beckstead welcomed everyone to the meeting.

Karen Alvey moved to approve the Board Meeting minutes for March 3, 2021 with a second by Bob Johnson. All in favor- motion carried.

**Old Business:** None

**County Commission Business**

Mr. Heaton was not present.

### **Medical Staff Report**

Dr. Hollingshead stated he would like to present Dr. Lance Allen for active privilege's at Kane County Hospital. Dr. Hollingshead stated they approved Dr. Allen in the last Medical Staff meeting.

**Karen Alvey made a motion to approve Dr. Lance Allen for active privileges at Kane County Hospital with a second by Ed Browning. All in favor-motion carried.**

Dr. Hollingshead stated he would like to present Dr. Daniel Jones for courtesy privileges. Dr. Hollingshead stated Dr. Jones would like to do an outreach clinic and start doing some procedures here at Kane County Hospital. Dr. Jones is an orthopedic surgeon. Ms. Sullivan asked what is the difference between active and courtesy. Dr. Hollingshead stated they can come do procedures at the hospital, but they don't need to be part of the Medical Staff committee. Mr. Beckstead asked if he will be coming and working in our clinic. Ms. Pandya stated he will be renting a couple of the rooms on the north side. Dr. Hollingshead stated he is not with Revere Health. Dr. Hollingshead stated the Medical Staff has no issues and approved his credentialing file.

**Karen Alvey made a motion to approve Dr. Daniel Jones for courtesy privileges at Kane County Hospital with a second by Bob Johnson. All in favor-motion carried.**

Ms. Pandya stated our radiologists that have read our films for twenty plus years gave us notice and are done at the end of April. Ms. Pandya stated they did give us a 90-day notice. Ms. Pandya stated we have signed a new contract with Mountain Medical. They will start reading our films April 30<sup>th</sup> at 5:00 p.m. Ms. Pandya stated they have 27 radiologists that we will need to have credentialed. Ms. Pandya stated as soon as we receive their packets back, we may need to have special meeting or Dr. Hollingshead and Ms. Pandya can give them temporary privileges until the next meeting. Ms. Sullivan asked why are they leaving. Ms. Pandya stated they were private and have decided to go work for Intermountain Health. Due to the production they need to fulfill and the workflow at Intermountain there is no way they can read our films also.

### **Nursing Department Report**

Ms. Baer stated Andrea Kartchner will be leaving this week. Ms. Kartchner handled Infection Control and Utilization review. Ms. Baer will need to replace her position. Currently we have Ms. Kropf taking Utilization review and the EMTALA portion. Ms. Baer will take over Infection, Employee Health, lab follow ups, and the COVID Federal report. Ms. Baer stated we are still doing chart audits and working with the nurses. Ms. Baer stated we will be doing on line courses with AWHONN. Ms. Baer stated the nursing staff are recertifying ACLS, BLS and PALS. STABLE will be coming at the end of the year. Ms. Baer stated we are seeing some RSV and strep in the ER. COVID stats are 531 through the hospital. It is up 25 new cases at the hospital. Most of them are Fredonia residents. Ms. Baer stated Southwest Health COVID numbers are at 649 which is up 80. 23% of the total population has received their first vaccination and 10.3% are fully vaccinated. The ICU's are keeping up with it currently but they are seeing an influx with all the different strains. The different strains are here in Utah. Ms. Baer stated we have had an in-

service with Advantage Health with their full-time respiratory therapist. Mr. Petersen came and did an in-service on adverse drug interactions that nursing staff needs to report on.

### **Auxiliary Business, Human Resources and Public Relations Report**

Ms. Nuttall stated the Auxiliary staff are determined to keep the mask mandate at the thrift store to keep employees safe. They have hired a new employee. For the month of February sales were at \$22,338.08. They are keeping really busy. Ms. Nuttall stated she has nothing to report on Public relations. Ms. Nuttall stated our transition to Principle is complete with the 457B. We will have the open meeting on Thursday with Principle and Edward Jones for all employees that are participating. Ms. Nuttall stated she has received positive feedback on Principle's website from the staff. Ms. Nuttall stated we have completed open enrollment.

#### **Web Report:**

Ms. Nuttall had nothing to report.

#### **New hires:**

Ms. Nuttall stated we still are looking for CNA's and have had no applications turned in. We will be posting the RN position. Ms. Nuttall has posted on Facebook and our website. Ms. Pandya stated we need to put the jobs on the Job service site and also put it on AHEC (Advance Health Education Center) with SUU and put in on 3RNET, it's a nationwide website for healthcare. Ms. Pandya stated Rita Osborn can help you get the access we need so we can post any healthcare positions on that site.

#### **Legal/Compliance:**

Ms. Nuttall had nothing to report.

#### **HR/Payroll:**

Ms. Nuttall stated we are still in the process with the Paylocity build and it seems to be going smoothly so far.

#### **Finance:**

Mr. Howells stated he sent out the financial statements to the Board. Mr. Howells stated just from the revenue side outpatient was up a little bit. We are still not seeing it come back as it was from the year before. Mr. Howells stated we had some expenses that are lower so that is helpful. Mr. Howells stated we haven't received the UPL money from the first quarter for Stonehenge. It should be coming anytime. Ms. Alvey asked how much is that. Mr. Howells stated it is around one million for the year. Mr. Howells stated inpatient is down but outpatient is up slightly. Mr. Szymanski stated he noticed AR is going up. Mr. Howells stated we have an issue with Medicare it was supposed to start a 2% sequester they are putting off. They are saying they are going to legislatively put it off until all of the COVID stuff is done. Part of that is starting Monday they will not pay any payments to give the legislature time to decide if they will postpone the sequester. They will postpone processing any payments. Mr. Beckstead asked if this is CMS. Ms. Pandya stated yes, the sequester was supposed to start April 1<sup>st</sup>. Ms. Pandya stated instead of having to do a refund or take money back, they will hold the money until they

decide if they are going to go with the sequester or not. Mr. Howells stated it will add to the problems. Mr. Beckstead stated is there a bill in the house for this. Ms. Pandya stated she believes it is in draft and thinks it will be more around six weeks. Mr. Beckstead stated it is CMS so we will eventually get it and we can plan on this. Mr. Beckstead asked if we factored that in the budget. Mr. Howells stated no.

## **Committee Reports**

### **Marketing Committee**

Ms. Pandya stated we met with LOVE Communication last week. They showed us an initial design, and an outline. Ms. Pandya will meet with them in two weeks so we can review it. Ms. Pandya stated she was impressed with what they have done so far.

### **Planning Committee**

Ms. Pandya stated we met today and talked mainly about the ambulance building. Ms. Pandya stated the steel building is on hold and should be here on 15<sup>th</sup>. Ms. Pandya approved putting up a block wall that will go around curve to the stairs and then the elevation drops to the lawn so we will put a small block wall there. It is so steep we had to do something. They will deliver the block tomorrow. Ms. Pandya stated we are on schedule to be done in July.

### **Strategic Planning Committee**

Ms. Pandya stated we will have the Jamie Orlikoff training next Wednesday April 14<sup>th</sup> starting at 4:30-8:30 p.m. Ms. Pandya stated we will put it on the screen in the conference room. We will have a break for dinner.

## **Administration Recommendations and Report**

### **Action Items**

Mr. Beckstead stated our Action item is addressing for additional funding for Big Water. Mr. Beckstead stated we did ask Ms. Pandya to get more information on revenue and expenses so we have good information. Mr. Beckstead turned the time over to Ms. Pandya. Ms. Pandya presented spread sheets with all the data and went over all the data compiled for the board. Ms. Pandya stated the board asked for the revenue and expenses for the Big Water ambulance. The total income for 2020 we received on the runs for Big Water is \$14,981.29. Ms. Pandya stated Chief Horning in the last meeting reported we had 77 runs. Pulling the data, we had 77 runs some were fire runs, canceled, DOA and refused. Of those runs we only were able to bill 61 of those. Ms. Pandya stated we only had 22 reports turned in. Mr. Beckstead asked for Ms. Pandya to explain the EMS reports. Ms. Pandya stated in 2020 we used Image Trend. It is an EMS website with the State. That is what we do our billing off of. It is an actual EMS report stating where the patient was picked up and what hospital they were transported to, and anything concerning the run. Ms. Pandya showed a spread sheet, the subtotal of charges charged was \$36,869.22 and we collected the \$14,891.29. Only 40% we billed out was collected. Ms. Pandya stated that was only 22 runs. We pinpointed the runs and one run was entered on 2-3-21, 12 runs entered on 3-4-21 those are all close to 90 days past the end of the year most

insurances you can only bill before 90 days, so those are non-billable. Ms. Jackson has contacted Page Hospital trying to get information. Life Flight picked up 9 runs, 1 run had no mileage, 13 runs we could find nothing on they were on Image Trend with the State but no patient information, 3 runs went to Page and Page had no patient information, 16 runs were refused, 1 was cancelled, 5 were fire calls and 1 DOA. Ms. Pandya stated if we had timelier reports, we could have billed and collected more. Mr. Beckstead asked if the EMT's are responsible to put the information in the system. Ms. Pandya stated yes, HIM (Health Information Management) goes in weekly and into the State EMS site and pulls them down so we can bill them. If the information is not imputed, we cannot bill. Ms. Pandya stated on the expenses we pay the EMT's in Big Water. Our MOU states once the EMT is on our ambulance they are Kane County Hospital employees not Big Water Fire. We have been paying them directly. Mr. Beckstead asked if we W2 them and not reimbursing the city. Ms. Pandya stated yes, we W2 them. Ms. Pandya talked with the Mayor Schmucker about changing it last year. The draft never got signed. Ms. Pandya gave a draft to Mayor Schmucker. Ms. Pandya stated we need to pay Big Water Fire for those runs. They are getting paid by Big Water Fire and Kane County Hospital and that is not fair. Ms. Pandya stated EMT salaries was \$9,636.60, ambulance repairs \$2,950.15, Insurance \$1,182.00, they have a credit card for fuel \$1,405.71, business office/HIM billed runs \$880.00, business office /Him non billed \$780.00, UDOH fee per run (61 billable) \$1405.82, drugs/IV solution \$75.89, supplies \$6,601.92, education/travel \$1756.69. The total expenses \$26,674.78. the depreciation on the Big Water ambulance and equipment is \$7,820.26. The operating loss total is **\$19,513.75**. Mr. Beckstead stated he is concerned about the revenue that is lost on these runs. Mr. Beckstead asked if it's a training issue. Ms. Pandya stated this is a problem with the volunteers with all of the agencies. Mr. Johnson asked if they are not doing their responsibility why are we paying them. Ms. Pandya stated it's against the employment laws if they make that run, we need to pay them. Ms. Pandya stated we have offered to pay them an hourly wage to do the reports. Mr. Szymanski asked how long does it take them to do the report. Ms. Pandya it depends on the run but it can take up to 45 minutes. Mr. Szymanski asked if it's their job to get information from the patients. Ms. Pandya stated the process we had in place the EMT's would get a face sheet from Page hospital and then fax it to us, that wasn't happening so HIM started to go into Image Trend and pull reports and faxing a list to Page hospital to get a face sheet. But sometimes names are spelled wrong and we can't get the information due to HIPPA laws. Mr. Beckstead stated we have two issues here, quality care issues and also the financial issue. Is this an opportunity to work with Big Water and take a follow up role to insure this is getting done and then some of the financial incentives from that can flow to you guys for making sure we can bill for these runs. Mr. Szymanski asked if it is the volunteers or the full-time employees. Mr. Barnett stated he has worked with Big Water for over a year and half. Mr. Barnett stated he had no idea that this was a problem. Ms. Pandya stated we didn't realize until we were pulling these. Mr. Beckstead stated we are just finding we have a problem and we need to work on this. Mr. Barnett stated we are required to have the chart done within 24 hours and if we have employees not doing that Mr. Barnett will make sure it starts getting done. Mr. Barnett stated this is a training issue and he will train his people. Mr. Szymanski asked if we have this similar issue with Cedar Mountain and Kanab. Ms. Pandya stated she didn't look at the numbers on Cedar Mountain, but feels they would be similar due to them going to other facilities. Ms. Pandya stated when the ambulance comes to our hospital, we have all the information within the

hospital. Mr. Szymanski asked if they are done here, we still need to do a report. Ms. Pandya stated but we can code from what they did in the ER, EMS still needs to do a report it's just easier to get people. Mr. Beckstead asked about how many runs. Ms. Pandya stated we had 77 runs in Big Water, the total of all runs that were billable was 606. There may be some that we are unaware of. Mr. Howells stated so it's around 11-12%. Mr. Beckstead asked about the sales tax. Ms. Pandya stated she talked with Jim Clayton from the state to get the sales tax. Ms. Sullivan asked how much sales tax came from Big Water. Ms. Pandya stated \$53,146.90. Mr. Mosdell stated to be fair with what they mentioned last month the county portion is going to be from Amangiri. Ms. Pandya stated Amangiri is in the county. Big Water needs to annex Amangiri that would solve some problems. Mr. Beckstead stated we see the sales taxes \$53,146.90 revenue from Big Water, we see the ambulance is running at a loss we are going to work on those issues. Mr. Beckstead would like to foster an environment of corporation and so what amount are we willing to provide to help out here. Mr. Beckstead stated we are subsidizing Big Water to some degree. Mr. Beckstead stated the county would match what we do. The question before us is what are we willing to do. Mr. Browning stated what about \$10,000 and Mr. Mosdell stated I'm willing to do double that and if we see some improvement billing and if the billing doesn't improve then we discuss it. Ms. Sullivan asked is this one-time money. Mr. Beckstead stated yes, it is one-time money., Mr. Beckstead how did the budget get so blown up. Mayor Schmuker stated when receiving the Amangiri contract that allowed us to staff all day every day with two people. This is a huge step for the county and Big Water, as we are a small community. Mayor Schmuker stated they will be going to Amangiri and requesting more. We appreciate anything you can do. Mr. Beckstead stated he is concerned that you hired full time employees and you didn't have enough revenue to cover the expenses with Amangiri. Mr. Johnson asked if they have plans to rectify this for next year. So, you won't come back next year and ask for more. Mr. Barnett stated we are putting in for more grants with Wild Land Fire and will be going to Amangiri requesting more funding. Ms. Pandya stated we are paying an on-call fee for the night time EMS people in Kanab and we should do the same for Big Water. Mr. Beckstead would like to look at the billing in three and six months and see if there is any improvement. Ms. Alvey asked if the 303-bill passed. Ms. Pandya stated yes it did pass. Ms. Alvey asked Ms. Pandya to explain the bill. This bill requires any local political body to either contract or to have a license to provide EMS. It makes it on par with law enforcement or fire protection. EMS was never considered an essential service. This requires all municipalities and County's to be responsible to have EMS provisions in their jurisdiction. This gives the licensed holders the ability to negotiate and let them know we are not responsible for your area if you don't want to pay for it, or vice versa. If they feel they are paying more than they feel is right they can break away and apply for a new license.

**Mr. Browning stated he would like to make a motion to give Big Water \$10,000 immediately and then an additional \$5,000 based on several months of getting reports in. Ms. Alvey seconded that.** Mr. Beckstead stated he feels it should be an additional \$10,000 if they are getting the reports in. We should know within three months if they are doing the paper work correctly. Mr. Barnett stated he would like to get with the billing department and find out what is missing. Ms. Pandya stated you should be able to go into the ESO and pull reports. Mr. Barnett stated Mr. Willoughby is the only one that can go on to ESO website. Mr. Beckstead asked Ms. Pandya and Mr.

Willoughby to look into getting Mr. Barnett access to the Big Water runs. Mr. Johnson stated we had a motion and a second. Once it has been seconded you can't do anything until you acted on that. It helps keep the meeting in focus. If it is voted down, then you can make an alternative motion. Once it has been seconded you can ask is there any discussion. Mr. Beckstead stated that is where I was interjected my opinion. Mr. Beckstead stated it is open ended on this particular one we do an additional \$5,000 in three months with any improvement or 80% entered in so we can bill them. Mr. Johnson, Mr. Szymanski and Mr. Beckstead like the \$10,000 immediately and then an additional \$10,000 if billing improves.

**Mr. Browning would like to amend his motion. Mr. Browning would like to give Big Water \$10,000 immediately and then an additional \$10,000 based on an improvement in three months at 80% of the EMS reports being turned in and being able to bill properly. Ms. Alvey seconded the motion. All in favor-motion passed.**

Ms. Pandya stated we received a letter from Long Valley Veterans Committee asking for a donation to help build a granite Memorial wall in Orderville.

**Ms. Sullivan made a motion to donate \$1,000 to the Long Valley Memorial. Ms. Alvey seconded the motion. All in favor- motion passed.**

Ms. Pandya stated we recommend a cost of living raise. We use the Consumer Price Index. We didn't use this last year. The recommendation is for 1.68% Cost of Living and 2% on the employee anniversary for most personnel. Kane County hospital salary scale is much lower for a number of our jobs and we recommend increases at a rate higher than the 1.68% to bring those employees up to the 50<sup>th</sup> percentile level of the salary survey.

**Ms. Alvey made a motion to follow the recommendation for the 1.68% Cost of living raise and 2% raise on the employee's anniversary date. There are a few staff we recommend increases at a higher rate to bring those employees to the 50<sup>th</sup> percentile on the salary survey. For a total of 6.63% on overall wages for the year. Mr. Szymanski seconded the motion. All in favor-motion carried.**

Ms. Pandya stated one of our nurses finished her bachelor's degree and she mentioned it to Mr. Mosdell and he told her to ask for her raise. She came and asked for her raise. Ms. Alvey asked if there was ever a motion made. Ms. Pandya stated we did discuss it but no motion was ever made. Ms. Sullivan asked what the difference is between an RN and a bachelor degree. Mr. Szymanski asked can they do more. Ms. Pandya stated no they cannot do anymore but it is an additional two years of school. Ms. Alvey stated we need a motion to show that. Mr. Johnson asked if it would be better to do it in the budget process. The board agreed to have Ms. Pandya bring policy to discuss it at the next Board meeting.

## Discussion items

Ms. Pandya stated Kane County Hospital needs to do another Community Needs Assessment. We did the last one in 2016, they should be completed every three years. We were planning on completing one in 2020 and COVID-19 got in the way. We need to do it for the CMS requirements. Ms. Pandya stated it should be fine by August or September. Ms. Alvey stated they may have suggestions on the new way to do it with the virus. Ms. Pandya will call and talk with them and bring more information for the next meeting.

FYI

Mr. Beckstead stated watch the upcoming meeting dates. Thank you

Karen Alvey moved to adjourn the meeting at 8:21 p.m. at Kane County Hospital Conference Room, 355 North Main Street, Kanab, UT 84741 with a second by Ed Browning. All in favor- motion carried.

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Mr. Ben Beckstead, Chairperson