

**Haxtun Hospital District
Governing Board of Directors Regular Meeting
5/17/2010
7:00pm**

Notice to Public

Notice and agenda of this meeting was posted on 5/12/10. Locations: Haxtun Hospital, Haxtun Town Hall, Haxtun-Fleming Herald, County Courthouse & Clerk's Office.

Adele McConnell, Chariman	P	Jessica Gales, Member	P
Steve Hofmeister, Secretary/Treasure	P	Norris Harms, Member	P
Tom Wilson, Vice Chairman	P	Scott Thompson, Member	P
Paul Wernsman, Member	P	Diane Fryrear, Interim CEO	P

Brenda Leachman, HR	Dr. Lila Statz, Chief	Brian Lock
Ricci Dreier, Recording	Candie Salyards	Michelle Lock
Melinda Stocker-Rovetti,	Lily Salyards	Barb Shafer
Sandy Lambrecht, CFO	Vickie Hadeen	

Agenda Items	Discussion
Call to Order	Adele called the meeting to order at 7:10 pm. Jessica moved and Paul seconded to have Steve act as chairman of the board until Scott arrived so they could reorganize the board.
Oath of Office	Adele as chairman swore in Norris Harms, Scott Thompson and Steve Hofmeister. Barb Shafer Notorized documents
Invocation	Invocation delivered by Jessica
Approval of Agenda	Items to be added to the agenda: Norris wants to discuss the major projects/decisions that are being or need to be made by the board so that there is complete understanding of what the board needs to be doing. Sandy anticipates repayment when we receive the cost report so would like to make sure and discuss how that will be done. Diane also wanted to add bid for Scholl Oil for the amplifier to assist with the emergency radios. Jessica moved to have agenda approved with items listed Norris seconded.
Remarks by Visitors	Paul recognized Lily Salyards for the excellent job she did handling the election. Steve wanted to make sure that it was clear that the Boiler Presentation that was presented in the previous board meeting did not submit a bid but gave an estimate. Diane informed the board that it used to be required on some grants to have bids in when you submitted the grant. Mary Beth found that it is not needed on this grant. Board authorized Mary Beth to send the grant in with the understanding there needs to be some estimates done and that averaged out.
Reorganization of the Board	Steve as acting Chairman asked for there to be a nomination for Chairman. Norris nominated Jessica as Chairman and Paul seconded. Jessica asked for a nomination for Vice President. Steve nominated Paul for Vice President and Scott seconded. Jessica asked for a nomination for Secretary/Treasure. Paul nominated Steve for Secretary/Treasure. Norris asked if the titles need to be combined or if they could be broken up. It was explained that its been done like that in the past and that Steve had been doing it. Norris seconded Paul's nomination. Diane asked if they wanted to appoint board members to the different committees including the Compliance Committee, Finance Committee and the Joint Conference Commission. It was explained that Paul is currently the representative for the Joint Conference Commission. Norris nominated Paul to continue and Steve to also be a representative on the Joint Conference Commission, Steve seconded. Paul nominated Steve and Norris to be on the Finance Committee and Scott seconded. Steve appointed Diane to Interim CEO, Sandy to CFO and Ricci to Recorder. Lila asked if the board would like to be apart of the Physician Recruitment and Retention Committe. Norris nominated Scott and Paul seconded. Because the meeting is tomorrow and to have a back up Jessica offered to be a back up for Steve. Norris will be attending the one tomorrow morning to also help out.
Approval of Minutes	Ammeded the minutes to include the Letter from Dr. Simmons Attorney that was discussed after the Executive Session. Jessica agreed that the letter needs to be made part of public record. Steve moved to have minutes approved with ammendment and Paul seconded.

Chief of Medical Staff Report	Jessica asked Lila to fill them in about Dr. Fillion's visit. Lila informed them that he enjoyed his visit but has agreed to help his current employer with EMR and will not be able to make a descison until August. Lila asked if it would be possible to go into a work session next week to discuss physician led hospitals. She would like to do this prior to hiring a CEO that way expectations can be set for the in coming CEO if that is the way they wanted or choose to go.
Medical Staff Privileges	No Report
Grant Report	<p>Diane reported that they met all deliverables and that at this time it is not tied to anything because they have certain amount of money. They chose to give it to a certain hospitals who meet reuiremnts. We have been asked to submit proposals for things we request (SEE HANDOUT FROM MARY BETH) Melinda and Mary Beth found an amplifier because the emergency radio that they have only works when by a window but only some windows and the amplifier will help with this issue and will make a huge impact on disaster planning. Diane found a promotional package for radio ads which will highlight new physicians its \$200 a month for 3 months at a time. Jessica asked what station this was. Diane said it is either BOB or KAT. Diane also reported that Mary Beth is currently working on evaluations for clinic staff. Steve stated that he is bothered by how the boiler things are being handled. Feels that before bids/estimates are being done that and Engineer is contacted so that they have a good understanding of what is needed that way they can get an informed estimate/bid.</p> <p>Steve also suggested that they look into the board policy on possibly awarding local vendors with items such at boiler project and etc. Jessica said she would look into the board policy. Steve also suggested that when we do receive a big grant we need to not divulge that amount and that maybe that is something that needs to be discussed in Executive Session because it seems that when word gets out quite a few of the bids come in right at the amount of the grant. Sandy said that a lot of the time the grants are requested in a certain amount due to the bids. Diane said that she will discuss this with Mary Beth. Diane asked how the board wanted to handle grants if they wanted to be apart of the Grant Committe. The board agreed that they need to be aware of all grants (everything that is being written up before its filed). Diane asked if email notification would be ok, board said that was fine. Jessica appointed Norris to the Grant Committee. Approved bid for Scholl Oil for \$11900 moved to approve by Steve and Norris seconded.</p>
Interim CEO Report	<p>(SEE HANDOUT FROM DIANE) Diane expressed strong feelings that the CEO should not be put back in the Sun Room where they have been out previously. She feels that this has possibly been part of the issue where the CEO and the Administrative Assistant are isolated and by putting them up front around other it would be more condusive to forming better working relationships with other staff. Diane also asked the board who they would like to attend the board meetings from the different departments. Jessica said that it had come down to cost due to people clocking in for the meeting. Diane stated that they usually compensate by at some point that week taking the amount of time that they were at the meeting off. Paul thought that the Governess has a policy about who will come to the meetings. The board said that during the Work Session they will look into this but for right now the temporary list will consist of Diane, Brenda, Sandy, Melinda, Lila, Mary Beth.</p> <p>Drug Free Policy; board looked over the policy and said that it seemed just fine. Brenda stated that it will be taken to the Department Directors Meeting to discuss and then Brenda (Diane) will put it into the correct format and have ready for the next board meeting. Steve asked if it would be possible to get the Board Meeting Packets earlier or possibly in soft copy. Steve asked the get the reports in email by Wed or Thursday at the latest to be sent to their emails with the exception of the financials. Also to provide the hard copy by that meeting Monday. Sandy will email Ricci the Financials by Thursday or Friday the week before and she will email those on to the board. This way they can make sure that different department heads are there if they have questions or don't have to be there if there are no questions.</p>

CFO Financial/ Statistical Report	<p>(SEE HANDOUT FROM SANDY) Sandy went through and explained Cost Report and different accounts that the board has. Sandy asked the board to decided where they will get the money from (which accounts) in order to pay back reimbursement from Medicare which Sandy said could be \$300,000 to \$400,000. Norris asked if they could use the accounts payable account. Sandy explained they could because that is what the \$300,000 is. Paul moved to take \$350,000 for the AP/Projects (Board - Election Leftover) to cover the possible reimbursement and \$108,000 from the Money Market Account to cover the Bond Payment, Steve seconded. Sandy also informed the board that the Firemen requested to accelerate payment so that they can close out their grant. In 2008 board agreed to pledge \$15,000 over years to the Firehall Project towards the building costs. Sandy said that she will look into the payments because Steve said that he thought they did that 6 months ago. This will be discussed in the next meeting.</p> <p>Sandy set for resolutions. They will be available in Ricci's office to sign. (Resolutions adopted approved Paul motions Steve seconds). Sandy also asked for approval for MCN Healthcare handout stating that it is a template that has all the legal vebage and that it works that you just adjust it to fit your facility. The cost is \$5000 a year with a 2 year contract. Steve moved to approve policy and procedures template Paul seconded. Diane is also to get the Safe Deposit box key from Adele to give to Jessica.</p>
DON Report	(SEE HANDOUT FROM MELINDA)
Unfinished Business	
Approval of Employee Manual Updates	(SEE HANDOUT FROM BRENDA) Steve moved to approve updates to the Employee Manual and Norris seconded. Brenda will bring a new copy to the next board meeting.
New Business	
CEO Interviews	Diane asked the board if they wanted her to let the applicants know what the process will be. Diane also spoke about a conversation she
Important Issues/Decision sto be made by the Board	Norris wanted to discuss the major issues that need to be addressed by the board over the next 6 months. Steve said that the major things that are going on or need to go on are selection of an Interim CEO, that we have the right number of doctors, and working to get passed the reimbursement that is going to need paid. Diane asked about the strategic planning that needs to take place which the board agreed needs to be done but that is not the major concern at this time. Diane also suggested getting community and employee input for strategic planning. Norris asked what the board's role is in projects (boiler/roof fix/etc) in who is responsible for getting studdies done and such. Jessica stated that is completely the board's responsibility.
Executive Session	No Executive Session
Action following Executive Session	NA
Adjournment	Paul moved to adjourn meeting and Steve seconded. Meeting Adjourned 10:01pm

