



NOTICE OF REGULAR BOARD MEETING OF
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT dba PAGOSA SPRINGS MEDICAL CENTER
Tuesday, April 24, 2018, at 5:30 PM
The Board Room (**direct access – northeast entrance**)
95 South Pagosa Blvd., Pagosa Springs, CO 81147

AGENDA

1) CALL TO ORDER; ADMINISTRATIVE MATTERS OF THE BOARD

- a) Call for quorum (by Secretary/Treasurer Jerry Baker)
- b) Approval of the Agenda (and changes, if any)

2) PUBLIC COMMENT (This is an opportunity for the public to make comment and/or address USJHSD Board. Persons wishing to address the Board need to notify the Clerk to the Board, Heather Thomas, prior to the start of the meeting. All public comments shall be limited to matters under the jurisdiction of the Board and shall be expressly limited to three (3) minutes per person. The Board is not required to respond to or discuss public comments. No action will be taken at this meeting on public comments.)

3) MILESTONE MOMENT: *Environmental Services*

4) DECISION AGENDA (Matters to be discussed and possible action by the Board)

- a) Consideration of Support of Archuleta County School District in its pursuit of three (3) BEST grants.
 - i) Proposed Resolution 2018-7

5) REPORTS

a) **Oral Reports** (may be accompanied by a written report)

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| i) Chair Report | Chair Mark Floyd |
| ii) Contracts | Director Kate Alfred |
| iii) Strategic Planning | Vice Chair Greg Schulte |
| iv) CEO Report | Chief Executive Officer, Dr. Rhonda Webb |
| v) Finance Report | CFO, Dennis Wilson and Treasurer Jerry Baker |

b) **Written Reports** (*no oral report unless the Board has questions*)

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| i) CAO Report: <i>Quarterly report regarding goals</i> | Chief Administrative Officer, Ann Bruzzese |
| ii) Operations Report | COO/CNO, Kathee Douglas |
| iii) Medical Staff Report | Chief of Staff, Ralph Battels |



MINUTES OF REGULAR BOARD MEETING
Tuesday, April 24, 2018
5:30 PM
The Board Room
95 South Pagosa Blvd., Pagosa Springs, CO 81147

The Board of Directors of the Upper San Juan Health Service District (the “Board”) held its regular board meeting on April 24, 2018, at Pagosa Springs Medical Center, The Board Room, 95 South Pagosa Blvd., Pagosa Springs, Colorado.

Directors Present: Chair Mark Floyd, Vice-Chair Greg Schulte, Secretary/Treasurer Jerry Baker, Director Kate Alfred, Director Matt Mees, Director Dr. Jim Pruitt, Director Dr. King Campbell.

1) CALL TO ORDER; ADMINISTRATIVE MATTERS OF THE BOARD

Chair Floyd called the meeting to order at 5:33 p.m. MDT and Clerk to the Board, Heather Thomas, recorded the minutes. A quorum of directors was present and acknowledged by Secretary/Treasurer Baker and the meeting, having been duly convened, was ready to proceed with business.

The Board noted approval of the agenda.

2) PUBLIC COMMENT

There was none.

The Board expressed congratulations to the attending Pagosa Springs SUN newspaper Assistant Editor and reporter, Randi Pierce, and her associates for recently being awarded the Colorado Press Association’s 2017 Service to the First Award.

3) MILESTONE MOMENT: *Environmental Services (“EVS”)*

Dr. Rhonda Webb acknowledged the EVS team, naming them as unsung heroes due to their hard work and dedication to excellence. Dr. Webb further stated that the EVS team is sometimes forgotten and are of vital importance to the organization. In addition, the EVS team also logged the most steps in the recent 12-week CEO step challenge.

Human Resources and EVS Manager, Mitzi Bowman, acknowledged each employee by name and presented them a nominal gift card.

4) DECISION AGENDA:

Chair Floyd introduced Archuleta County School District No. 50 JT (“the School District”) Superintendent, Linda Reed, who was in attendance to present and discuss the attached resolution of support for the School District’s pursuit of three BEST (Building Excellent Schools Today) grants (offered by the Colorado Department of Education) toward construction of a new elementary school and to provide safety and security upgrades to the middle and high schools.

Ms. Reed began by recognizing the PSMC staff and hospital, advising that her colleague who was

visiting Pagosa Springs had been admitted to the hospital the week prior and the colleague reported the level of care and concern that the colleague received at PSMC was “second to none.”

Ms. Reed then explained the BEST grant requests and plans for the grant money if awarded. Ms. Reed reported that the School District will go before the BEST Board on May 16, 2018, to present their three requests. Ms. Reed further explained that the School District is asking for almost \$15 MM in grants and are competing with other school districts for approximately \$800 MM in facility improvements around the state.

Questions were asked and answered.

Consideration of Resolution 2018-07

Director Dr. Pruitt motioned to approve Resolution 2018-07, to approve the attached resolution of Archuleta County School District No. 50 JT in support of three BEST grant applications. Upon motion seconded by Director Mees, the Board unanimously approved said agenda item.

5) REPORTS

a) Oral Reports

i) Chair Report

Chair Floyd advised the Board there was no report.

ii) Contracts

Director Alfred advised the Board there was no report.

iii) Strategic Planning

Item intentionally struck from agenda. There was no report.

iv) CEO Report

CEO Dr. Webb advised the Board that PSMC has hired a new Director of Revenue Cycle, Debbie Campbell, who was also formerly the PSMC Business Office Manager. CEO Dr. Webb further advised, due to the upcoming retirement of current CFO, Dennis Wilson, PSMC was able to successfully recruit a new CFO, Chelle Keplinger, who will be starting part-time in May and going to full time in July. CFO Wilson has advised he will be available as a part-time consultant.

CEO Dr. Webb then reported that the Finance Department has been working on a very big project of rebuilding Chargemaster.

CEO Dr. Webb ended with the recognition of the end of tenure of Chair Floyd and Secretary/Treasurer Baker, noting gratitude for all that they have done to help make the District successful. A certificate of appreciation and gift were given to each.

The Board, individually, expressed their gratitude and appreciation to the two exiting Directors.

v) Finance Report

Secretary/Treasurer Baker opened the discussion expressing his appreciation for CFO Wilson and all of his hard work.

CFO Wilson began highlighting an “okay” operating profit for the month of March, though revenue-wise the month ended short.

CFO Wilson further explained possible reasons for the reported under budget variance as possibly being related to the Clinic. CFO Wilson advised that the Clinic is the only department in which both Medicare and Medicaid pay costs. CFO Wilson explained the District is paid, on an interim basis, an interim rate for the Clinic by both Medicare and Medicaid cost per visit which is based on historical information and does not take into account the new Clinic or the merging of specialists into the Clinic that have resulted in an increase of time and cost. CFO Wilson stated the result is, due to all changes, the District is being underpaid \$1MM to \$1.2MM by Medicare and Medicaid.

Other things noted by CFO Wilson were that the District will be receiving more in Provider Fees than previously budgeted and that there are a couple of charge issues being corrected. CFO Wilson added, in observance of all previously mentioned issues, if the District continues with no significant changes there is a very good chance of meeting budget relative to operating budget.

CFO ended by highlighting that oncology has exceeded the budgeted profit to date, only two months in.

Questions were asked and answered.

b) **Written Reports** *(there was no oral report unless the Board had questions)*

i) CAO Report

No questions.

ii) Operations Report

Vice-Chair Schulte asked a question regarding when bids on the HVAC system will be accepted. COO/CNO Kathee Douglas answered.

Vice-Chair Schulte asked a question regarding surgery volumes. COO/CNO Douglas answered.

Vice-Chair Schulte asked a question regarding the volume of ENT referrals and if PSMC will be able to recapture some of the referrals once the part-time ENT physician starts. COO/CNO Douglas answered.

Vice-Chair Schulte asked a question regarding if inpatient operating procedures would be performed by incoming ENT physician. CEO Dr. Webb and COO/CNO Douglas both answered.

iii) Medical Staff Report

Director Dr. Pruitt asked a question regarding two new PRN providers, Dr. Fisher and Dr. Schildt. CEO Dr. Webb and CAO Ann Bruzzese both answered.

Director Dr. Pruitt asked a question regarding the reported revisions to the Peer Review Policy. COS Ralph Battels answered.

6) **CONSENT AGENDA**

Chair Floyd opened the discussion briefly recounting the items on the consent agenda and inquired of any questions or objections. There were none.

Vice-Chair Schulte motioned to approve the minutes of the regular meeting of 03/27/2018, and the Medical Staff report recommendations regarding new provider privileges, renewal of provider privileges and/or Medical Staff policies/forms.

Upon motion seconded by Director Mees, the Board unanimously approved said agenda items.

7) **EXECUTIVE SESSION**

The Board did not meet in executive session.

8) **OTHER BUSINESS**

There was no other business.

9) **ADJOURN**

There being no further business, Chair Floyd adjourned the regular meeting at 6:14 p.m. MDT.

Respectfully submitted,

Heather Thomas, serving as Clerk to the Board

6) CONSENT AGENDA (The Consent Agenda is intended to allow Board approval, by a single motion, of matters that are considered routine. There will be no separate discussion of Consent Agenda matters unless requested.)

a) Approval of Minutes for the following meeting(s):

i) Regular meeting of: 03/27/2018

b) Acceptance of recommendations set forth in the Medical Staff Report regarding new provider privileges, renewal of provider privileges and/or Medical Staff policies/forms.

7) EXECUTIVE SESSION

The Board reserves the right to meet in executive session for any other purpose allowed pursuant to C.R.S. Section 24-6-402(4) and such topic is announced at open session of the meeting.

8) OTHER BUSINESS

9) ADJOURN