

Mission Statement

Enriching lives through better health

True North Statement

To be the healthcare partner of choice for our community.

Values

Compassion – Showing empathy and respect
Integrity – Demonstrating moral and ethical principles
Quality – Achieving the best possible outcome
Safety – Committing to Safe Practices
Teamwork – Caring for the success of the team

This institution is an equal opportunity provider

**HARNEY COUNTY HEALTH DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Wednesday December 6, 2023**

JOIN VIA ZOOM: E-Mail invitation, with instructions & links

HCHD Board Members Present: Brad Erbe, Shana Withee, Sharon Davis, Kara Bowen, Kathy Cook

HCHD Board Members Absent: Debbie Bentz

HCHD Staff Present: Catherine White, Sammie Masterson, Elaine Wulff, Dr. Heidi Vanyo, Dr. Linda Selby, Jen Hoke, Jim Basch, Dr. Joel Moore, Kathy Huffman

HCHD Staff Present via Zoom: Bobby Long

Visitors Present: Stuart Boyer, Amy Paul, Kevin Smith, CPA w/Eide Bailly

Brad Erbe called the meeting to order at 5:31 pm.

ACTION ITEM: Approval of Board Meeting Minutes of November 1, 2023.

Sharon Davis moved to approve the Board Meeting Minutes of November 1, 2023, as presented. Shana Withee seconded and motion passed five to zero.

Public Comment:

Dr. Moore, introduced himself and thanked the Board for their commitment to the new service line of Orthopedics. He stated he was really excited to be able to be a part of this community and provide this service. Looking forward to the early part of next year, with the combined effort of the Surgery Department, Physical Therapy, Nursing Staff and the Providers, we will be starting total joint replacements as part of the services we will be able to provide. We have several pending total replacements at this time that include knees and total hips.

Presentation:

Kevin Smith, CPA w/Eide Bailly, presented the Draft Audit Statement results for FY 2023.

- ✓ Cost report has been completed, so that receivable has been recorded.
- ✓ No adjustments had to be made this year, which is different than in the prior year.
- ✓ We plan on issuing an unmodified clean opinion, which is always the goal.
- ✓ This year is a single year statement, which will be more accurate.
- ✓ Harney still has a strong cash position.

Review/Discussion:

Medical Staff Report:

Dr. Vanyo recommended the Board approve the list of names as presented in the updated agenda.

ACTION ITEM: Medical Staff Initial Appointments:

Sharon Davis moved to approve the initial appointment, with recommendations from the Medical Staff for Forrester Lensing, MD, CORA. Kara Bowen seconded and motion passed five to zero.

ACTION ITEM: Medical Staff Re-Appointments:

Shana Withee moved to approve the re-appointments, with recommendations from the Medical Staff for Thomas Fitzpatrick, MD, Family Medicine, Cody Byrnes, PA, Physician's Assistant and Mitchell Brinks, MD, Ophthalmology. Kathy Cook seconded and motion passed five to zero.

Administrative Report:

- 2024 AHA Rural Health Conference that is being held in Orlando Florida in February; we have four that will be attending so far. Those are Sharon Davis, Kathy Cook, Dr. Linda Selby and Catherine White. If anyone else would like to attend, we do get a fifth person free for the conference. Please let Kathy Huffman know if you would like to attend, so she can make those arrangements.
- CRNA RFP's that were sent out; we have received two responses back so far. One confirmed that they would be submitting a proposal and the other will not be. Kathy Cook, Shana Withee and Kara Bowen will serve on the subcommittee to review the proposals.
- St. Charles Community Connect Agreement: The previous agreement, which was for five years, expired in October of 2022. That five year agreement had only a 5% increase annually. In June of this year, SCMC finally sent over a new proposal, but it had a huge increase, about 91%, on the maintenance side so Catherine pushed back on that. They said that the increase was due to their re-calculating between SCMC and all of the community connect partners. In doing this, they identified that we had about 258 users. Our IT department went through those names and brought that number down to about 200 users. SCMC will look at those users to see if that would change the costs. SCMC also stated that they have dedicated 3.5 FTEs just to our facility. The Board would like to have more transparency from SCMC on how the costs are broken down. The Board also suggested that we do a zoom with someone from SCMC at one of Board meetings to have more discussions. Catherine will continue discussions with them as well as checking with other facilities to see what they are paying and will keep the Board informed of the status going forward.

Governance Committee Report:

No additions to the written report.

ACTION ITEM: Board Policy, 100.150, "Hiring a Chief Executive Officer":

Sharon Davis moved to approve Board Policy 100.150, "Hiring a Chief Executive Officer", as revised. Kara Bowen seconded and motion passed five to zero.

Finance Committee Report:

- Note: St. Charles changed the way that endoscopy and colonoscopy charges were going to flow from the OR to billing, with extremely short notice. So it took us a few weeks to calculate numbers and decide how we wanted these things to flow. Then they contacted us and stated that we needed to do the PACU charges as well. These things affected the September and October revenues. We have finally completed that and now have caught up on billing. So the outpatient revenue number in November will be really high.
- There are three big cash flows that will be coming in, which are taxes, EOCCO and cost report. These add up to about \$3.6 million.

ACTION ITEM: Audit Deficiency Resolution No. 2024-02:

Sharon Davis moved to approve Audit Deficiency Resolution No. 2024-02 as presented. Kara Bowen seconded and motion passed five to zero.

Safety & Quality Committee Report:

- Elaine congratulated the Clinic on meeting their metrics for Summit Health.

- Under the Hospital report, first paragraph; this meeting was for Social Determinants of Health and Health Equity Team. This is the committee that Sharon Davis has volunteered to be on.
- The next Safety & Quality Committee meeting will be held in January.

Adjourned for break at 7:03 pm

Reconvened at 7:10 pm

CEO Recruitment Process (full-time position)

Bobby Long's Involvement in Process:

- ✓ Even though Bobby has taken another position, the Board would like him to continue being involved in the CEO recruitment process. If prior to selection of a new CEO, a new HR Director has been hired, the new HR Director would be pulled into helping with the process. This is with the approval of Catherine White.

Search Committee and Hiring of CEO defined:

- ✓ Search Committee: HR should be the search committee as previously approved by this Board, screening applicants with the criteria the Board has agreed upon.
- ✓ Screening Committee: Will review the applications that have been narrowed down by the Search Committee even more. This may involve having Sammie Masterson and Jim Basch as well.
- ✓ Hiring Committee: Will be the full Board responsibility.

ACTION ITEM: Job Description:

Discussion/Edit:

- ✓ 1st page, last bullet point: Needs to read, "Represent the District in meetings with other healthcare agencies, governmental agencies, legal counsel, the media, medical staff, and in **addressing** major contract negotiations **issues**. Act as a community ambassador for Harney Health District in business, professional and community organizations". *(added commas in place of slashes)*
- ✓ 2nd page, first sentence, **needs to be a bullet point: "Resolve Acknowledge and address** issues, concerns, and problems in an appropriate and timely manner".
- ✓ 2nd page, 5th bullet point: "Coach, mentor and counsel employees as needed". **Recommend and administer corrective action as appropriate, in collaboration with the Director of Human Resources**".
- ✓ 2nd page, 12th bullet point: "Model and assure excellent customer service **standards for assigned areas**".
- ✓ 2nd page, after 10th bullet point, **ADD a bullet point:** to read, **"Maintain a cooperative and collaborative working relationship with other critical access hospitals"**.
- ✓ 2nd page, under Required Skills and Abilities, 1st bullet point: Needs to read, "Broad knowledge of the theory, principles, practices, and techniques of hospital and public administration, including budgeting and financial planning, financial management, human resources, information technology, materials, **safety and quality controls**, facilities and operations management, and other general operational support services".
- ✓ 3rd page, 1st bullet point: "Completion of a master's degree program from a University or College accredited by a body approved by the Department of Education in business or hospital administration, and at least three (3) years of current hospital administrative CEO experience or more than ten (10) years in Rural, Critical Access Hospital "C-Suite" experiences required".
- ✓ 4th page, under Supervisory Responsibilities: "Responsible for more than ~~100~~ **150** FTE, either directly or through subordinate managers.

Sharon Davis moved to approve the CEO Job description as discussed, edited and revised. Kara Bowen seconded and motion passed five to zero.

ACTION ITEM: Job Posting:

Discussion/Edit:

- ✓ Under Required Skills and Abilities: Needs to match what we have in the job description, “Broad knowledge of the theory, principles, practices, and techniques of hospital and public administration, including budgeting and financial planning, financial management, human resources, information technology, materials, **safety and quality controls**, facilities and operations management, and other general operational support services”.
- ✓ Under Required Education and Experience: Needs to match what we have in the job description, “Completion of a master’s degree program from a University or College accredited by a body approve by the Department of Education in business or hospital administration, and at least three (3) years of current hospital administrative CEO experience or more than ten (10) years in Rural, Critical Access Hospital “C-Suite” experiences required”.
- ✓ Bobby Long noted that the reason the picture of the hospital was in the Board packet with the job posting, is some sites allow for a picture to be uploaded with the posting, so this will be the picture we use for that.
- ✓ The CEO Job posting will start December 18, 2023 and run to January 18, 2024.

Sharon Davis moved to approve Job Posting for permanent CEO as discussed, edited and revised. Shana Withee seconded and motion passed five to zero.

Old Business:

Sharon Davis recognized Elisha Miller and the Foundation for doing a fabulous job on the Gala. There was a great turnout, the food was good, entertainment was good and the live auction items were nice. This was a very fun event.

Board Vacancy:

The Board will review any letters of interest in Executive Session at the January 3, 2024 Board meeting.

Board Basket for Foundation Fundraiser:

- Silvie Valley donated a one night stay at the resort, plus dinner for two
- Board donated a gift certificate of \$300.00 that can be used for golf or a spa day, plus a few goodies.

New Business:

Gallup Q12 Survey

- ✓ Bobby Long briefed the Board on the results of the Gallup Q12 Survey. Overall the results of the survey seem to have improved from the previous year.

The Board adjourned at 8:50 pm.

Respectfully Submitted,

Kara Bowen, Board Secretary

Next Board Meeting: Wednesday January 3, 2024 @ 5:30 pm