

**BOARD OF TRUSTEES MEETING MINUTES**  
**Thursday, December 21, 2023, Board Room/ZOOM, 6:00 p.m.**

**5:00 p.m. Education/Dinner.** Revenue Cycle Update. Amber Turvey, Manager, presented to the board on Revenue Cycle, 2023, A Year in Review.

**6:00 p.m. Regular Meeting**

**Call to Order.** The meeting was called to order by Denise Arola, Chair, at 6:00 p.m.

**Board of Trustees present:** John Ponikvar, Amy Updike, Steve Hilley, Dr. Allan Reishus, and Denise Arola.

**Staff Present:** Rebecca Forney, Brittany Johnson, Kyle Miller, Kristine Cooper, Michael Buda (VIA ZOOM), Dr. Jeff Womble (via ZOOM), Dr. Linda Couillard, Todd Jourgensen, Mary Hammond, and Julie Hanna.

**Guests Present:** Randy Looper, City of Craig; and Melody Villard, Moffat County Commissioners, (VIA ZOOM).

**Opportunity for the Public to Address the Board.**

**MOTION 2023:101** – Moved by John Ponikvar, seconded by Amy Updike, That Randy Looper address the board concerning City of Craig activity. Ayes, all. Motion carried.

**City of Craig Report:** Randy Looper reported that the city budget for 2024 was finalized. Six candidates were interviewed on December 9 to fill Chris Nichols' seat on the council. Representatives from the city and county met with Tri State to talk about economic commitment to the city and county. The Downtown Business Association met, and there are festivals and events scheduled from the end of May through the end of August every weekend in 2024.

**Agenda Review.**

**MOTION 2023-102:** Moved by Amy Updike, seconded by Steve Hilley, That the agenda be approved as presented. Ayes, all. Motion carried.

**January, 2024 Calendar.** The board reviewed and accepted the January calendar. The monthly board member visitation will be added as a reminder.

**Board Member Visitation Report.** Denise Arola reported that serving prime rib to employees for the Christmas lunch was great fun!

**Consent Agenda – Meeting Minutes**

**MOTION 2023:103:** Moved by Amy Updike, seconded by John Ponikvar, That the Board of Trustees approve the MRH Board of Trustees Meeting Minutes for 11-21-2023; and accept the MRH Finance Committee Meeting Minutes for 12-18-2023. Ayes, all. Motion carried.

## 11-30-2023 MRH Financial and Statistical Report, and Capital Purchase Summary.

Brittany Johnson, CFO, presented the report.

### Income Statement

Gross revenue for the month of November was at \$12.2m (Column A, Line 4) compared to a budget of \$9.8m. Prior year gross revenue was \$11.3m. Net Patient Revenue was \$7.3m (Column A, Line 10) for November on a budget of \$5.2m and prior year at \$5.96m.

Expenses: Contract labor is at 10 current travelers (column A, line 18). Supplies are over budget for November due to the Retail Pharmacy move. Telephone (Column A, line 23) has a credit balance due to some USAC funding received. Total expenses for the month were at \$5.5m (column C, line 34) compared to a budget of \$5.3m.

Gain/Loss on Investment (column A, line 39)- Community Clinics loss for the month was (\$95k) in total, (\$95k) was from EMS, and \$0k from OHA. The net gain for November was \$1.76m, and YTD net gain is \$2m on a budget of \$356k. Prior year was at a net profit of \$1.2m.

### Balance Sheet

Operating cash for the month is at \$4.7m (column A, line 1) which is down from prior month at \$5.3m. We had 3 payroll cycles in November as well as 5 AP cycles, when we usually have 2 payroll and 4 AP. We also have \$1m in investments (Column A, Line 2) with LPL Financial. Under Limited Use Assets (column A, line 17), we have \$2.2m reserved for future cost reports. On column A, line 18 we have \$2.5m that we have self-reserved for future capital purchases.

### Days in AR

Days in AR is at 72 days for November.

### Days Cash on Hand

Days cash on hand is at 33.8 days, which is down from prior month of 37.3 days. We also have 27.5 additional days of cash on hand in self-restricted accounts for a total of 61.3 days.

### Total Profit Margin (TPM)

Our TPM for the month is at 14.5%. Our 12-month average is 0.5%. Our debt service coverage ratio is at 158% YTD.

## Projects and Capital Purchases. (As recommended by Finance Committee on 12-18-2023)

**2024 Document Scanning Project.** Todd Jourgensen presented the request. Two companies were contacted and both made onsite visits to discuss their services. All the members of the reviewing group felt much more comfortable with ARC Scanning Services for this catch up project. After scanning, a copy on an encrypted hard drive with military grade security and log in will be provided. Awarding the contract to ARC Scanning Services is strongly recommended despite their higher bid amount. The utmost priority lies in ensuring the confidentiality, security, and compliance of patients' sensitive medical records. ARC Scanning Services offers a comprehensive approach that aligns with the requirements of HIPAA regulations and ISO 9001 certification. The Finance Committee recommended the request be forwarded to the board.

**Retrofit Pump for Medical Air Gas Compressor.** Todd Jourgensen presented the request.

This is a request for a new pump for our Medical Air Gas Compressor that has been budgeted for 2024. We are concerned that the current pump is about to fail. This is a redundant system and one pump is being stressed. Compliance Plus, our vendor, has managed to keep it running for

the past 6 months with some band aid fixes and diligent repairs. Todd is single sourcing this item because this is the vendor that knows our system inside and out. This is the company that does our annual inspection for all of our air gas connections throughout the hospital, and every six-month inspection of our pumps. They are very reliable and responsive to our needs. If we were to purchase from another vendor, Compliance Alliance could not do the warranty or service of this unit. The Finance Committee recommended the request be forwarded to the board.

**MOTION 2023:104** – Moved by Amy Updike, seconded by John Ponikvar, That the Board of Trustees approve the 2024 Document Scanning Project at a cost of \$151,199.70; and the Retrofit Pump for Medical Air Gas Compressor at a cost of \$19,330.00. Ayes, all. Motion carried.

**Consent Agenda – Medical Staff Privileges.** Dr. Jeffrey Womble, Chief of Staff, presented the privileges.

**MOTION 2023:105** – Moved by John Ponikvar, seconded by Steve Hilley, That the Board of Trustees approve the following privileges as reviewed and recommended by the Credentials Committee and approved by the Medical Executive Committee:

The following files are presented to the Board of Trustees for **Provisional Staff** appointment:

**Alfred Maina, CRNA NSPM-C – Certified Registered Nurse Anesthetist, Chronic Pain Management.** The committees reviewed and approved the application and file for Mr. Maina, and they recommend his appointment to the Provisional Staff of The Memorial Hospital at Craig.

**Saloni Malik, MD – Emergency Medicine.** The committees reviewed and approved the application and file for Dr. Malik, and they recommend her appointment to the Provisional Staff of The Memorial Hospital at Craig.

**Ralph Gallo, MD – Sleep Medicine (remote).** The committees reviewed and approved the application and file for Dr. Gallo, and they recommend his appointment to the Provisional Staff of The Memorial Hospital at Craig.

The following files are presented to the Board of Trustees for **Advancement** of privileges:

**Hylde Nugent, DNP CRNA – Certified Registered Nurse Anesthetist.** The committees reviewed and approved the application and file for Ms. Nugent and they recommend her appointment to the Non-Physician Provider Staff of The Memorial Hospital at Craig.

**Albert Ybasco, MD – Tele-Radiology (Proxy).** The committees reviewed and approved the application and file for Dr. Ybasco, and they recommend his appointment to the Tele-Medicine Staff of The Memorial Hospital at Craig.

**Christopher Wright, DO – Tele-Psychiatry (Proxy).** The committees reviewed and approved the application and file for Dr. Wright, and they recommend his appointment to the Tele-Medicine Staff of The Memorial Hospital at Craig.

The following files are presented to the Board of Trustees for **Reappointment** of privileges:

**Alejandro Miranda – Orthopaedic Surgery.** The committees reviewed and approved the application and file for Dr. Miranda and they recommend his reappointment to the Active Staff of The Memorial Hospital at Craig.

**Derek Harper, DPM – Podiatry.** The committees reviewed and approved the application and file for Dr. Harper, and they recommend his reappointment to the Active Staff of The Memorial Hospital at Craig.

**Jessica Nyquist, PA-C – Physician Assistant.** The committees reviewed and approved the application and file for Ms. Nyquist, and they recommend her reappointment to the Non-Physician Provider Staff of The Memorial Hospital at Craig.

**Kelly Stinson, MD – Tele-Radiology (Proxy).** The committees reviewed and approved the application and file for Dr. Stinson, and they recommend her reappointment to the Tele-Medicine Staff of The Memorial Hospital at Craig.

**Faraz Khan, MD – Tele-Radiology (Proxy).** The committees reviewed and approved the application and file for Dr. Khan, and they recommend his reappointment to the Tele-Medicine Staff of The Memorial Hospital at Craig.

**Lionel Thomas, DO – Tele-Neurology (Proxy).** The committees reviewed and approved the application and file for Dr. Thomas, and they recommend his reappointment to the Tele-Medicine Staff of The Memorial Hospital at Craig.

**Kourash Kahkeshani, MD – Tele-Neurology (Proxy).** The committees reviewed and approved the application and file for Dr. Kahkeshani, and they recommend his reappointment to the Tele-Medicine Staff of The Memorial Hospital at Craig.

**Byron Spencer, MD – Tele-Neurology (Proxy).** The committees reviewed and approved the application and file for Dr. Spencer, and they recommend his reappointment to the Tele-Medicine Staff of The Memorial Hospital at Craig.

Roll call vote: Denise Arola, aye; Steve Hilley, aye; Dr. Kelly Hepworth, aye; John Ponikvar, aye; Amy Updike, aye; Amy Updike, aye; Roger Richmond, aye; Dr. Allan Reishus, abstain. Motion carried 6-0 with one abstention.

**Open Heart Advocates/Advocates-Crisis, Trauma, Survivor Services Transition Update.** Kyle Miller, COO, presented a report on the transition process so far. There have been several board meetings, and all is going forward as projected. Interim Director Jamie Fraipont is finalizing many of the operations pieces. Legal and statutory documents are completed. The future board is set up to transition. Becky Forney, Brittany Johnson and Kyle Miller will be removed from the interim board as the permanent board goes forward. Transfers in insurance, assets, and contracts are complete. The organization now occupies space at 580 Pershing.

**November 2023 Clinics Census Report.** Kyle Miller, COO, presented the report.

Chair Denise Arola thanked all the board members for their good work in 2023 and Merry Christmas!

**Adjourn.** There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

*Julie Hanna*

Julie Hanna, Executive Assistant and Recorder