

**BOARD OF TRUSTEES MEETING MINUTES**  
**Thursday, September 28, 2023, Board Room/ZOOM, 6:00 p.m.**

**5:00 p.m. Board of Trustees Education/Dinner.** At the afternoon dinner, the board heard a presentation on Board Effect which is a meeting management software.

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

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

**Board of Trustee member absent:** Roger Richmond.

**Staff Present:** Brittany Johnson, Rebecca Forney, Kristine Cooper, Dr. Jeff Womble (VIA ZOOM), Jennifer Riley, Michael Buda (VIA ZOOM), Dr. Kyle Miller, Keith Velardo, and Julie Hanna.

**Guests present:** Randy Looper of the City of Craig.

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

Randy Looper gave an update from the Craig City Council. He thanked MRH for the donation of the 8<sup>th</sup> street property. Work has started on the infrastructure. Sidewalks between 9<sup>th</sup> and 6<sup>th</sup> on the east side of Yampa are in process funded by a grant. Another grant funding in that area is a bus shelter in front of the Yampa Building for spring installation for the Steamboat Transit Bus. The Yampa river project received the city's last submission and is out to bid by November 1. The city is completing their budget process now and hope to be complete by October 5. The city is short positions for 7 to 8 people in road and bridge, and water which require CDL licenses. At the last council meeting, human resources was instructed to redesign the job profile and the city will pay for CDL training from GJ for a week for hired applicants. Mr. Looper expressed his thanks to the hospital for his recent medical care.

**Agenda Review.**

**MOTION 2023:74** – Moved by Dr. Allan Reishus, seconded by Amy Updike, That the Board of Trustees approve the agenda as presented. Ayes, all. Motion carried.

**October, 2023 Calendar.** The calendar was accepted by the board.

**Board Member Visitation Report.**

Dr. Reishus met with Dr. Laurie Good in the Steamboat Springs clinic. He was provided with a tour of the facility and met the employees. Dr. Good sees patients in Steamboat on Monday, Tuesday, and Wednesday. On Thursdays she sees patients in Craig. She was very energetic and enthusiastic, and normally sees 20 to 30 patients per day. She is able to do minor office surgeries. She is aware of her busy schedule, and is working with Jennifer Riley on the concern.

Dr. Reishus met with Dr. Harper, podiatrist, who has been here about three years. Dr. Harper performs all his surgeries on Mondays in Craig, and is in clinic on Tuesdays, Wednesdays, and Thursdays, seeing patients in Steamboat on Fridays for ½ days. There is no other local podiatrist. He sees between 15 to 20 patients per day, and seems to be happy with his practice.

Both physicians mentioned staff retention as a concern.

### **Consent Agenda – Meeting Minutes**

**MOTION 2023:75** – Moved by Amy Updike, seconded by John Ponikvar, That the Board of Trustees approve the MRH Board of Trustees Meeting Minutes for 8-24-2023; accept the MRH Finance Committee Meeting Minutes for 9-25-2023; and accept the MRH Quality Steering Committee Minutes for 9-13-2023. Steve Hilley abstained from the vote.

Ayes, all. Motion carried.

### **Projects and Capital Purchases (as rec. by Finance Committee on 9-25-2023).**

**SharePoint Procurement.** Keith Velardo presented this IT Procurement which will upgrade Microsoft SharePoint to a 2019 server at a cost of \$71,376.12. This is necessary because the current SharePoint server is a 2012 server that is at the end of its life cycle. MRH uses SharePoint as our Intranet which shows employees multiple calendars, schedules and contact information. IT would like to contract with PC Connections to build the 2019 server and migrate the SharePoint data to the new server. This amount is budgeted and is part of the \$250,000 IT Microsoft Capital Expense Budget approved for 2023. The Finance Committee recommended the request be forwarded to the Board of Trustees.

**Cybersecurity Proposal.** Keith Velardo presented this IT proposal which will cover the costs of a cybersecurity vendor/consultant to assist us in identifying and detecting threats; managing awareness training; and preventing hacker attacks. There are two major vendors: Arctic Wolf and CrowdStrike. Four Colorado hospitals of similar size and staffing were contacted for information. Eleven western slope hospitals are using Arctic Wolf which is the one being recommended. This vendor would take over cyber security training for all areas of hacking, and deals in managed awareness making sure all data is protected. They also offer concierge service with three people dedicated to our facility to make sure nothing can penetrate MRH. This expense will be used in substitution of a staff person in the department who will not be replaced. There is also the possibility of a discount for USAC federal funding for IT expenses. Arctic Wolf also offers annual payments as well as cybersecurity insurance. The annual cost is \$104,584.00. The Finance Committee recommended the request be forwarded to the Board of Trustees.

**MOTION 2023:76** – Moved by Steve Hilley, seconded by Amy Updike, That the Board of Trustees approve the purchase of Microsoft SharePoint upgrade at a cost of \$71,376.12; and Arctic Wolf consulting/insurance proposal at a cost of \$104,584.00. Ayes, all. Motion carried.

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

**MOTION 2023:77** – Moved by Dr. Allan Reishus, seconded by Amy Updike, That the Board of Trustees approve the 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:

**Jennifer Tennant, CRNA – Certified Registered Nurse Anesthetist.** The committees reviewed and approved the application and file for Ms. Tennant, and they recommend her appointment to the Provisional Staff of The Memorial Hospital at Craig.

**Tara Ziegler, CRNA – Certified Registered Nurse Anesthetist.** The committees reviewed and approved the application and file for Ms. Ziegler, and they recommend her 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:

**None**

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

**Ronnie Gundlach, MD – Tele-Radiology (proxy).** The committees reviewed and approved the application and file for Dr. Gundlach, and they recommend his reappointment to the Telemedicine Staff of The Memorial Hospital at Craig.

**Robin Gwaltney, MD – Tele-Radiology (proxy).** The committees reviewed and approved the application and file for Dr. Gwaltney, and they recommend her reappointment to the Telemedicine Staff of The Memorial Hospital at Craig.

Ayes, all. Motion carried.

**August 2023 Clinics Census Report.** Jennifer Riley, CEO, presented the clinic August Census. The Rapid Care clinic is doing a lot of sports physicals.

**8-31-2023 MRH Financial and Statistical Report.** Brittany Johnson, CFO, presented the report.

Income Statement

Gross revenue for the month of August was at \$10m (Column A, Line 4) compared to a budget of \$10.1m. Prior year gross revenue was \$11.1m. Net Patient

Revenue was \$4.9m (Column A, Line 10) for August on a budget of \$5.4m and prior year at \$5.4m.

Revenue Adjustments: Other adjustments (Column A, Line 7) continue to be high at \$559k for August. Our billing company has recently added 4 FTEs to our account specifically to help with clean up and moving our AR days down. Expenses: Employee health insurance costs (column A, line 15) were estimated in August using a 3-month average. We went live with a new contract on 7/1 and do not have actuals available at this time. Contract labor has reduced with 8 current travelers (column A, line 18). Total expenses for the month were at \$4.9m (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 (\$236k) in total, (\$78k) was from EMS, (\$30k) from OHA, (\$75k) from Retail Pharmacy, and (\$44k) from School Nurse. The net loss for August was (\$119k), and YTD net loss is (\$424k) on a budget of \$315k. Prior year was at a net profit of \$759m.

Balance Sheet

Operating cash for the month is at \$5.3m (column A, line 1) which is down from prior month at \$5.7m. We also have \$1m in investments (Column A, Line 2) with LPL Financial.

Under Limited Use Assets (column A, line 17), we have \$1.7m reserved for future cost reports. On column A, line 18 we have \$2m that we have self-reserved for future capital purchases.

Days in AR

Days in AR is up from last month's 70 to 77 in August.

Days  
Cash on  
Hand

Days cash on hand is at 37.4 days, which is down from prior month of 40.2 days. We also have 22.4 additional days of cash on hand in self-restricted accounts for a total of 59.8 days.

Total Profit  
Margin (TPM)

Our TPM for the month is at (-1.2%). Our 12-month average is (-0.8%). Our debt service coverage ratio is at 90% YTD.

Included in the financial report was the MRH Purchase Summary effective 9-25-2023, the Ni2 Report, and update on the 2024 MRH Budget.

**Adjournment.** There being no further business, the meeting was adjourned at 6:47 p.m.

Respectfully submitted,

*Julie Hanna*

Julie Hanna  
Executive Assistant and Recorder