

**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 September 6, 2023**

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

**HCHD Board Members Present:** Sharon Davis, Debbie Bentz, Shana Withee, Brad Erbe, Kara Bowen, Dr. Dan Brown, Kathy Cook

**HCHD Staff Present:** Catherine White, Bobby Long, Dr. Linda Selby, Sammie Masterson, Elaine Wulff, Dr. Heidi Vanyo, Kathy Huffman

**HCHD Staff Present via Zoom:** Shirley Gillespie

**Visitors Present:** None

**Brad Erbe called the meeting to order at 5:32 pm.**

**ACTION ITEM: Approval of Board Meeting Minutes of August 2, 2023.**

*Sharon Davis moved to approve the Board Meeting Minutes of August 2, 2023, as presented.*

*Debbie Bentz seconded and motion passed seven to zero.*

**Public Comment:**

None

**Board Development Article:**

**CEO Search Process – Resource Guide, Missouri Hospital Association**

**CEO permanent search – Next steps:**

**Discussion:**

- ✓ Identify and interview search firms
- ✓ Contact identified search firms, and ask what they provide and what they do not provide
- ✓ Clarity and understanding on what our mission, goals and performance measures are
- ✓ Send out questions to Board, Admin, possibly Leadership
- ✓ Review job description
- ✓ Review the “Permanent CEO Recruitment Process-Objectives/Goals” information sheet
- ✓ We need to have the process down first then focus on going with a search firm or using our in-house resources
- ✓ Decide as a Board what we want the permanent CEO skill sets to be
- ✓ In lieu of a committee, have a work session as a Board

**Work Session will be held Thursday Sept. 14<sup>th</sup>, 2023 from 9 to 1**

**ACTION ITEM: Permanent CEO Recruitment Process-Objectives/Goals:  
*Table to the October meeting.***

The Board briefly adjourned at 6:28 pm.

The Board reconvened at 6:35 pm.

**Review/Discussion:**

Administrative Report:

- ✓ TeamSteps: St. Charles has unfortunately postponed their training sessions on Oct. 5<sup>th</sup> and 6<sup>th</sup>, until early 2024. We have a small group here that will be meeting to figure out how we can get started rolling out some of the processes.
- ✓ Therapy Expansion Pre-Design: We should be receiving an approximate value of cost shortly, so we can get those numbers to the Foundation and start fundraising events.
- ✓ Both the Foundation Gala and the Hospital Holiday Banquet will be held at the Burns Elks Lodge.

Medical Staff Report:

Dr. Vanyo recommended the Board approve the initial appointments and the re-appointments of those listed on the agenda, per the Medical Staff. Dr.s Rapacz, Petersen and Wurlitzer are all locum providers and will add to our pool when we need individuals to fill in with the emergency department and Med Surg, and these are not permanent employees. Dr. Plimpton is another CORA provider that does our radiology readings.

**ACTION ITEM: Medical Staff Initial Appointments:**

***Sharon Davis moved to approve the initial appointments, with recommendations from the Medical Staff for, Ryan Rapacz, MD Emergency Medicine, Ryan Petersen, MD Emergency Medicine, Steven Plimpton, MD CORA and Katherine Wurlitzer, MD Emergency Medicine. Kara Bowen seconded and motion passed seven to zero***

**ACTION ITEM: Medical Staff Re-Appointments:**

***Shana Withee moved to approve the initial appointments, with recommendations from the Medical Staff for, John Stassen, MD CORA, Thomas Koehler, MD CORA, Marco Ugas, MD CORA, Traci Cluatic, MD CORA, Laurie Martin, MD CORA, William Martin, MD Oncology/Hematology, Matthew Rode, MD Emergency Medicine, Kevin Johnston, MD Family Medicine, Paul Long, MD Vascular Surgery, Matthew Ashley, MD Urology and Stephen Welden, MD CORA. Sharon Davis seconded and motion passed seven to zero.***

**Governance Committee Report:**

No additions to the written report.

**ACTION ITEM: Board Policy 100.045, "Duties of the Secretary":**

Discussion:

Under procedure; sentence should read, "*The Secretary of the Board shall coordinate with District administrative staff to maintain properly authenticated minutes in chronological order*".

*Sharon Davis moved to approve Board Policy 100.045, "Duties of the Secretary", with amended verbiage. Kara Bowen seconded and motion passed seven to zero.*

**ACTION ITEM:** Board Policy 100.050, "Duties of the Clerk":

*Sharon Davis moved to approve Board Policy 100.050, "Duties of the Clerk", as presented. Debbie Bentz seconded and motion passed seven to zero.*

**ACTION ITEM:** Board Policy 100.075, "Conduct of Board Meetings and Executive Sessions":

*Sharon Davis moved to approve Board Policy 100.075, "Conduct of Board Meetings and Executive Sessions", as presented. Debbie Bentz seconded and motion passed seven to zero.*

**ACTION ITEM:** Board Policy 100.115, "Special Committees":

*Sharon Davis moved to approve Board Policy 100.115, "Special Committees", as presented. Kathy Cook seconded and motion passed seven to zero.*

**Finance Committee Report:**

- ✓ July patient numbers were the lowest we have ever seen, so the revenue was very low. In August we recovered nicely with a lot more patients and the revenue was solid.
- ✓ With Dr. Moore, Orthopedic Surgeon, starting next week, we want to make sure that we have the funds in place to purchase some of the equipment that he will need to do procedures.
- ✓ If needed reallocate the phone system upgrade funds to the orthopedic equipment purchases.
- ✓ Switches in IT: Ours are getting very old and will need to be replaced. We need to get some on order as there is about an 18 month wait time on receiving. We would not pay for them until we receive them.
- ✓ Change of meeting dates for the Finance Committee for the rest of the year. They will now be two weeks prior to the Board meetings on Wednesdays at 12 pm. New dates are; Sept. 20, Oct. 18, Nov. 22 and Dec. 20.

**ACTION ITEM:** Allocation of Capital Budget for Orthopedic Equipment from the Housing Budget:

*Sharon Davis moved to transfer the \$250,000 allocated in the Capital Budget for housing to the purchase of the Orthopedic Equipment. Shana Withee seconded and motion passed seven to zero.*

**ACTION ITEM:** Updated Finance Committee Charter:

*Dr. Dan Brown moved to approve the updated Finance Committee Charter as presented. Sharon Davis seconded and motion passed seven to zero.*

**Safety & Quality Committee Report:**

- ✓ Patient Care Rounds: We started this a few weeks ago and it's doing well. Communication and coordination of care is very beneficial. This also helps us with safety issues or concerns we may have with a certain patient.
- ✓ District Dashboard: Essentially we will have it the same for the rest of this fiscal year. The only thing we have changed on there, is our tracking tool falls injury. We are now using the John Hopkins tracking tool. This is a screening tool that nurses are using for how high a fall risk is and accompanies certain interventions that we would implement to maintain the patients safety.

**Old Business:**

Brad asked that we change the order of the old business portion of the agenda to go in reverse as listed on the agenda if the rest of the Board agrees.

**ACTION ITEM: Board Resolution, No. 2023-08, “Harney County Health District Board Resolution for Media Sources”:**

Discussion: Change to read;

~~WHEREAS, this~~ **The** Harney County Health District Board of Directors hereby designates Burns Times-Herald and the Harney District Hospital Website as our primary media sources, to disseminate meeting notices. Elkhorn Media ~~will~~ **may** be used for Special meeting notices that deviate outside the normal meeting schedules.

***Sharon Davis moved to approve Board Resolution, No. 2023-08, “Harney County Health District Board Resolution for Media Sources”, as amended. Debbie Bentz seconded and motion passed seven to zero.***

**City of Burns, Urban Renewal Advisory Committee:**

Discussion: After a lengthy discussion on the function of what the advisory committee member would do. Would the person truly be representing the hospital when the rest of the Board doesn’t know what that person may be saying in that committee?

The Board decided to nominate a Board member to serve on the Urban Renewal Advisory Committee.

***Dr. Dan Brown nominated Sharon Davis, and she accepted, to serve on the City of Burns Urban Renewal Advisory Committee. Shana Withee seconded and motion passed five to two. Brad Erbe and Kathy Cook objecting. Brad stated the reason for his objection is that he does not feel that this is the job of this Board, and there is no need for representation from this Board.***

**ACTION ITEM: Authorize the Board Chair to work with the hospital information officer on press releases to the media, on behalf of the Board, unless otherwise determined by the Board.**

***After discussion, it was decided there was no need for an action on this item.***

**New Business:**

**ADDED ACTION ITEM: Governance Committee Member changes:**

Discussion:

Due to changes in meeting days. Shana Withee is no longer able to attend the Governance Committee. She will remain on the Finance Committee as the Board Treasurer. Sharon Davis stated she would be willing to take Shana’s place on Governance.

***Kara Bowen moved to replace Shana Withee on Governance with Sharon Davis, as agreed. Kathy Cook seconded and motion passed seven to zero.***

**ACTION ITEM: Interim CEO Employment Agreement By and Between Harney County Health District & Catherine White:**

Discussion:

- ✓ Under 1.1, Last sentence, add, “**and district policies**”.
- ✓ Under 2.3, This sentence should read, “DISTRICT may terminate this Agreement without cause at any time, however, DISTRICT shall pay the annual salary provided herein until February 15, 2024, at which time EMPLOYEE may return to the Chief Financial Officer position **with her current CFO salary**, if EMPLOYEE is still in good standing with DISTRICT”.
- ✓ Under 2.4, After the word provision, delete the word **of**.

***Shana Withee moved to approve the Interim CEO Contract with the three amendments. Kathy Cook seconded and motion passed seven to zero.***

**The Board adjourned at 8:20 pm.**

Respectfully Submitted,

Kara Bowen, Board Secretary

**Next Board Meeting: Wednesday October 4, 2023 @ 5:30 pm**

Not Approved