

Public Hospital District No. 4 of Grant County
Commission Meeting Minutes for June 20, 2023

The meeting was called to order at 4:10 pm by Barbara Carlson, President. Commissioners present: Judy Spencer and Cindi Rang. Staff present: Randi Saeter, Administrator, Charlotte Wilson, Callie Cox, Tosha Tommer, Desiree Bravenec, & Victor Odiakosa. Non Staff present: Cliff Sears, Legal Counsel.

1. Guests/New Employees: None.
2. Administrative: suggested changes to the agenda: None.
3. Public request to discuss agenda items/non-agenda items: None.
4. Correspondence:

RFQ for Architectural and Engineering Services will open July 12, 2023 to provide pre-design services for updating McKay, creating site plan with zoning approval in real property, and to assist with finding future firms for design and development.

5. Consent Agenda - Review and Authorize Vouchers and Payroll & Meeting Minutes for May: Cindi moved to approve the Consent Agenda. Jeannie seconded the motion. After discussion, all commissioners present voted in favor of the motion.

6. Operations: Staff gave a report on operations including census of 32 with 2 Medicare A, 1 Managed Medicare, 5 private and the rest Medicaid. Other areas discussed included:
- a. Operations report, HR, Maintenance, Admission report and DNS report.
 - b. Budget to actual financials, Census, Case mix, pending and recent admissions.
 - c. AR 30, 60, 90-day balances, trends and approvals.
 - d. Patient care – upcoming QAPI meeting report, IT issues from last month’s internet loss.
 - e. CNA week, appreciation and Friday potluck.
 - f. Colvico to extend contract for new generator related to shipping delays, new end date Jan. 2024
 - g. Finished employee handbook to be distributed to staff starting on 6/21/2023.

7. Strategic Planning: The following items were discussed.
- a. Medicare recruitment: Setting up access to local hospitals digital discharge portal and marketing events.
 - b. SIP and ARPA grant updates
 - c. Paul Lauzier grant approval for new bathroom project.

8. New Business: The following items of new business were discussed:
- a. Victor Odiakosa started 6/20/2023 as Administrator.
 - b. Voucher approvals will go to the Administrator to improve efficiency.
 - c. Credit Card Policy for specified McKay employees with department expenses.

9. Motions and Resolutions

- a. Motion to approve addendum No. 4 to Consulting Services Agreement for temporary HR training not to exceed \$4,000.00. Cindy moved to approve the motion and Jeannie seconded. After discussion, the motion passed with the support of all commissioners present.
- b. Motion to approve addendum No. 5 to Consulting Services Agreement for temporary Medical Records training. Cindy moved to approve the motion and Jeannie seconded. After discussion, the motion passed with the support of all commissioners present.
- c. Motion to approve June 2023 Employee Handbook. Jeannie moved to approve the motion. Barb seconded the same. After discussion, all voted in favor of the motion.
- d. Motion to approve attached Credit Card Policy. Jeannie moved to approve the motion. Cindy seconded the motion. After discussion, all voted in favor of the motion.
- e. Motion to modify the nursing department recruitment incentive and adopt Rev.No. 9. providing for 1/2 of the payment after 90 days and 1/2 after one year. Barb moved to approve and Cindy seconded the motion. After discussion, all commissioners voted in favor of the same.
- f. Motion to approve Change Order No. 2 to the contract with Colvico, Inc. to extend the completion date due to delays in shipping the 1600 amp Switchboard. Jeannie moved to approve and Barb seconded the motion. After discussion, all commissioners present voted in favor of the motion.
- g. Motion to approve the expense to install WiFi antennas for regulatory compliance and to improve guest / resident system access up to \$9,000. Jeannie moved to approve and Barb seconded the motion. After discussion, all voted in favor of the motion.

10. There was no executive session.

This meeting was adjourned at 5:40 pm.

A true record signed by:

Commission Secretary: _____ Date: _____

Commission President: _____ Date: _____

Vice President: Judy Sp _____ Date: 7/18/2023

Commissioner: Don Delleber _____ Date: 7/18/2023

Commissioner: Steve Weller _____ Date: 7/18/23