

**EASTERN RIO BLANCO COUNTY HEALTH SERVICE DISTRICT  
PIONEERS MEDICAL CENTER  
MONTHLY MEETING OF THE FINANCE SUBCOMMITTEE  
BOARD OF DIRECTORS  
May 25, 2021**

**DIRECTORS PRESENT:**

Kim Brown (President)  
Mark Schryver  
Regas Halandras  
Todd Shults (Secretary)  
Kai Turner (Vice-President)

**OTHERS PRESENT:**

Liz Sellers -CEO  
Michael Santo & Christina Harney - Counsel  
Tim Howard – Interim CFO  
Danette Coulter – PFS  
Dan Olson – Compliance  
Eric Jones, QHR  
Cindy Rholl, Recorder

**PUBLIC PRESENT:**

None

President Brown called the monthly meeting of the Eastern Rio Blanco County Health Service District Finance Subcommittee to order.

President Brown read the PMC Mission Statement for Board consideration.

**APPROVAL OF AGENDA:**

A motion was made to approve the meeting agenda by Mark Schryver, seconded by Regas Halandras. Motion carried.

**APPROVAL OF MINUTES:**

A motion was made to approve the March 30, 2021 minutes by Regas Halandras and seconded by Mark Schryver. Motion carried.

A motion was made to approve the April 27, 2021 minutes by Mark Schryver and seconded by Regas Halandras. Motion carried.

**CAPITAL BUDGET REQUESTS**

Cardiopulmonary –Presentation by Brea Rascon, for the purchase of a Qualitative Fit Testing Machine using COVID funds budget in the amount of \$18,700.

Facilities- Presentation by Liz Sellers, to update and maintain Parking lot sealant and coating from discretionary budget funds in the amount of \$27,088.

A motion was made by Mark Schryver to approve the capital budget items requests as presented, seconded by Regas Halandras. Motion carried.

### **FINANCIAL REPORTS AND UPDATES:**

Tim Howard, interim CFO reported –

April was strongest month year to date, with revenues pushing up to \$4.97 million. Net revenue is 9.7% over budget, and the operating expenses are 6.6% over budget. Net income for April was \$354,962, bringing the year to date total to \$107,383.

April volumes are strong. Orthopedic cases were up 63% from March and at this time is our most profitable service line.

Tim discussed concerns with our EMR (Athena) and their posting of duplicate deposits. He also noted PMC have logged over 1,800 cases of errors in their accounting since implementation. The Board was provided with a hand-out listing the duplicate deposits. Medicare began takebacks against the \$5.0 million accelerated payment loan (COVID related loan) -total April 2021 takebacks were \$118,000. PMC continues to track the loan and their activity of pulling repayment to assure this is accurately negotiated.

Bad debt was positively impacted due to a large decrease in AR over the last 90 days. PMC had a negative lease expense due to some of the MRI payments applied against the liability account on the balance sheet. Aramark – we are disputing the final payment. PMC does have \$190,000 accrued against the disputed invoice.

Income Statement- Year to date from 2020 to 2021 we have had a 50% increase in income from last year (2020 gross income \$8,653,725, 2021 gross income \$12,061,056). The board has requested an income statement that has just the Walbridge Wing detail. Operating expenses are 6.6 % over budget.

Board Statistics – ER visits are pretty much the same as last month. In addition, PMC FTEs are the same. Board requested explanation for large variance in swing beds: 197 in March, down to 45 in April.

Balance Sheet- QHR representative Eric Jones reported PMC has a very strong balance sheet compared to other Critical Access Hospitals. As of April 30, 2021, total assets are shown as \$81,978,948 with total liabilities at \$46,134,594. Net worth/retained earnings is \$35,844,354.

Accounts Payable- Tim will be bringing a breakdown with a more in depth explanation for the board's review.

Revenue Cycle Score Card presented by Danette Coulter - Self pay AR increased in April, from \$435,000 in March to \$601,000 in April.

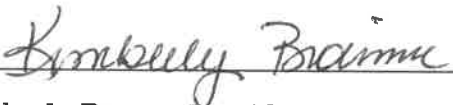
Prompt Pay Policy- Delinquent Patient Accounts are reviewed around the 20<sup>th</sup> of the month. Usual practice is to send accounts to collections only after their 4<sup>th</sup> statement with no response from patient. Due to many community complaints, there was a suggestion made about calling patients prior to placement at collection agency. Danette and Tim agreed to consider ways to make the collection process more customer-oriented.


Kai Turner made a motion to approve the policy. Seconded by Todd Shults. Motion carried.


A motion to approve and accept the April Financial reports, and that they be recommended for the Board to approve in the regular Board Meeting was made by Regas Halandras, seconded by Mark Schryver. Motion carried.

A motion was made by Regas Halandras to approve the A/P list and recommend its approval by the Board in the regular Board Meeting. Seconded by Kai Turner. Motion carried.

Mark Schryver made a motion to adjourn the Finance Subcommittee Meeting. Motion seconded by Todd Shults. Motion carried.

  
\_\_\_\_\_  
Kimberly Brown- President

  
\_\_\_\_\_  
Todd Shults-Secretary

  
\_\_\_\_\_  
Cindy Rholl, Recorder

**EASTERN RIO BLANCO COUNTY HEALTH SERVICE DISTRICT  
PIONEERS MEDICAL CENTER**

**MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
July 27, 2021**

**DIRECTORS PRESENT:**

Kimberly Brown (President)  
Kai Turner (Vice President)  
Todd Shults (Secretary)  
Regas Halandras  
Mark Schryver

**OTHERS PRESENT:**

Liz Sellers – CEO  
Tim Howard- Interim CFO  
Danette Coulter - PFS  
Dan Olson - Compliance  
Eric Jones-QHR (Zoom)  
Lauren Bline, QHR (Zoom)  
Mark Henning, QHR  
Dr. Turner, Chief of Staff  
Cindy Rholl-Recorder  
Marlena O’Leary, (training)

**PUBLIC PRESENT:**

Katie Lockwood, Herald Times  
Vicki Crawford, Resident

**CALL TO ORDER:**

President Brown called the monthly meeting of the Eastern Rio Blanco County Health Service District Pioneers Medical Center Board of Directors to order at 12:20 p.m. Tuesday, July 27, 2021.

Directors and attendees recited the Pledge of Allegiance.

President Brown read the PMC Mission Statement for Board consideration.

**PUBLIC COMMENT:**

None

**BOARD COMMENT:**

Parking lot looks fabulous!

**APPROVAL OF AGENDA:**

President Brown presented the agenda for Board approval. A motion to approve was made by Todd Shults, seconded by Mark Schryver. Motion carried.

**APPROVAL OF MINUTES:**

A motion to approve the minutes of June 22, 2021, was made by Regas Halandras and seconded by Mark Schryver. Motion carried.

**CAPITAL BUDGET REQUESTS:**

President Kim Brown moved to ratify emergency decision to purchase hospital commercial washer for \$13,299. Motion to approve by Mark Schryver; seconded by Regas Halandras. Motion carried.

**FINANCE REPORT/ACCOUNTS PAYABLE REVIEW:**

Board Member Todd Shults moved to acknowledge and accept the July 2021 Financial Report as presented during the Finance Sub-Committee meeting. Mark Schryver seconded. Motion carried.

A motion to approve the Accounts Payable Report was made by Regas Halandras; motion seconded by Todd Shults. Motion carried.

**ADMINISTRATIVE REPORTS:**

Liz Sellers, CEO, reviewed to her written report to the Board as published and provided. The State CMS survey was here on Monday and cleared completed for the Walbridge Wing. CNA classes will be delayed to next year. Expecting to receive an State CDPHE/CMS State survey report by next Wednesday. They have completed their on-site survey but are reviewing documents provided to them.

The Walbridge Wing is full with an extensive waiting list. Waiting list community members are refusing to go elsewhere. Liz has scheduled a tour to assess Rifle's newly built facility. Executive Board discussed at length long-term care verses assisted living options and requested Liz Sellers, CEO, investigate an additional 20-bed architecture/feasibility study for their review and consideration. The Wing is currently long-term care licensed. Assisted Living would require separate licensure.

Pharmacy construction plans will be presented at the next Board meeting. Liz is also meeting with the providers regarding changes in clinic during construction.

**MEDICAL STAFF:**

Dr. Turner reported Mind Springs Health met with the providers to discuss the strain on mental health care since CoVid and how we can better access West Springs Hospital and/or consultations with psychologists to meet needs without hospitalization.

Dr. Turner reported that we are sending patients to Rifle and Valley View for radiology and she is assessing whether we are currently sending enough patients out to justify another tech position at PMC.

Sports physicals are offered for free as a Meeker community service. There were 83 conducted last Thursday and 68 scheduled for this Thursday.

Board Member Mark Schryver made motion to reappoint Dr. Frank Laws. Motion was seconded by Todd Shults. Motion carried.

Motion to approve the initial appointment of Dr. Karen Frye was made by Mark Schryver; seconded by Kai Turner. Motion carried.

**ADVERTISING/MARKETING REPORT:** Report was reviewed as published and provided.

**HUMAN RESOURCES REPORT:** 2021 PMC Mid-Year Insurance Review from HUB was reviewed as published and provided.

**QUALITY REPORT:** Quality Report was reviewed as published and provided.

**MAINTENANCE/FACILITY OPERATIONS REPORT:** Report was reviewed as published and provided.

**COMPLIANCE REPORT:** Dan Olsen indicated nothing to report this meeting.

**QHR UPDATE:** Liz Sellers, CEO, introduced Mark Henning, QHR Client Success Team Consultant, to the Board. Eric Jones, QHR Representative, (via Zoom) introduced Lauren Blin (via Zoom) also and reviewed the workforce productivity team report. Eric also presented a Trended Scorecard Report offered by HPG resources regarding medical and pharmaceutical supplies. This information is reviewed on a quarterly basis by QHR to maximize HPG services. In these reports, the Dietary department is below the threshold set, but Eric noted often local vendors can do a better job with food supply. Lab savings depend on equipment available at a hospital. Eric wanted to establish a baseline with the Board and will review this report on a quarterly basis.

Eric Jones, QHR, deferred a follow-up item on strategy to Executive Session.

Mark Henning reported no updates today. Quorum Board Colorado Springs meeting should establish a more detailed report and updates for the next Board meeting.

**NEXT MEETING SCHEDULED:**

President Brown reported that the next regularly scheduled Board meeting will be August 24, 2021.

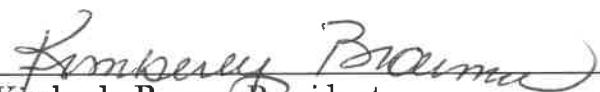
**EXECUTIVE SESSION:**

Motion to move into executive session made by Regas Halandras; seconded by Todd Shults. Motion carried.

**MOTION TO ADJOURN:**

There was a motion to adjourn the regular Board Meeting made by Regas Halandras and seconded by Mark Schryver. Motion carried.

Respectfully submitted:

  
Kimberly Brown, President

  
Todd Shults-Secretary

  
Cindy Rhol, Recorder – Marlana O'Leary (training)

**EXECUTIVE SESSION**

**THESE PROCEEDINGS CONTAIN INFORMATION THAT IS PRIVILEGED,  
CONFIDENTIAL, AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE STATE  
AND FEDERAL LAW.**

**EASTERN RIO BLANCO HEALTH SERVICE DISTRICT  
PIONEERS MEDICAL CENTER  
BOARD OF DIRECTORS**

**July 27, 2021**

Eastern Rio Blanco County Health Service District

An Executive Session of the Board of Directors of the Eastern Rio Blanco County Health Service District was held on July 27, 2021, in the Board Room of the Hospital.

Present: Kimberly Brown - President  
Kai Turner – Vice President  
Todd Shults - Secretary  
Regas Halandras  
Mark Schryver

Others Present: Liz Sellers – CEO  
Michael Santo & Christina Harney – via zoom

**CALL TO ORDER:**

Regas Halandras made a motion to enter into executive session for the purposes outlined in the agenda. Mark Schryver seconded. Motion carried.

Discussion was held on the topics outlined in the agenda. No decisions were made.

A motion was made and seconded to adjourn executive session. Motion carried.

  
Kimberly Brown, President

  
Todd Shults-Secretary



VERIFICATION

STATE OF COLORADO )  
 )ss.  
COUNTY OF RIO BLANCO )

I, Kimberly Brown, President of the Board of Directors of the Eastern Rio Blanco County Health Service District, having been first duly sworn upon oath, deposes, states, and attests that he has read the foregoing Executive Session Proceedings of July 27, 2021, knows the contents thereof, and that the same are true and correct, and substantially reflect the substance of the discussions of said Executive Session.

EASTERN RIO BLANCO  
COUNTY HEALTH SERVICE  
DISTRICT  
Board of Directors

BY: Kimberly Brown  
Kimberly Brown, President

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by Kimberly Brown, President of the Board of Directors of Eastern Rio Blanco County Health Service District.

Witness my hand and official seal:

My commission expires:

\_\_\_\_\_  
Notary Public

ATTORNEY-CLIENT PRIVILEGE

Michael Santo, hereby states and attests that during the discussion of Executive Session Agenda Item(s) #2 through #5 during the Eastern Rio Blanco County Health Service District's Board of Directors Executive Session of July 27, 2021 that portions of said discussion constituted privileged attorney-client communications, including attorney work product, and no record was maintained of that portion of the executive session pursuant to statute.

EASTERN RIO BLANCO  
COUNTY HEALTH SERVICE  
DISTRICT  
Legal Counsel

BY: \_\_\_\_\_  
Michael Santo

I, Kimberly Brown, President of the Board of Directors of the Eastern Rio Blanco County Health Service District, state and attest that during the discussion of the Executive Session Agenda Item(s) #2 through #5 during the Health Service District's Board of Directors Executive Session of July 27, 2021, that portions of the Executive Session that were identified as attorney-client privileged communication, including attorney work product, were not recorded. The portions of the Executive Session that were not recorded were confined to the topic authorized for the discussion in an Executive Session pursuant to Statute.

EASTERN RIO BLANCO  
COUNTY HEALTH SERVICE  
DISTRICT  
Board of Directors

BY: Kimberly Brown  
Kimberly Brown- President

**EASTERN RIO BLANCO COUNTY HEALTH SERVICE DISTRICT  
PIONEERS MEDICAL CENTER**

**MONTHLY MEETING OF THE  
FINANCE SUBCOMMITTEE  
BOARD OF DIRECTORS**

**July 27, 2021**

**DIRECTORS PRESENT:**

Kimberly Brown (President)  
Todd Shults (Secretary)  
Regas Halandras  
Mark Schryver

**OTHERS PRESENT:**

Liz Sellers – CEO  
Tim Howard- Interim CFO  
Danette Coulter - PFS  
Mark Henning-QHR  
Eric Jones, QHR (via Zoom)  
Lauren Bline, QHR (via Zoom)  
Cindy Rholl -Recorder  
Marlena O’Leary (training)

**ABSENT:** Kai Turner (Vice President)

**CALL TO ORDER:**

President Brown called the monthly meeting of the Eastern Rio Blanco County Health Service District Pioneers Medical Center Board of Directors Finance Subcommittee to order at 11:10 a.m.

**INTRODUCED VISITORS:**

Liz Sellers, CEO, introduced Mark Henning, QHR Client Success Team Consultant. Lauren Bline was introduced via Zoom – by Eric Jones, QHR, from New Mexico.

**APPROVAL OF AGENDA:**

President Brown presented the Agenda for Board approval. A motion to approve was made by Todd Shults, seconded by Mark Schryver. Motion carried.

### **APPROVAL OF MINUTES:**

A motion to approve the minutes of June 22, 2021, Finance Sub-Committee meeting was made by Mark Schryver and seconded by Regas Halandras. Motion carried.

### **FINANCE REPORT AND UPDATES:**

Tim Howard, Interim CFO, presented the Financial Reports for the month of June 2021 and reviewed monthly observations and year-to-date figures. Salaries and contract labor in the Walbridge Wing essential for coverage are being reviewed for 2022 budget. Legal Fees are represented in Other Expenses. Other patient review breakdown will be provided as requested by Mark Schryver.

Tim advised Board of new Interim Director for the Walbridge Wing, Gary Blair, from Florida. Mark Schryver indicated Doug Farmer from the Colorado Healthcare Association has spoken to him regarding educational opportunities available through them. Liz Sellers, CEO, indicated she would contact Mr. Farmer.

Balance Sheet - Tim Howard, Interim CFO, reported the Balance Sheet is presenting a strong representation. Mark Schryver questioned what accelerated payments liability consisted of. There was some Board discussion around the Medicare Accelerated payments takeback funds, and the Board re-affirmed the decision to wait until Federal decision is made on final forgiveness before returning all funds to Medicare if required.

Cash on Hand - Tim Howard, Interim CFO, reported a stable standing. Strong Ortho surgeries drove revenue this month. Medicare accelerated payments are obviously shown restricted. Foundation has a strong cash holding as well. Tim reported activity combining accounts and opening accounts. The money market US Bank account will swipe \$5,000 to Yampa Valley Bank account to keep that account active and current. Board agreed to this action.

Medicare Offset Report – Tim reviewed this spreadsheet as published and presented.

Capitol Status – Tim Howard presented the mid-year report which reflected old construction accounts that were never closed. He also indicated CoVid funding received is restricted to projects directly related to protecting patients from CoVid.

CoVid Funding Report: Tim Howard, Interim CFO, reported regarding the money received last year, the government is just now instructing hospitals how these funds can be used. However, the June 11<sup>th</sup> guidelines for using this money on capital projects had a June 30<sup>th</sup> deadline. This deadline was extended because we have shown intent to use this money for projects proposed. Contractors have been given an advance to commit to projects approved including pharmacy and patient area improvements.

Board Statistical Report- Danette Coulter, PFS, reviewed Swing Bed figures which are up. Eric Jones, QHR, offered Cost Report Training for Board members at a later date, which will include key components and their calculations in the Cost Report.

Revenue Cycle Scorecard- Danette Coulter, PFS, reported there are some large claims missing signature and provider notes which are being held as they cannot be billed without this completed. This issue is being addressed with Providers in meetings to make them aware of the impact this is having on hospital cash flow. Our goal is 5 days to have claims completed and for June this was a 5.45 days for records completion. Transcribers are still being used. Surgery is still transcription. This requires manual input and slows down the process to some extent.

Danette reported looking to transition to Platte Valley payment program – replacing Bank of Colorado.

Combined Aging Report – Danette reviewed with the Board this report as presented. Virtual Credit Cards, which are being used by Insurance Payers, charge us a 4% credit card fee. We are currently rejecting these payments and requesting check payment.

Some medical necessity labs and radiology tests ordered have claim rejection issues for diagnosis codes which were not matching with CPT treatment codes. This requires re-work on these claims so they can be billed and paid correctly. Athena currently has a very small comment warning on patient medical referrals, which Providers are not alerted about this issue. Tim has been meeting with David Taussig to make Providers aware of this issue and getting them to look for the warning on referrals to seek another billable diagnosis code.

Medicare Advance Beneficiary Notice (ABN) is required during the initial Provider visit –however, this is more a financial piece and not typically offered by Providers. Danette is on schedule to meet with Providers to make them aware of this issue and research what can be done to resolve this.

Claim Review Contract - Tim Howard, Interim CFO, reported a contract has been signed with Wanda Wright with MC Analytics. This is a service offered by QHR for analysis of claims to insure payers for paying the correct amounts for services to PMC (insurance and Medicare primarily). This is a service not offered by Athena. Wanda will be doing this claim scrubbing service.

A/P Check Register Review: Tim Howard, Interim CFO, reviewed employee bonus/retention checks given to employees who served during Corvid for a job well done. The Board expressed their agreement and support of this action. This has


been a very hard year and the staff has been amazing to keep patients and each other safe.


**MOTION TO APPROVE:**

Mark Schryver moved to acknowledge and recommend the July 2021 financial reports as presented during the Finance Sub-Committee meeting to the regular Executive Board meeting. Regas Halandras seconded. Motion carried

**MOTION TO ADJOURN:**

Motion to adjourn the meeting made by Mark Schryver and seconded by Todd Shultz. Motion carried.

  
\_\_\_\_\_  
Kimberly Brown- President

  
\_\_\_\_\_  
Todd Shultz-Secretary

   
\_\_\_\_\_  
Cindy Rholl, Recorder - Marlana O'Leary (training)