

Full Authority Board MeetingFebruary 28, 2017

Full Authority Board Members Present: George Banker, Bear Lake Township Representative; Ruth Crawford Rapid River Township Representative *; Al Dimon, Kalkaska Township Representative; Marianne Ewald, Clearwater Township Representative; Jerry Gaultier, Boardman Township Representative *; Ray Hoffman, Coldsprings Township Representative; Carl Ingersoll, Springfield Township Representative; Dean McCulloch, Blue Township Representative *

Members At Large Present: Richard Hodgman, MD; Jeremy Holmes, DO; Jeffrey Lavender *; Bruce Zenner *

Staff Members Present: Kim Babcock; Christine Bissonette; Daniel Conklin; Renee Cunningham; Connie Farrier; Danielle Hamernik; Andrew Raymond, Kevin Rogols; Paul Shirilla, MHC; Teresa Smith; Laura Zingg; Jill Coverdill, MHC

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TOPIC	SUMMARY	ACTION ASSIGNMENT
Call to Order	Board Vice-Chair, Bruce Zenner called the meeting to order at 6:00 PM in the Dr. William W. Kitti Education Center at the Health Center.	
Consent Agenda	<p>The Consent Agenda was review and approved as presented.</p> <p><u>Motion was made and duly supported to accept the Consent Agenda as presented. All “AYE”. Carried.</u></p>	
<p>Board Education</p> <p>Annual Compliance Educational Update</p>	<p>Ms. Jill Coverdill reviewed the annual compliance materials that addressed sound, legal business practices and ethical behavior with the members present.</p> <ul style="list-style-type: none"> • Office of Inspector General “Sanctions List” is verified for our vendors/physicians. • New pertinent targets for KMHC in our Skilled Nursing Facility : <ul style="list-style-type: none"> □ Unreported Incidents of Potential Abuse and Neglect in SNFs □ SNF Reimbursement – Resource Utilization Group Requirements □ National Background Checks for Long-Term Care Employees □ Part B Services During Non-Part A Nursing Home Stays: Durable Medical Equipment • Continue with high volume of RAC audits. • The American Hospital Association has sent a letter to the Trump administration regarding recommendations related to RAC audits. • Rural Hospitals have a harder time legally defending these types of audits based on the high cost to defend. • Need to continue being diligent regarding HIPAA compliance as a person’s medical record is worth more on the black market than a 	

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	person's financial record.	
Introduction of Mr. "Bud" George Banker	Mr. Zenner introduced the new board representative from Bear Lake Township, Mr. George "Bud" Banker.	
Munson Healthcare Update	<p>Mr. Paul Shirilla reported on issues being followed with the new presidency:</p> <ul style="list-style-type: none"> • Continued debate regarding the Accountable Care Act – Repel or preplace. • Watch to see if Social Security and Medicare will be protected. • Governor Snyder is an advocate for the Healthy Michigan plan. Northern Michigan is more vulnerable due to the high proportion of Medicaid recipients. • Several Governor's having been meeting with the President to discuss their concerns. 	
Committee Reports Building Committee	No committee meeting was held during the month of February.	
Quality and Patient Safety Committee Report	<p>Mr. Dean McCulloch reported that the Patient Safety/Board Quality Committee Meeting met on February 9, 2017. Highlights of the meeting:</p> <ul style="list-style-type: none"> • An annual update for the Critical Access Hospital was given. • Many services throughout the hospital have seen increased volumes. 	

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	<ul style="list-style-type: none"> • The hospital launched a new concussion program, called “CRANIUM”. The program has seen 30+ high school athletes. • Quality scorecard for measures throughout the organization were reviewed. • New requirement for the upcoming year is to review quality from a patient perspective. At this time a board member is going to serve as the patient on our Patient Safety/Board Quality Committee. 	<p>Ms. Bissonette to provide more information on this requirement.</p>
<p>Level Acres Annual Update</p>	<p>Ms. Connie Farrier gave an annual update of Level Acres, a senior HUD housing apartment complex, which consists of 36 apartments. Residents of the complex pay rent from \$5 - \$580 a month, based on their income. 5 areas to report on over the last year:</p> <ul style="list-style-type: none"> • Several resident complaints had been received so monthly meetings with Ms. Farrier began. • A gas leak was discovered and repaired. • A death occurred in one of the apartments and required the apartment to be redone. <ul style="list-style-type: none"> ○ A buddy system was started with residents to assist with looking out for each other. • The maintenance person position remained open for 4 months before replacement. • Began discussions with resident regarding the removal of the tubs and replacing with walk-in shower units. Some of the residents were upset with this. This has been placed on hold at this time. Kitchen quotes were obtained during this time as 	

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Review of Level Acres Board Members	<p>Ms. Laura Purtill's President position is presently open. We need to appoint a new President for the Level Acres board, as well as a need for other board positions.</p> <p>Nominations are as follows:</p> <ul style="list-style-type: none"> • Mr. Jerry Gaultier – President • Ms. Ruth Crawford – Vice-President • Ms. Bethel Larabee – Secretary • Ms. Farrier – Ex-Officio Member <p>Recommendation for officers of the Level Acre Board.</p> <p><u>Motion was made and duly supported to appoint the following people to the Level Acres Board of Directors: Jerry Gaultier, President; Ruth Crawford, Vice-President; Bethel Larabee, Secretary and Connie Farrier, Ex-Officio Member. All "AYE". Carried.</u></p>	
Level Acres Audit	Mr. Andrew Raymond reported that a copy of the Level Acres audit was included in the board packet for review. Mr. Raymond noted that this is a typical audit and no material findings to report.	
Board Committee Membership Review	A list of Board Committee membership was distributed for review. Members are asked to review the list of committees and we will discuss next month.	Discuss committee membership next month.

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Board Chair Report	Mr. Zenner reported that we was very pleased to represent the Board of Trustees at the Employee Recognition Dinner this past week. It was a great event.	
CEO Report	Mr. Kevin Rogols reported that KMHC was the first affiliate hospital in the Munson Healthcare system, since 1976 with a management contract.	
Bad Debt – Charity Care Write-Off Parameters	<p>Mr. Rogols reported that during the past month we had 2 large accounts written off, without approval from administration at KMHC, totaling \$90,000.</p> <p>Mr. Rogols and Mr. Andrew Raymond reviewed the process/policy for writing off accounts. Apparently per prior policy, Munson accounting did not have to seek approval from KMHC for the write-off. After much discussion Administration recommends that the policy be amended to require KMHC CEO and/or CFO approval prior to write-off for any amount above \$1,000. The larger write off (\$70,000) stems from an oversight by KMHC during the pre-authorization process.</p> <p>It was noted that \$90,000 in accounts had been written off in the past 11 months. It is not felt that the \$1,000 threshold would be a burdened to our staff.</p> <p><u>Motion was made and duly supported to require approval from the KMHC CEO and/or CFO for any account write offs greater than \$1,000.00. All "AYE". Carried.</u></p>	
Grant Development Procedure	Mr. Rogols then explained to the members present that the Munson Healthcare grant application process requires MHC approval prior to the submission of a grant request. While KMHC will work to coordinate grant applications in good faith with MHC, KMHC should have the ability to proceed even if MHC	

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	<p>disagrees.</p> <p><u>Motion as made and duly supported for Kalkaska Memorial Health Center work to coordinate grant applications with Munson, excluding the requirement that MHC approves/agrees with the grant application. All “AYE”. Carried.</u></p>	
PNC Resolution	<p>A resolution from PNC Bank to add Mr. Raymond to our accounts.</p> <p><u>Motion was made and duly supported to add our CFO, Mr. Raymond to our account with PNC Bank. A roll call vote was taken: George Banker, yes; Ruth Crawford, yes; Al Dimon, yes; Marianne Ewald, yes; Jerry Gaultier, yes; Ray Hoffman, yes; Carl Ingersoll, yes; Dean McCulloch, yes; Richard Hodgman, MD, yes; Jeremy Holmes, DO, yes; Jeffrey Lavender, yes; Bruce Zenner, yes. All “AYE”. Carried.</u></p>	
Mission/Vision/Values	<p>An update of the Mission, Vision, and Values Retreat was distributed for review. Members of the board were asked to review these recommends and be prepared to discuss next month.</p>	<p>Review the Mission, Vision, Values statements at the March Board of Trustees meeting.</p>
Medical Staff Report	<p>Dr. Holmes reported that there wasn't a Medical Staff meeting during the month of February. A committee of the Medical Staff are began working on revamping the Medical Staff Bylaws.</p> <p>The family practice office is now offering Medicare wellness appointments, which is being piloted with Dr. Holmes.</p> <p>Dr. Holmes continues to participate in the system-wide Chief Medical Officers meetings. These meetings are very interesting and informative.</p>	

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Open Dialogue from Members	<p>Mr. Jeffrey Lavender presented Mr. Daniel Conklin a plaque for partnering with Kirkland Community College in the placement of phlebotomy students.</p> <p>Kalkaska Memorial Health Center is willing to provide I-Pad's to board members that could use this device. Please contact Ms. Smith if you are interested in obtaining an I-Pad.</p> <p>Mr. McCulloch attended the recent Michigan Hospital Association (MHA) Leadership Conference that was held at the Grand Traverse Resort.</p>	<p>Please contact Ms. Smith if you are interested in an I-Pad.</p> <p>Mr. McCulloch to provide a report about the MHA Leadership Conference next month.</p>
Questions & Comments From Guests	No guests were in attendance this evening.	
	<p>Upcoming Events for the community:</p> <ul style="list-style-type: none"> • March 2nd – 4:00 – 6:00 PM – Dr. Okerson-Sparks Open House – Education Center • March 9th 1:00 – 6:00 PM – Blood Drive – Cardiac Rehab area • March 9th – 6:00 – 7:30 PM – Community Open Forum – Millage Renewal – Education Center • March 14th – 2:00 – 4:00 PM – Community Sharps Disposal Day – Main Entrance • March 22nd – 6:00 – 7:30 PM – Community Open Forum – Millage Renewal – Education Center • March 23rd – 6:00 – 7:30 PM – Community Open Forum – Millage 	

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	Renewal – Education Center <ul style="list-style-type: none"> • March 29th – 6:00 – 7:30 PM – Community Back Seminar – Education Center • April 12th – 6:00 – 7:30 PM – Community Open Forum – Millage Renewal – Education Center • April 27th – 6:00 – 7:30 PM – Community Open Forum – Millage Renewal – Education Center 	
Adjournment	Upon proper motion meeting was adjourned at 8:08 PM.	

Respectfully submitted,



Dean E. McCulloch
Board Secretary/Treasurer