

**ESTES PARK HEALTH
BOARD OF DIRECTORS'
Regular Meeting Minutes – December 9, 2019
Timberline Conference Room**

Board Members in Attendance

Dr. David Batey, Chair; Ms. Sandy Begley, Vice-Chair; Dr. Monty Miller, Treasurer (via phone conference); Ms. Diane Munro, Secretary; Mr. William Pinkham, Member-at-Large.

Other Attendees

Dr. Larry Leaming, CEO; Mr. Randy Brigham, Chief HR Officer; Mr. Tim Cashman, CFO; Mr. Gary Hall, CIO; Dr. John Meyer, COS; Mr. Kevin Mullin, EPH Foundation Executive Director; community and staff members.

Call to Order

The Board Open Session was Called to Order at 6:02 p.m. by Dr. Batey, Chairman of the Board of Directors; there was a quorum present. Notice of the Board Meeting was posted in accordance with the SUNSHINE Law Regulation.

Approval of 12/09/19 Meeting Agenda

A motion was made by Ms. Begley to approve the 12/09/19 meeting agenda as submitted, with the exception of the Service update, which will be moved to the January 2020 regular meeting; the motion was seconded by Ms. Munro. A verbal vote was requested – the ayes were unanimous, and the motion was carried.

Public Comments

- A sign-in sheet was available for community members to sign up to speak.
- Sign in sheet can be requested through the Administration office at Estes Park Health.
- No community members signed up to speak.

Board Member General Comments

- Ms. Munro shared an email from a grateful patient to the Emergency Dept. and Hospital staff: "...I was pleased with the personal attention and sincere care that I received during my stay. I am encouraged that our local hospital has such quality, caring associates.....We are grateful to have this resource available to us in our times of need."

Consent Agenda Items - Attachment 1

- Board Meeting Minutes – 10.28.19 Regular Board Meeting; 11.08.19 Special Board Meeting; 11.15.19 Special Board Meeting; 11.22.19 Special Board Meeting
- Estes Park Health CEO Search Update
- Service
- People
- Communications
- EPH Foundation
- Modifications to 2019 Budget
- Operations & Capital Budgets FY2020
- Mill Levy FY2020
- 2019 Home Health Evaluation Report

All reports are available upon request through the Administration office at Estes Park Health.

A motion was made by Mr. Pinkham to accept the Consent Agenda items listed above; the motion was seconded by Ms. Muno. A verbal vote was requested – the ayes were unanimous, and the motion was carried.

Presentations

- Estes Park Health CEO Search Update – Dr. Batey reported that the Search Committee has just completed their 6th interview for the CEO position. From these 6 candidates, 3 finalists will be selected to move forward into the second phase of interviews, which will begin in January. After the holidays, the finalists' resumes and completed questionnaires will be made available to the public.
- 2019 Home Health Evaluation Report – Ms. Sarah Bosko; PowerPoint presentation - ***Attachment 2***
- EPH Foundation Update & Actions – Mr. Kevin Mullin; PowerPoint presentation – ***Attachment 3***
- Modifications to 2019 Budget – Mr. Tim Cashman; refer to Resolution 2019-02.
- Operations & Capital Budgets & Mill Levy FY2020 – Mr. Tim Cashman; PowerPoint presentation – ***Attachment 4***
- Estes Park Health Investment Program Plan Change – Mr. Tim Cashman is working with Morgan Stanley to make changes to investment strategies with regard to handling the EPH investment portfolio. Once plans have been finalized, Mr. Cashman will come back to the Board for review/approval.
- People: Employee/Physician Engagement Actions – Mr. Randy Brigham; summary:
 - Staffing - Difficult-to-fill positions recently filled, including an Obstetrics RN, a Surgical Services RN, Med Tech, Phlebotomist, 3 full-time RNs in the Living Center, and Dr. Nicholas Mize.
 - ✓ Currently 14 full-time open positions.
 - ✓ Currently 8 contracted travelers (contract labor).
 - ✓ Turnover for full-time and part-time positions 14.6%.
 - EPH Certified Nursing Assistant Training Program – CNA Program Committee diligently working on creation of a CNA training program at EPH, including creating curriculum, securing classroom and lab space, State certification of the program, and announcement of a beginning date for classes (currently anticipated in the 2nd quarter of 2020).
 - Next employee survey January 3, 2020 – January 27, 2020. Initial review of results to be available the first part of February 2020.
- Communications: PR & Marketing – Ms. Lisa Taylor; PowerPoint presentation – ***Attachment 5***

Operations Significant Developments:

- Surgery Department Developments and Status – Dr. Larry Leaming shared in Ms. Brandt Correia's absence a brief update on the sterilizer/steam generator progress in the OR; the water in Estes Park is great for drinking, but not for generating steam. As a result, water softeners have been placed, filters have been ordered, and existing copper piping is being replaced with plastic piping. Preparation for this will begin December 12th. The State has stated once the above has been completed and the water

passes testing, they will not need to come back to inspect the system, as they have been involved in every aspect of this process.

- Urgent Care/Alarado Business Center Plans and Status – Mr. Tim Cashman reported that he has met regularly with the Alarado group and everything, at this time, is on schedule. We are looking at an April 1st opening. Tenant Improvement permitting through the Town has been an issue, but we are working through that; also, meetings/discussions with CDOT underway re: a traffic light at the intersection of Steamer Drive and Highway 34. An Urgent Care Center Director has been hired.
- Executive Summary – Significant Items Not Otherwise Covered – Dr. Larry Leaming; The Board is having trouble accessing documents in their Dropbox, and this problem is being worked on by the IT staff.

Resolutions:

- 2019-02, Modifications to the 2019 Budget; *Attachment 6*

A motion was made by Mr. Pinkham to approve Resolution 2019-02 as submitted; the motion was seconded by Ms. Muno. A verbal vote was requested – the ayes were unanimous, and the motion was carried.

- 2019-03, Operations & Capital Budgets FY2020; *Attachment 7*

A motion was made by Ms. Muno to approve Resolution 2019-03 after a typo in the capital projects fund dollar amount is corrected; the motion was seconded by Dr. Miller. A verbal vote was requested – the ayes were unanimous, and the motion was carried.

- 2019-04, Setting Mill Levy FY2020; *Attachment 8*

A motion was made by Ms. Begley to approve Resolution 2019-04 once correction is made to the certification submission date; the motion was seconded by Mr. Pinkham. A verbal vote was requested – the ayes were unanimous, and the motion was carried.

Medical Staff Credentialing Report

Mr. Pinkham reported that the Credentials Committee met November 27, 2019; he recommended that the Estes Park Health Board of Directors consider the credentialing recommendations put forward at that meeting:

APPOINTMENTS

Marvin Lee, II, MD
Michael Smith, MD

Courtesy, Internal Medicine (Hospitalist)
Courtesy, Pathology

A motion was made by Mr. Pinkham to accept the credentialing recommendations as submitted; the motion was seconded by Dr. Miller. A verbal vote was requested – the ayes were unanimous, and the motion was carried.

Approval of 2020 Regular Board Meeting Schedule; Attachment 9

A motion was made by Mr. Pinkham to approve the Regular Board Meeting schedule for 2020; the motion was seconded by Ms. Begley. A verbal vote was requested – the ayes were unanimous, and the motion was carried.

Potential Agenda Items for January 20, 2020 Regular Board Meeting

- Service Update by Ms. Terri Brandt Correia
- Community Paramedics Program Presentation

With no further business to be conducted, the December 9, 2019 Regular Board Meeting was adjourned at 8:23 p.m.



David M. Batey, Chair
Estes Park Health Board of Directors

Approved