



**ESTES PARK HEALTH  
BOARD OF DIRECTORS'  
Meeting Minutes – April 27, 2020**

**Board Members in Attendance:**

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

**Other Attendees:**

Mr. Vern Carda, CEO  
Mr. Tim Cashman, CFO  
Ms. Terri Brandt-Correia, CNO (via webinar)  
Mr. Gary Hall, CIO (via webinar)  
Mr. Randy Brigham, CHRO (via webinar)  
Mr. Guy Beasley, EMS Director  
Ms. Barbara Valente, Urgent Care Director (via webinar)  
Ms. Sarah Bosko, Home Health/Hospice Director (via webinar)  
Mr. James Mann, CPA Principal Clifton Larsen Allen, LLP (via webinar)  
Ms. Sarah Sheppard, Circuit Rider LLC (via webinar)  
Ms. Lisa Taylor, Marketing Director (via webinar)  
Ms. Catherine Cornell, Emergency Preparedness Liaison (via webinar)  
Ms. Leslie Roberts, Emergency Department Director (via webinar)  
Dr. John Meyer, Chief of Staff (via webinar)  
Mr. Kevin Mullin, Executive Director, Estes Park Health Foundation (via webinar)  
Ms. Peggy Savelsberg, Executive Assistant, Estes Park Health Foundation (via webinar)

**Community Attendees (via webinar):**

Wendy Rigby, Aaron Alberter, Phil and Tara Moenning, Diane Scruton, Dr. Larry Leaming, Drew Webb, Robert Foster, James and Gail Cozette, Bill Solms, Morgan Svoboda and Sandy Chockla

**1. Call to Order**

The Board meeting was called to order at 4:10 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.

**2. Approval of Agenda**

Ms. Muno motioned to approve the agenda as submitted. Dr. Miller seconded the motion, which carried unanimously.

3. **Public Comments on Items Not on the Agenda and Farewell Comments for Chief Nursing Officer Ms. Terri Brandt Correia**

Dr. Larry Leaming thanked Ms. Brandt-Correia for her service and dedication to EPH.

4. **General Board Comments and Farewell Comments for Chief Nursing Officer Ms. Terri Brandt Correia**

Each Board member thanked Ms. Brandt-Correia for her service and the tremendous impact she made to the organization during her tenure and wished her well in her future endeavors.

5. **Consent Agenda Items**

Dr. Miller motioned to approve consent agenda items 5.1.1, 5.1.2, 5.1.3 and 5.2.1 as presented. Mr. Pinkham seconded the motion, which carried unanimously.

6. **Presentations**

6.1 **May 5, 2020 Estes Park Health Board Elections Update**

Ms. Sarah Sheppard advised the Board that the ballots were mailed out between the required April 13 and April 20 deadline, and all ballots have been delivered as of April 27. There were several last-minute changes to the voter rolls from Arapaho County on April 13 and 14 which resulted in the mail out of the ballots to occur towards the latter side of the deadline. Two (2) additional UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) ballots have been mailed or emailed to electors with the new list that the County provided. To date, five (5) replacement ballots were either mailed or provided to voters in Estes Park.

The local newspapers printed the election publication notice ahead of the April 15 deadline, and has been very helpful, again with limited human resources due to in-person office closures.

This same notice for the election was posted on the district's website at the top of the elections page: <https://eph.org/about-us/board-of-directors/may-2020-board-election/>. This notice details the timing for mailing and drop off locations and times through 7pm Election Day, May 5. Ballots can be dropped off or mailed according to the election notice. Mr. Carda and/or Mr. Brigham will deliver the ballot box for counting after the close of the local ballot drop-off at 7pm on Election Day.

6.2 **Resolution 2020-05: Approval of SBA Loan from Payroll Protection Program as Support for COVID-19 Expenses**

Mr. Cashman stated that the Board approved the financing of the \$4,800,000 loan from the Small Business Administration and the Payroll Protection Program of the 2020 CARES Act, for seventeen (17) months for the purposes of funding the payroll costs over an eight (8) week period at their April 24, 2020 Special Board meeting. The loan is forgivable and was closed on Friday, April 24 with the Bank of Colorado.

Prior to this loan, EPH has received approximately \$5.8M in various loans and stimulus packages.

6.3 **Audited End of Year 2019 Financials**

Mr. Mann, Clifton Larsen Allen, advised the Board that the audit went very well and that no material weaknesses or deficiencies were identified during the audit process.

Highlights of the audit include the following:

- Recommendation to review journal entries more closely and establish improvements around IT controls, which includes performing external penetration testing in 2020.
- Declines in the operating margin, total margin and operating EBIDA occurred, but trended in line to other facilities across the country.
- Days Cash on Hand = 149 days
- Net Days in Accounts Receivable = 54
- Debt Service Coverage Ratio = 2.2
- Debt to Capitalization = 35%
- Average Age of Plant = 11.6

2019 was eventful for the organization and included a conversion to Epic and Lawson, which utilized a great deal of time and labor. Additionally, the sterilizer went out of service, which caused loss of surgery revenue.

#### 6.4 COVID-19 Preparation and Status Update

Mr. Hall updated the Board on the following items:

- EPH is still open for business
- COVID-19 hotline remains open
- Transfer to the available ICUs
- EPH continues to screen from home
- EPH COVID-19 status
- Surge planning
- Health of healthcare workers

Additional discussion items included the following:

- After one departmental test yielded positive for COVID-19, the entire department was tested for COVID-19 and no additional staff members have tested positive. The organization is operating with appropriate PPE and in accordance with all guidelines.
- At this time the organization has ample PPE, but it is monitored closely.
- First responder and healthcare worker essential testing has been implemented.
- Discussions are underway regarding more negative pressure rooms in the ER.
- The clinic has a designated “respiratory hallway.”
- Urgent Care will have a COVID-19 screening plan finalized prior to opening.
- Community testing is available with a physician’s referral Monday – Friday by appointment only. Information is available at [www.eph.org](http://www.eph.org)
- Hospital visitors are screened at the front door. If symptomatic, they are sent back to their car with instructions to call the COVID-19 hotline in order to receive instructions on how to access the appropriate entrance to the facility.
- Testing turnaround time is twenty-four (24) to forty-eight (48) hours. If a patient or a healthcare worker is symptomatic, they will be placed at the front of the line for testing.
- The ambulance system is screening every patient and managing resources appropriately. One ambulance has been deemed the COVID-19 transport vehicle.
- There is a high level of concern regarding the senior population and a rebound of the virus.
- The Rocky Mountain National Park has not provided information suggesting opening dates.

## 6.5 CEO Report

Mr. Carda thanked Ms. Terri Brandt-Correia for her leadership and achievements at EPH. Ms. Pat Samples has accepted the Interim CNO position and started work today. Introductions will be performed at the May Board meeting.

## 6.6 Community Paramedics Program Update

Mr. Beasley advised the Board that EPH previously applied for the ET3 Community Paramedicine program and received the necessary licensing from the State of Colorado. Unfortunately, on April 8, CMS withdrew their participation in the program, which means that EPH will not be able to bill Medicare and Medicaid patients for any Community Paramedicine services provided. Additionally, insurance companies also withdrew from the program once CMS withdrew. Due to the withdrawal of CMS from the program, EPH has halted the program at this time. Currently there are three (3) full-time and one (1) per diem employees that are working in the Urgent Care Clinic. Referrals are also being made to Home Health/Hospice and mental health to help decrease readmits.

Once the service line can be launched, it will be beneficial to the community.

## 6.7 Urgent Care Center Status Update

Ms. Valente stated that the construction is progressing and that the opening is scheduled for May 26. There has been a slight delay with getting data up and running due to decreased staffing levels because of COVID-19.

The staff is currently working and training in the ER, clinic and front desk at the hospital. A tentative plan for screening patients is being considered but will be based on the current guidelines in place at the time of opening. A virtual tour is being considered.

## 6.8 Alarado Outpatient Clinic Status Update

- The Rehabilitation Department is scheduled to move on May 22.
- The Specialty Clinic's move is on schedule.
- There is one apartment above the Urgent Care facility that will be available for professional use.

## 6.9 1Q2020 Financials

The impact of the COVID-19 event has shown a profound impact on the organization.

- Prior to March 19, visits were tracking close to budget; Net Revenues were very close to Budget.
- After March 19, after the Governor's Executive Order to "Cease All Elective Surgeries and Procedures and Preserve Personal Protective Equipment and Ventilators due to the presence of COVID-19";
  - Most patient visits ceased, including clinic visits, ancillary and surgical;
  - Emergency Department experienced a decline;
  - Overall revenues declined by 60% (this is still the case)
- Incident Command was established resulting in the development of the "Operations Committee."
- Staffing remained generally intact, intending to evaluate the situation and sustain the employees thru April.
- Revenues for the 1st quarter are \$2.3M under budget and \$1.8M under last year.
- Expenses are slightly over budget and 17% higher than last year.

- Total Earnings are \$1.5M less than budget due to the decline in business volumes/revenues.
- Days in Accounts receivable have dropped to 53.
- Days Cash on Hand are 132. Use of cash will continue to decline due to the COVID-19 pandemic.
- Cash Flow is projected to become much worse over the year.

Support

As a result of the recent support from the Federal Government, several programs have provided funding in April:

- Advance Payment Program \$4.4M - currently scheduled for repayment; possibility of forgiveness.
- Health and Human Services stimulus \$702K - forgivable.
- Payroll Protection Program \$4.8M (approved; pending) - eligible for forgiveness assuming compliance with stipulations.

Revenues

- Inpatient, Swing and Observation are down by \$925k.
- Birth Center is down by \$126k.
- Surgery and Anesthesia is down by \$713k and \$117k, respectfully.
- Emergency Dept is down by \$91k.
- Ambulance/EMS is down by \$48k.
- Lab, Radiology, Pharm & Rehab is down by \$730k.
- Clinic Physicians is down by \$100k.
- Cardiology Clinic is down by \$121k.

Expenses

- Contract labor is over budget by \$281k.
- Supplies are over budget \$338k.

6.10 COVID-19 Possible Financial Impacts on Estes Park Health

Mr. Cashman stated that EPH’s senior leadership team will continue to monitor the finances throughout the remainder of the year. The organization has a business plan in place and will continue to manage/reduce its expenses, contracts and staffing models in an effort to minimize the financial impact of COVID-19.

**7. Operations Significant Developments**

7.1 Executive Summary

Nothing to report.

**8. Medical Staff Credentialing Report**

Mr. Pinkham motioned to approve the Medical Staff Credentialing report as submitted. Dr. Miller seconded the motion, which carried unanimously.

**9. Review any Action Items and Due Dates**

None.

**10. Potential Agenda Items for May 18, 2020 Regular Board Meeting**

- Colorado End-of-Life policy review
- Public Health Centered Care Committee recommendations

- Introduction of Interim CNO Pat Samples

**11. Adjournment**

Dr. Miller motioned to adjourn the meeting at 6:29 p.m. Mr. Pinkham seconded the motion, which carried unanimously



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