

**MONTROSE MEMORIAL HOSPITAL
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JUNE 3, 2019**

The regular meeting of the Board of Trustees of Montrose Memorial Hospital was held Monday, May 6, 2019 at 1:00 p.m. in the Montrose County Board Room, located at 161 S. Townsend Ave, Montrose, CO, 81401.

Call to Order: The regular meeting was called to order at 1:08 p.m. by President Mark Rackay.

Roll call:

Mark Rackay, President	- Present
Joe Saunders, Vice President	- Present
Phil Booker, Secretary/Treasurer	- Present
Sheena Yehling, Trustee	- Present (via phone)
Michelle Haynes, Trustee	- Present
Daniel Lambert, Trustee	- Present
Alexander Parker, Trustee	- Present

Quorum present.

Also present: MMHI Board of Directors liaison Ron Courtney
Assistant County Attorney Julie Andress
Allison Mason, Assistant Secretary

Pledge of Allegiance

1.0 Public Comments: None.

2.0 Commissioner Comments: None.

3.0 MMHI Board of Directors Report: Ron Courtney delivered a hand copy of the 2018 MMHI financial statements to President Mark Rackay to be distributed to the trustees.

(3.01) MMHI Finance report - Secretary/Treasurer Phil Booker presented the finance report for April. There was a take-back of \$492,000 from Rocky Mountain Health Plans, but this was already accounted for in the books and so did not affect the income statement. Rocky Mountain Health Plans sometimes decides they paid too much in Medicare payments and asks for some of it back. Total operating revenue in April was \$10,132,000. Operating expenses were \$9,392,000. Interest income was \$57,000. Related entities income was \$197,000. Revenues over expenses was \$918,141. Cash on hand was 136 days.

(3.02) MMHI Building & Planning Committee report - The May meeting was canceled.

4.0 Consent Agenda:

Approval of Meeting Minutes (4.01) - Minutes presented: *May 6, 2019 Regular*
May 6, 2019 Special

Vice President Joe Saunders moved to approve the agenda and accept the minutes as presented. Trustee Zander Parker seconded. All in favor; none opposed. **Motion carried.**

5.0 Compliance Report(s):

(5.01) Hospital inspections –Trustee Sheena Yehling shared plans for a remodel of the MMH pharmacy. By January of 2020, the pharmacy must be updated in accordance with new regulations requiring some medications to be handled in an airtight room. This project was started in May. The remodel plans are attached to these minutes.

Trustee Michelle Haynes also did an inspection in May and submitted the following report:

“May 8, 2019: Michelle met with John (the facilities director) and Dr. Mary Vader from the MMHI Board of Directors. The focus was the roof above Same Day Surgery which is having some failure issues. The roof had some repairs last year prior to winter but leaked during the winter and spring season. The staff had some complains of odor in the day surgery area. The surgery area was tested for mold and other respiratory irritants, but none were found.

The cost to replace the roof with new foam insulation and overlay is approximately \$300,000. During the capital budget presentation last year some funding was set aside for emergency repairs; the replacement will be paid from these funds.

The facility director has a capital replacement plan that was presented to the board last year. It may be interesting to request for him to present the plan to the BOT.”

(5.02) Inspections: Involve new trustees – President Mark Rackay reminded the board that two inspections per month are required by statute, and the general practice has been to have two trustees attend each inspection, along with one member from the MMHI Board of Directors (when they can come).

6.0. New Items:

(6.01) – Review new trustee orientation materials - Assistant County Attorney Julie Andress delivered a simplified version of the previous month’s orientation packet to the trustees and asked the board to review it in preparation for the July meeting. President Mark Rackay asked Ron Courtney (MMHI Board of Directors liaison to the Board of Trustees) to review the materials and add needed information from MMHI’s perspective concerning the duties and privileges of each board.

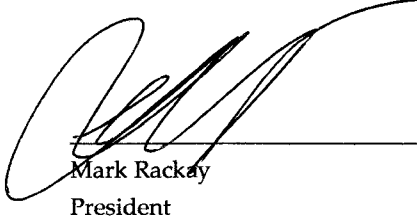
Ron Courtney addressed the board and explained some of the conflicts between the trustees and the MMHI Board of Directors in the years following the 2010 lease to MMHI, and why the settlement agreement was necessary to restore the original intent of the Hospital Act and the lease, which was to deliver quality healthcare to the citizens of Montrose County. Courtney stated that he and President Mark Rackay hoped the settlement agreement and the example he and Rackay set for free communication between the two boards would pave the way for the future leaders of those boards. Trustee Zander Parker asked Courtney to discuss the confidentiality of the information shared in MMHI committees attended by trustees. Courtney stated that all information discussed at those committees is open to the public, excluding information relating a lawsuit. He cautioned against spreading information that was not finalized, in order to avoid starting rumors about decisions that could go a number of different ways. Andress suggested that if the trustees are not sure about the confidentiality of certain pieces of information, they should ask for legal counsel before sharing it.

(6.02) – Confirm directors and officers insurance coverage - Assistant County Attorney Julie Andress said that she was not confident that the wording of the MMHI liability insurance certificate extending coverage to the Board of Trustees was sufficient to ensure that the trustees would actually be covered. There is a stipulation in the settlement agreement that the Board of Trustees must have its own separate insurance policy, paid for by the hospital, in addition to MMHI extending coverage to the Board of Trustees on all its policies. Andress asked Mountain West Insurance to make the existing certificates more definite, concerning the extended coverage to the trustees, and to get the Board of Trustees its own separate policy billed to MMHI. Trustee Zander Parker made a motion to designate Assistant County Attorney Julie Andress to be Mountain West’s contact as they draft the new insurance policies. Trustee Michelle Haynes seconded the motion. All in favor; none opposed. **Motion carried.**

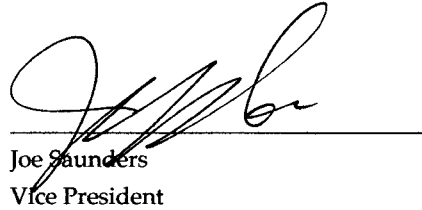
7.0 Old Items: None.

8.0 Financial Report: Secretary/Treasurer Phil Booker presented the report as follows: May's beginning balance was \$147,517.81. Expenditures in May included \$1,387.33 for payroll, Montrose County rent of \$147.49, and office expenses \$8.25 and \$10 for Microsoft Office and Uber Conferencing. Total expenditures were \$1,553.07. Income was \$5,000 from HOLA for June rent. Available funding May 31 was \$150,964.74. Vice President Joe Saunders moved to approve the financial report and pay the bills; Trustee Michelle Haynes seconded. All in favor; none opposed. **Motion carried.**

9.0 Adjournment: Trustee Zander Parker moved to adjourn the meeting. Trustee Sheena Yehling seconded. **Motion carried.** Meeting adjourned at 1:53 p.m.



Mark Rackay
President



Joe Saunders
Vice President

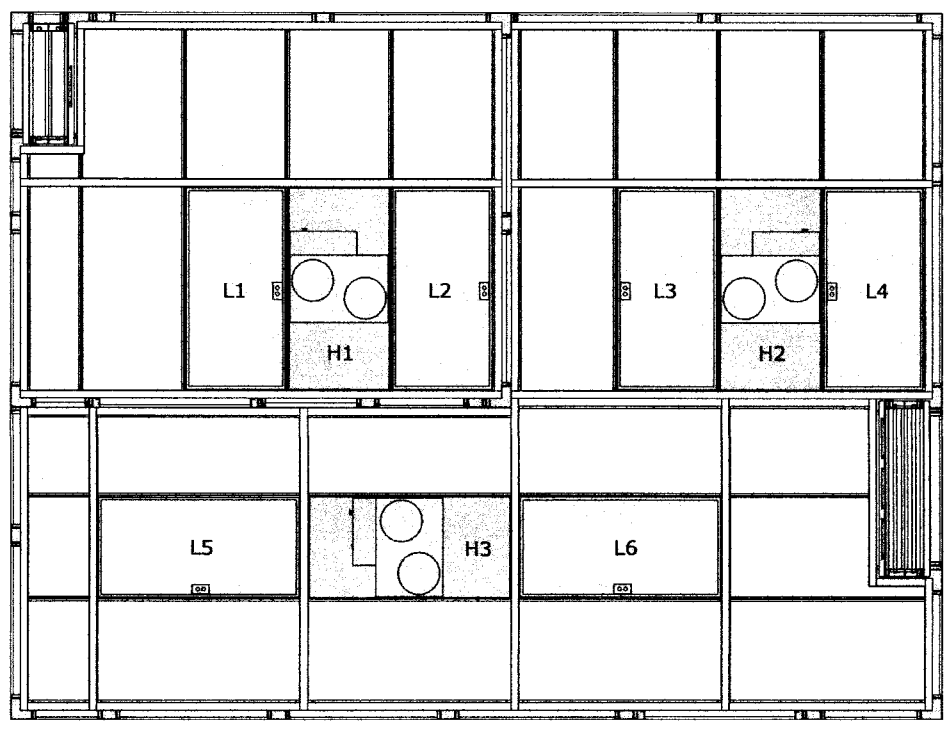


Space Preparation notes for your TCA Cleanroom Suite

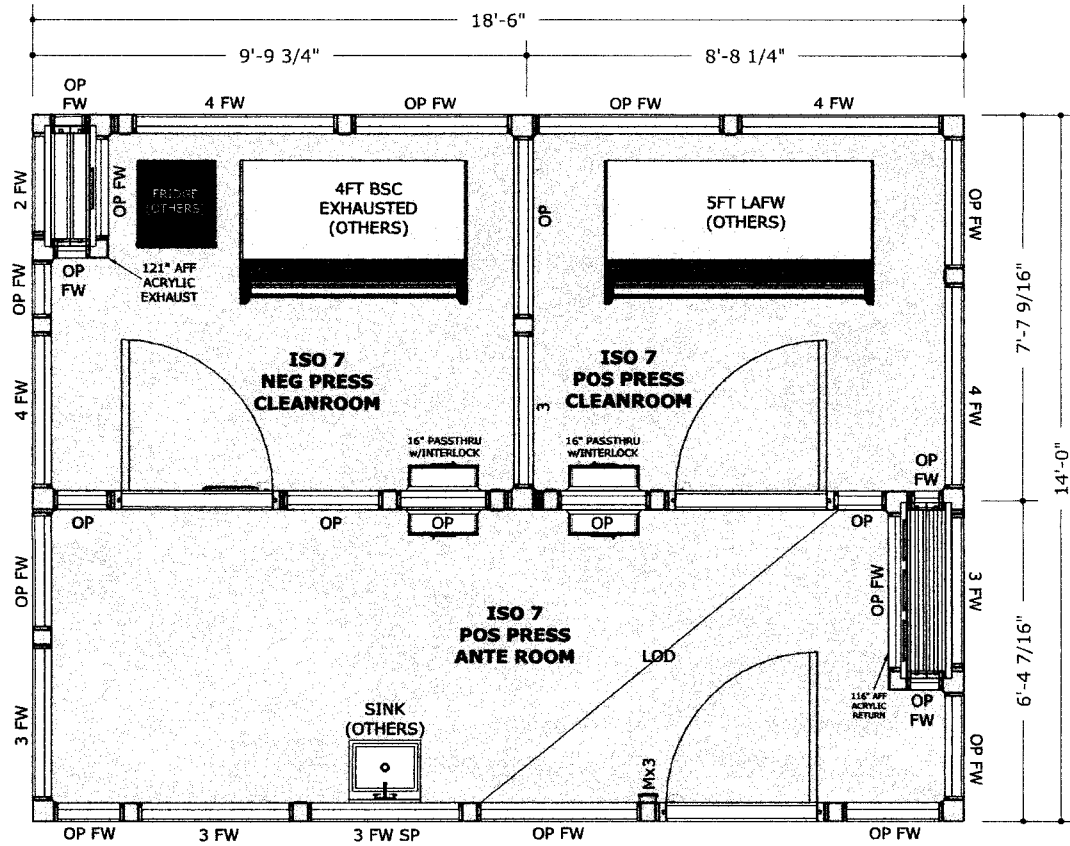
Prior to our crew's arrival for the installation, the following requirements need to be in place.

- ✓ **Flooring**- to be provided by others and installed per USP 797 guidelines prior to our crew's arrival. We recommend one piece vinyl (similar to Armstrong's Medintech). Any seams will need to be heat welded. (If you plan to cove your flooring up our wall, the flooring will need to be installed **after** the cleanroom installation.)
- ✓ **Electrical**-Our cleanroom suites are installed with recessed switch boxes and conduit ready for your electricians to install their wiring, receptacles and switches. Electrical notes with instructions for final connections are provided by TCA with the shop draws.
- ✓ **HVAC**- We suggest a dedicated air handling unit for all **sterile** cleanrooms, to be provided by others. We recommend the unit be kept at 68 degrees with a thermostat placed inside the anteroom, on the dirty side of demarcation. Air needs to be flowing 24/7. Hazardous negative pressure rooms need to be exhausted to the outside by your HVAC contractor. We will include in our shop draws a detailed air flow diagram with notes for your HVAC contract to use in planning.
- ✓ **Plumbing**- to be provided by others, needs to be stubbed out 8-12" from wall for the Ante Room sink. Instructions for your plumbing contractor are provided on the shop drawings.
- ✓ **Ceiling Clearance**- Drop ceiling may need to be removed for our room to fit.
 - Our rooms are typically 101" AFF including ceiling grid.
 - The hepa filter tops out at 112" AFF with collar ready for top connection.
 - The acrylic return (if applicable) tops out at 115" AFF with side taps.

Our crew will discuss with you and/or your GC if ceiling tiles need to be left out for final connections to be made regarding the HVAC and electric. We will leave extra material for **your GC** to seal the remaining ceiling tiles once final connections have been made.



LEGEND:
ND= NON DEDICATED OUTLET
D= DECICATED OUTLET
TEL= TEL OR DATA CUTOUT
S= SWITCH
H= HEPA FILTER
L= LIGHT FIXTURE



NOTES:
 -NEGATIVE ROOM TO BE 8' 5" INTERIOR HEIGHT

LEGEND:
 FW= FULL WHITE
 BW= BOTTOM WHITE
 OP= OPTIONAL PANEL
 SP= SINK PANEL
 M= MAG GAUGE
 OUR WALLS ARE 4 1/2" THICK

