

Campbell County Health
Finance Committee
April 22, 2019

Mr. Adrian Geritts called the Finance Committee meeting to order at 12:00p.m. on Monday, April 22, 2019. The meeting was held in the Hospital Board Room.

Members Present:

Mr. Adrian Gerrits, Chairman
Dr. Sara Hartsaw, Trustee
Dr. Ian Swift, Trustee

Member(s) Excused Absent:

Staff Members Present:

Mr. Andy Fitzgerald, Chief Executive Officer
Ms. Misty Robertson, Chief Nursing Officer
Mr. Steve Crichton, Vice President of Facilities
Mr. Bill Stangl, Vice President of Physician Services
Ms. Jonni Belden, Vice President of Continuing Health Services
Ms. Heather Stucker, Controller
Ms. Yvonne Robinett-Hoiland, Revenue Cycle Director
Ms. Karen Clarke, Director of Community Relations
Ms. Denise Yvonne, Recorder

Also Present:

Ms. Kathy Brown, News Record

Approval of Agenda

Dr. Swift requested an addition to New Business-restructuring of hierarchy for department reporting and the restructuring of Board Member attendance to Finance Committee.

Dr. Hartsaw moved, seconded by Dr. Swift, to approve the agenda as amended. Motion carried.

Approval of Minutes

Dr. Hartsaw, moved, seconded by Dr. Swift, to approve the minutes as presented. Motion carried.

Old Business

- Revenue Cycle update.
 1. CCH legal representatives send a letter to Blue Cross/Blue Shield to request payment for timely filings as per our agreement. Had a call last Friday to try to resolve the problem, Other action will occur after May 1, 2019 if no resolution is in place.

2. Board members requested the bulleted cover page, which provides a synopsis of the lengthy Revenue Cycle update.
3. Clearing House services-Narrowed down to two (2) vendors that can handle CCH's multiple billing systems. Both systems can supply clean claims, denial management and other functions that are useful.,
 - a. Quadex-had WebEx demo in March, Many Revenue Cycle Committee leaders could not make the WebEx; Quadex representatives may provide an onsite demonstration in early May.
 - b. Waystar will be onsite May 6 to present their services.
 - c. Either company would allow CCH to reduce our outside vendor assistance to only the one clearinghouse for the entire organization.
4. PP46 and Anesthesia- The update in PP46 allowed for more functionality added it would require the Anesthesiologists do documentation in Meditech but would allow to process claims quickly. The upgrade would allow the Anesthesiologist to log their time into Meditech instead of manually writing it on paper and submitting it for input.
5. Charge Master
 - a. Cleanup-Ms. Robinett-Hoiland is requesting that department directors and managers attend the charge-master meetings. Ms. Robertson, CNO, asked to be CC'd on the meeting requests so that she can guarantee attendance from Patient Services staff.
 - b. Contracted with a Company from North Dakota to revamp our Charge-Master. Representative will be onsite the week of July 15, 2019. He will review our current process before his arrival.
 - c. Both Clinical and Financial sides of the Charge Master will be rebuilt.
 - d. New items must be submitted and approved by the Charge Master committee before inclusion into the system.
 - e. A pricing analysis will be included in the final report
 - f. Ms. Robinett-Hoiland expects a final report by the first week in August.
6. VA claims-Colleen has a contact inside the VA to help facilitate payment for outstanding claims.

New Business

- No Capital Requests
- FY2020 Proposed Capital Budget –High Level Summary:
 1. Capital Equipment \$5M.
 2. Facility Plan \$5.33M
 3. IT projects \$1.3M
 4. Major Projects (OB/Med-Surg/ICU Room Replacement) \$13.9M.
 5. Administration Contingency \$250K
 6. CCH Medical Group Contingency \$200K
 7. Plant operations LLRC Contingency \$50K
 8. Plant Operations Contingency \$100K
 9. This provides \$26M for the proposed capital budget.
 10. Operating and Capital budgets will be presented at the May 20 Finance Committee meeting.

11. Finance Committee closed session budget meeting will be scheduled in the first part of June. Meeting date will be sent by Ms. Yvonne to required staff and Finance Committee board members

Ms. Stucker explained the Capital Budget Committee's approval/denial process. Mr. Fitzgerald, CEO, complimented the hard work of the Capital Committee.

- Restructuring Hierarchy with CFO departure
 1. Mr. Fitzgerald outlined the interim hierarchy for department reporting and discussed his thoughts on how long before a replacement CFO is in office.
 2. Dr. Swift expressed his thanks to the outgoing CFO Dalton Huber for his services and wished him providence in his future endeavors.
- Restructuring of Finance Committee Trustee Attendance
 1. Chairman (Mr. Gerrits) will attend every Finance Committee meeting
 2. The other committee members, Dr. Hartsaw and Dr. Swift will be alternating their attendance at every other meeting. Finance meetings will always have two of the three original members and one board member not elected to the committee. This will provide a universal understanding of CCH finances by all Board members.
 3. Ms. Yvonne will create a rotating schedule for Board members by May 1, 2019. Approval by Dr. Swift required before sending out meeting invites to the Board members. .
 4. All original committee members will attend *Closed* session meetings regarding budget presentation and approval.

Monthly Financial Report

Ms. Stucker presented the March 2019 financial data.

- Financial Narrative
 1. March 2019 Total Income Margin 1.18% actual, 1.93% budgeted, YTD-March .66% actual, 0.78% budgeted.
 2. Days Cash on Hand decreased to 141. Cash decreased \$9M
 3. Accounts Receivable Days remained at 88 days.
- Point of Service Collections
 1. Mr. Stangl discussed action plan for increasing up front payments from patients in the clinics. He also explained staffing changes in the Main Clinic that effected processes.
 2. Ms. Robinett-Hoiland discussed the Nthrive eligibility module implementation that will help the entire organization determine insurance coverages and patient payment responsibilities. The go live date is still to be determined but she expected to have the go live date this week.

Resolution of Collections

Resolution of Collections	
The Discharged debt for March 2019 by category is as follows	
Sent to CPI	\$3,854,431.24
Sent to Chapman	\$ 357,379.12
Combined Total for March 2019	\$4,211,810.36

Dr. Hartsaw moved, seconded by Dr. Swift, to approve the Uncollectable Debt for March 2019

- **Investments**

Ms. Stucker presented the following actions for the 3rd quarter of FY2019:

1. \$3M transferred from Funded Depreciation to operating account for capital expenditures
2. FNMA-Callable Bond for \$2M matured at the end of January 2019 and was not reinvested
3. \$2.04M in proceeds from the matured bond were moved to operating account for expenditures.
4. \$5.9M was transferred from Wells Fargo to Funded Depreciation.

Adjournment

The meeting adjourned at 12:55 p.m.

The next regularly scheduled Finance Committee meeting will be held on Monday, May 20, 2019 at 12:00pm in the Board Room.

Denise Yvonne, Recorder