

**MINUTES OF THE REGULAR MEETING OF THE  
MONTROSE MEMORIAL HOSPITAL BOARD OF TRUSTEES  
HELD FEBRUARY 3, 2020 AT 1:00 P.M.  
MONTROSE COUNTY BOARD ROOM – 161 TOWNSEND AVE., MONTROSE, CO 81401**

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**Call to Order:** President Phil Booker called the meeting to order at 1:00 p.m.

Roll call:

Phil Booker, President	- Present
Daniel Lambert, Vice President	- Present
Sheena Yehling, Secretary-Treasurer	- Present (via phone)
Alexander (Zander) Parker, Trustee	- Present
Michelle Haynes, Trustee	- Present
Sharon Mitchell, Trustee	- Present

**Quorum present.**

Also present: County Commissioner Sue Hansen  
Assistant County Attorney Julie Andress  
Allison Mason, Assistant Secretary

**Pledge of Allegiance**

**1.0 Public Comments:** None.

**2.0 Commissioner Comments:** County Commissioner Sue Hansen attended the MMHI Board of Directors meeting at which the JCAHO (Joint Commission on the Accreditation of Healthcare Organizations) inspection was discussed. She encouraged the trustees conducting hospital inspections to be aware of JCAHO rating standards. She also conveyed that CFO Yvonne Wigington has cut the number of outstanding Medicare billing costs down from \$11 million to \$4 million.

**3.0 Consent Agenda:**

**Approve Agenda (3.01)** – Trustee Michelle Haynes moved to approve the amended agenda to include the following items:

6.05 – Further standard agenda items

6.06 – Legislation updates

Trustee Sharon Mitchell seconded. All in favor; none opposed. **Motion #02030 carried.**

**Approve Minutes (3.02)** – Minutes presented: *January 14, 2020*

Trustee Sharon Mitchell moved to approve the minutes as presented. Vice President Daniel Lambert seconded. All in favor; none opposed. **Motion #03021 carried.**

**4.0 MMHI Directors Report:**

**MMHI Finance Report (4.01)** – MMH operating income for the month of November was a little over \$2 million. Revenue over expenses was approximately \$2,150,000. For the year, revenue over expenses was about \$9.5 million.

**MMHI Building & Planning report (4.02)** – No meeting was held.

**5.0 Compliance Report(s):**

**(5.01) Hospital inspections** – Vice President Daniel Lambert summarized his January 22<sup>nd</sup> tour of the Environmental Services Department.

**6.0. New Items:**

**(6.01) – Adopt minutes policy** – Trustee Michell Haynes moved to adopt the minutes policy draft as presented (see policy on page 3). Secretary Treasurer Sheena Yehling seconded. All in favor; none opposed. **Motion #02032 carried.**

**(6.02) – Trustee attendance at MMHI committee meetings** – The trustees were encouraged to attend as many MMHI Board of Directors meetings and committee (including Finance Committee and Building & Planning Committee) meetings as possible and decided:

- that at least one trustee would attend each Board of Directors meeting and that that Assistant Secretary Allison Mason would provide a sign-up sheet by March 2<sup>nd</sup> for trustee attendance at upcoming Board of Directors meetings;
- that ex-officio members of the MMHI committees would give notice to the assistant secretary when they are unable to attend a committee meeting;
- that the assistant secretary would co-ordinate alternate trustees to attend committee meetings when both ex-officio members are unable to attend and to send notice of alternate trustees' attendance to the committee meeting coordinator (If there is a confidential matter to be discussed at a committee meeting, the coordinator will ask the alternate trustees not to attend.) and
- that the trustees would give notice to the assistant secretary if they cannot attend a Board of Trustees meeting.

**(6.03) – Alternate location for funds in reserve** – The board designated Secretary-Treasurer Sheena Yehling to conduct research on alternative locations for the board's reserve funds and bring her recommendations to the March 2<sup>nd</sup> regular meeting.

**(6.04) – Discussion of possible gift to MMH from reserves** – After a lengthy discussion regarding the list of funding requests received from MMH, Trustee Zander Parker made the following motion:

**“that the MMH Board of Trustees grant up to \$25,000 of its funds for capital expenditures by MMHI, pending the submission of appropriate receipt, with acknowledgement by the Board of Trustees and Board of Directors that the donation is a gesture of good will and that future grants will be subject to the Board of Trustees' reserve policy soon to be developed.”**

Trustee Michelle Haynes seconded. All in favor; none opposed. **Motion #02033 carried.**

**(6.05) – Future standard agenda items** – Trustee Sharon Mitchell moved to include the following items in all standard agendas henceforth:

- Legislation updates
- Continuing education opportunities for hospital trustees

Trustee Zander Parker seconded. All in favor; none opposed. **Motion #02034 carried.**

The board discussed the option of adding a review/inspection of leased hospital assets to regular hospital inspection reports and BOT standard agenda items. Trustee Zander Parker agreed to present a possible procedure for this type of inspection at the March 2<sup>nd</sup> meeting.

**(6.06) – Legislation update** – Assistant County Attorney summarized a legislation draft item that has not yet been formally presented. The bill would effectively give more powers to the Board of Trustees, including selling real or personal property without the Board of County Commissioners' approval, taking out liens or mortgages against hospital property, and choosing six candidates from which the BOCC must select when appointing new trustees.

**7.0 Old Items:** None.

**8.0 Financial Report:** The board reviewed the financial report for January. Trustee Michelle Haynes moved to approve the financial report and pay the proposed expenditures. Trustee Sharon Mitchell seconded. All in favor; none opposed. **Motion #02035 carried.**


**9.0 Adjournment:** Trustee Zander Parker moved to adjourn the meeting; Secretary-Treasurer Sheena Yehling seconded. All in favor; none opposed. **Motion #02036 carried.** Meeting adjourned at 2:04 p.m.

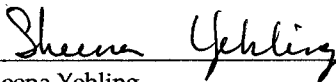
Montrose Memorial Hospital  
Board of Trustees  
**Minutes Policy**

Endorsed by the Board of Trustees at their regular meeting  
February 3<sup>rd</sup>, 2020

This policy is adapted from *Business Management Daily's* publication "Effective Minute-Taking: Tips to Improve Your Meeting-Recording Skills" (Robert Lentz, 2018, Published by Philip A. Ash).

- Minutes will be retained online for two years.
- Minutes will reflect what was done by the group, not what was said by members.
- Names will be omitted where they are not significant to the discussion.
- Minutes will include all actions to be taken and by whom, with deadlines indicated when necessary.
- Discussions will be summarized in one or two sentences.
- Declarations of conflict of interest will be recorded.
- Each business item listed on the agenda will be included in the minutes.
- Minutes will record all motions, passed and defeated, the results of those motions and the expected actions.

  
Philip J. Booker  
President

  
Sheena Yehling  
Secretary/Treasurer