



November 15, 2023

## BOARD OF DIRECTORS

### MEETING AGENDA

Members	Present	Virtual	Attendees	Present	Virtual
Connie Werbelow, Chair	X		Joel Jackson, Chief Executive Officer	X	
Trudy Craft, Board Member	X		Tamara Sawyer, JD, Human Resource, Compliance and Risk	X	
Janet Evans, Treasurer	X		Diane Heine, DNP, RN, CEN, Interim Director of Nursing	X	
Jeff Petty, Board Member	X		Mark Schlattmann, Director of Plant Operations		X
Fred Werner, Board Member	X		Michael Garza, Finance Department Manager	X	
			Kelsey Sullivan, Director of Clinic and Ancillary Services		
<b>Billings Clinic Advisory Members</b>			Dr Christopher Robertson, MD, Chief of Staff		X
Patrick McConnell, Regional Controller					
Nicole Hobbs, VP Regional Operations			<b>Guests</b>		
Tracey Walker, RRT, Director of Regional Operations	X		Greybull Standard/Basin Republican	X	
			Kristi Bonnel-Phillips	X	
			Charlsie Woodard	X	
			Reddi Health	X	
			Charles Polley		X
			Barb Laney – Billings Clinic	X	

TOPIC	DISCUSSION	PRESENTER	ACTION ITEM
<b>CALL TO ORDER</b>			
	5:30 PM	Connie Werbelow, Chair	
<b>MINUTES</b>			
	Board minutes from October 2023 meeting	Connie Werbelow, Chair	Trudy Craft Motioned Fred Werner 2nd



**November 15, 2023**

			Approved October 2023 board minutes.
<b>FINANCIAL REPORT</b>			
	<p>Financial report for October 2023:</p> <p>Three Rivers Health has a loss of \$31,883 for the month. Days in cash are 35 which include all unrestricted accounts; however this is largely due to the grant money in the operating account for the Lawson/Cerner conversion owed to Billings Clinic. The October Mill Levy amount was \$122,903.28 which brings the Service District Account to \$219,884.35 at month end. Accounts Payable total is \$3,005,251 as of 10/31/2023. Average Gross Patient Revenue per day for October was \$38,178 versus \$39,745 for September.</p>	Michael Garza, Finance Department Manager	Approved financials as presented for October 2023.
<b>EXECUTIVE REPORTS</b>			
	<p><b>CEO Report:</b></p> <p>-Strategic Planning: Draft plan completed during October 13<sup>th</sup> work session and presented to the full Board during its regular October meeting. The Board deferred action at the meeting so they had more time to review. Our intent is to bring the draft back to the board in January for final approval.</p> <p>-Community Health Needs Assessment: Steering Committee and public Forum groups identified and held meetings on August 29<sup>th</sup>. Fred was at both meetings and by all accounts they were well attended wit active participation. The steering Committee met on 9/25 to identify 3 goals and associated strategies to meet those. A draft plan was available during the strategic planning session.</p>	<p>Joel Jackson, CEO          Tamara Sawyer, CTO,          Compliance and Risk          Diane Heine, Interim DON          Mark Schlattmann, Director of Plant Ops          Kelsey Sullivan, Director of Clinic and Ancillary Services</p>	

	<p>The draft was review/amended again by the Steering Committee on November 6<sup>th</sup>. The final draft plan is being presented to the board by Jeff Grandia of REDI Health for revision/approval during out November 15<sup>th</sup> meeting. TRH foundation on hold and we will be having the final reading of the Board By-Laws.</p> <p><b>Human Resources, Compliance and Risk:</b></p> <p>- The employee of the month for November is Mike Garza. Mike has been with our organization since March of this year and worked with us prior through our contract with PVHC. Mike is an integral part of our team and does an amazing job here. Here is what staff had to say about Mike:</p> <p><i>"I would like to nominate Micheal Garza for employee of the month. Mike has been so helpful with every department when we have questions about procedures related to payments. He is helpful and friendly even when I know he has other items to be focusing on. He is always available to help with items related to budget, payments, and billing. He is also doing amazing at his job throughout the facility! He has been working on not only last years audit but also audits for other multiple years. He continues to work on those while simultaneously doing his day to day responsibilities. He has also worked to ensure that our Cost Report is accurate and continues</i></p>		
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*to improve our financial picture. He has helped create a facility wide budget for the first time in many years and is willing to meet with you if you have questions or concerns. I think that Mike is one of those people who will continue to work behind the scenes to ensure our facility improves and continue to do his job to the best of his ability even if he doesn't receive recognition for his hard work. But, I do believe he is an integral part the our success and should be recognized for all his hard work"*

*"Mike stepped into his role here at Three Rivers to just help out and get things caught up. Later on taking a full time position with a full plate. Mike just attended a cost report bootcamp in Nashville to find better ways to help our facility. He came back with excellent ideas and strategies to help us stay on track to a better future. Mike is willing to help out and step in wherever is needed. He is available to answer any questions anyone has about our financials and is always up for a good laugh. He wants the best for our facility and will constantly put his best foot forward. We need more people just like Mike on our team!"*

**Benefits:** We are in the month of open enrollment for next year's benefit plan. Our benefit plan is through Montana Health Network, and we will continue to have our

	<p>plan through them for next year. The plan is a self-funded plan through a trust, and we are participants in the trust. The trust is funded with the monthly premiums each participant pays. For next year, our monthly premium is receiving a 6% increase. This is a moderate increase compared to what other participants are receiving in the plan. The increases are based on participant utilization.</p> <p>We have decided the facility will absorb this price increase this year and not increase the employees' monthly benefit premiums. Our decision to absorb the increase took into account the understanding that employees have not received a raise this year and the total dollar amount of the 6% increase is small based on an annualized calculation.</p> <p><b>Staffing:</b> We currently have six registered nurses positions open, an infection control/employee health position, DON, two Laboratory MT and a PRN C.N.A. position vacant.</p> <p><b>Director of Nursing-</b></p> <ul style="list-style-type: none"> <li>- Two nurses, Jessi Wamhoff RN and Stevi Wamhoff RN, completed the Trauma Nursing Core Course (TNCC) which prepares nurses with the knowledge, training, and critical thinking skills necessary to provide high quality trauma nursing care. TNCC enables the nurses to properly assess</li> </ul>		
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	<p>trauma patients and implement evidence-based interventions to improve patient outcomes. The course is required as part of the Three Rivers Health Trauma Program.</p> <p><b>Quality Data:</b> Hospital Acquired Infections – 0.00  Unassisted Patient Falls – 0.62 (1 fall)  ED 72-hour Readmission – 442 ED admissions, 5 readmissions for the same reason Readmission within 30 days – 12 inpatients, 0 readmissions.  Transfers out – 35 patients, 32 discharged to home from receiving facility, 1 repatriated.  Referrals to Swing – 22 patients, 17 accepted to TRH, 7 of the 17 chose to rehab elsewhere.  Average Length of Stay Inpatient – 2.71  Average Length of Stay Swing – 23.66  Outpatient Infusions – 18  Stroke Achievement Measure – (3 patients) CT within 45 minutes - 100%  Heart Failure Achievement – (4 patients) Measure LV function and post d/c appointment - 100%  Coronary Artery Disease – (4 patients), no ST elevation</p> <p><b>Employee Flu Clinic:</b>  Thursday, November 9, 2023, 11am – 1pm  Wednesday, November 15, 2023, 2-4pm  Nightshift, various Compliance date – December 1, 2023  Declinations – must mask from Dec. 1 to April 1 whenever within six (6) feet of another person.</p>		
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	<p><b>Director of Plan Operations</b>          - We held a Steering Committee meeting to review and approve the final draft of the proposed CHNA report on 11/6/2023. A couple of edits were suggested and are included in the version being presented to the Hospital Board for approval.          Action items that are part of the CHNA are being incorporated into the facility Strategic Plan. The Steering Committee is scheduled to meet next on March 4, 2024.</p> <p><b>Director of Clinic and Ancillary Services-</b>          No Report</p>		
<b>CHIEF OF STAFF</b>			
	<p>Having Kristi on board with us at Three Rivers has brought in a lot of good. We have seen 245 patients in the last 2 weeks. Before Kristi was on board we were seeing an average of 158 patients. I am currently coming down 2 days a week. Cerner has been a huge success and we are setting lots of goals with Cerner. We had many attend our MedStaff meeting this week. Almost all of those who work in the facility and some who work outside the facility.</p>	<p>Christopher Robertson, MD          Chief of Staff</p>	
<b>BILLINGS CLINIC REPORT</b>			
	<p>Dr. Polley: No report          Tracy Walker- SNP &amp; Fitch: AA-2023 digital Quality Award</p>	<p>Tracey Walker, RRT,          Director of Regional Operations</p>	



**November 15, 2023**

<b>NEW BUSINESS</b>			
	Community Health Needs Assessment	Redi Health – Jeff & John	Trudy Craft Moved Fred Werner 2 <sup>nd</sup>  Approved Community Health Needs Assessment report.
	Discussion December Board meeting	Connie Werbelow, Chair	We are not having a December Board Meeting unless something emergent comes up. Would still like the financial sent for December.
<b>OLD BUSINESS</b>			
	Board Bylaws	Connie Werbelow, Chair	Fred Motioned 2 <sup>nd</sup> by Trudy Craft  Approved Board Bylaws
	Credentialing and Privileging- Kristi Bonnel-Phillips-Family Medicine		Jeff Petty Motioned Janet Evans 2 <sup>nd</sup>  Credentialing and Privileging approved for Kristi Bonnel- Phillips
<b>PUBLIC COMMENTS</b>			
<b>EXECUTIVE SESSION</b>			
	WY § 16-4-405 – Personnel and legal	Connie Werbelow, Chair	Jeff Petty Motioned Trudy Evans 2 <sup>nd</sup>



**November 15, 2023**

			Approved to go into executive session
<b>New Business continued</b>			
	Billings Clinic Recommendation CEO Contract		Moved by Jeff Petty
			Approved
<b>ADJOURN</b>			
	8:09 PM	Connie Werbelow, Chair	