



September 20, 2023

BOARD OF DIRECTORS

MEETING MINUTES

Members	Present	Virtual	Attendees	Present	Virtual
Connie Werbelow, Chair	X		Joel Jackson, Chief Executive Officer	X	
Trudy Craft, Vice Chair	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		
Fred Werner, Board Member			Michael Garza, Finance Department Manager	X	
			Kelsey Sullivan, Director of Clinic and Ancillary Services	X	
Billings Clinic Advisory Members			Dr Christopher Robertson, MD, Chief of Staff		
Patrick McConnell, Regional Controller	X				
Nicole Hobbs, VP Regional Operations			Guests		
Tracey Walker, RRT, Director of Regional Operations	X		Greybull Standard/Basin Republican		

TOPIC	DISCUSSION	PRESENTER	ACTION ITEM
CALL TO ORDER			
	Call to order at 5:37 pm	Connie Werbelow, Chair	Moved by Connie Werbelow 2 nd by Janet Evans
	Appointment approval of Trudy Craft to fill vacant board seat		
	Approved amend agenda to add credentialing file	Connie Werbelow, Chair	Janet Evans Moved Jeff Petty 2 nd
MINUTES			
	Motion to approve board minutes from August 2023 meeting.	Connie Werbelow, Chair	Moved by Janet Evans 2 nd by Jeff Petty



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			Approved August 2023 board minutes
FINANCIAL REPORT			
	<p>Contract labor expenses were down from last month. Acute patient days were down 3 days from last month, swing bed days were down compared to last month. ER visits were down from last month. Outpatient visits were down from last month and patient revenue was also down from last month. Three Rivers Health had a loss of \$8,860 for the month. Days in cash are 8 which include all unrestricted accounts, 5 days cash on hand for the average operating account. Mill Levy was \$11,502.96. Accounts payable total is \$2,116,816. Average gross patient revenue per day for August was \$37,987.23 versus \$42,166 for July. Patient gross service revenue was \$1,170,976 compared to July's revenue of \$1,253,992. Contract labor costs have dropped at 31%.</p>	Michael Garza, Finance Department Manager	<p>Moved by Janet Evans Jeff Petty 2nd</p> <p>Approved financials as presented for August 2023</p>
EXECUTIVE REPORTS			
	<p><u>CEO Report:</u> We can't apply for the line of credit until the audit is complete, but the facility is doing well at this time and does not need the line of credit. We are starting the strategic planning committee. It will be made up of the leadership and financial departments. Our first strategic planning meeting is October 13th with the board from 8 am – 2pm. We have a \$32,000 credit on our current bill with PVHC. There are 7 procedures scheduled for colonoscopies in October.</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><u>Human Resources, Compliance and Risk:</u> The employee of the month for September is Rebecca Lewis. Rebecca is our visiting nurse who travels to our patients' homes to care for them through our visiting nurse program. Congratulations to Isabel Mendez for completing her BSN degree from the University of Wyoming. Since the last meeting we have had 5 new employees start, dietary cook/aid, two RN's, and two MA's, and our new PA. At the end of this month, we will have a DON candidate on site for a visit and in person interview. We currently have four registered nurse positions open, an infection control/employee health position, DON, Laboratory MT and a PRN C.N.A. position vacant. We had a massage therapist come in on the 19th and have heard excellent feedback from staff about that experience that was provided to them. Tamara attended the Montana Hospital Association Compliance Training in Billings.</p> <p><u>Director of Nursing:</u> Congratulations to Isabel Mendez, BSN, RN on obtaining her Bachelor of Science in Nursing Degree. Isabel was awarded her degree on August 11, 2023. Trauma Survey: Verbal acknowledgement received on August 28, 2023, of redesignation as a Trauma Receiving Facility without requirements. We are starting a falls program. Fall rate was 1.89% falls per patient day and our current fall rate is 0.91% per patient day. There will be two candidates for the DON position that we will be interviewing. +</p>		
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	<p><u>Director of Plan Operations:</u> Community Health Needs Assessment: We held in-person meetings for the Community Focus Group and Steering Committee on August 29th. These were both well attended and productive. The deadline for turning in completed surveys was September 15th, as of September 14th there were 184 surveys turned in. Preliminary survey results will be available for this Hospital Board meeting. The Steering Committee will meet on September 25th at which time we will choose target areas for improvement and establish strategies and tactics for each of them. The objective is to have these ready for board review at the October meeting. Once the goals have been approved by the board they will be incorporated into the final plan for submittal to the IRS as well as inclusion in the facility Strategic Plan.</p> <p><u>Director of Clinic and Ancillary Services:</u> Clinic: Visiting nurse saw 157 patients in August versus the 114 in July. Radiology: We completed and submitted a grant request through the Helmsley Trust for additional ultrasound equipment. Our FDA mammography inspection was completed on-site Wednesday the 13th and we passed with no citations. Margie and Katie are also coordinating a Pinktober Fun Run/Walk for October 7th at the Basin City Park. They are also getting ready for Breast Cancer Awareness month.</p>		
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	Laboratory: Received and successfully launched a new I-STAT machine Pharmacy: No update Marketing: CHNA has wrapped up and we have begun to advertise for the drive thru flu clinic		
CHIEF OF STAFF			
	Not Present	Christopher Robertson, MD Chief of Staff	
BILLINGS CLINIC REPORT			
	Will be here on the 13 th for the Strategic Planning meeting. There was a meeting and a conversation about how to integrate the two system from Logan Health to Billings Clinic. This process will take 1-2 years. There was a short 4 minute video presented about Billings Clinic being a Level 1 trauma center in Montana and Wyoming. Looking for 3 board member to attend a trustee advisory committee conference. Pat M. – The system CFO had a meeting with Logan Health and it will take a few years for IT to all be switched over	Tracey Walker, RRT, Director of Regional Operations Patrick McConnell, Regional Controller	
NEW BUSINESS			
	Strategic Planning-Location discussion	Joel Jackson, CEO	
	Meeting October 13 th from 8-2 in the Hospital Boardroom		
	Motion to approve of new credentialing file: Dr. Cathleen Ivy-Teleradiology		Approved Teleradiology credentials for Dr. Cathleen Ivy Moved by Trudy Craft 2 nd by Janet Evans



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OLD BUSINESS			
	Review Board Bylaws - Corrections have been, a few additional items will be discussed further before submitting for final read through	Connie Werbelow, Chair	
PUBLIC COMMENTS			
EXECUTIVE SESSION			
	WY § 16-4-405 – Personnel and legal	Connie Werbelow, Chair	
ADJOURN			
	Motion to adjourn to executive session Adjourned at 6:37 p.m.	Connie Werbelow, Chair	Moved by Janet Evans 2 nd by Trudy Craft Approved to adjourn to executive session