



February 21, 2024

## BOARD OF DIRECTORS

### MEETING AGENDA

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

TOPIC	DISCUSSION	PRESENTER	ACTION ITEM
<b>CALL TO ORDER</b>			
	5:29 PM	Jeff Petty, Chair	
<b>MINUTES</b>			
	Board minutes from January 2024 meeting	Jeff Petty, Chair	Trudy Craft Motioned Fred Werner 2 <sup>nd</sup>  Approved January 2024 board minutes.



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FINANCIAL REPORT			
	Financial report for January 2024	Michael Garza, Finance Department Manager	Connie Werbelow Motioned Janet Evan 2 <sup>nd</sup>  Approved financials as presented for January 2024
EXECUTIVE REPORTS			
	<b>CEO Report:</b> Follow Up Items from January meeting-  Line of Credit – deferred  Strategic Plan – On Agenda for Feb 21st Meeting  EMS Services – EMS Director Annual Report included, Phillip will be presenting and available for questions.  Priority work 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 in November and then again at the January meeting allowing more time to review. Board approval will allow staff to organize and plan work for Fiscal Year 24/25.  Community Health Needs Assessment – Board approved the plan during our November 15th meeting. Staff have started work on the plan with the Steering Committee meeting again in early March. That meeting will assign specific work and goals.	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	

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	<p>Line of Credit –The balance in our Board Designated account on 2/21/24 is \$693,428.12. We have not accessed those funds this fiscal year. We do not anticipate requesting designated funds for the remainder of this fiscal year. The likelihood that we will need to access a line of credit has lessened. I recommend we defer this until early next fiscal year when financial terms would be more favorable.</p> <p>Capital List- In the Spring of 2023 our outdated telemetry equipment failed. As we worked on both our community health needs assessment and strategic plan the Medical Staff and leadership identified its replacement as a priority. We originally planned to include the purchase in next fiscal year’s capital spending request. As financial conditions have improved the team would like to move the purchase forward into this year. Any purchase would take place after we receive expected reimbursement from our cost report in March. We would then request reimbursement from the Board designated account early next fiscal year. We anticipated this equipment would allow us to keep an additional 12-16 patients per year. Right now, those patients must be transported to a higher level of care. The equipment will improve the quality of care and keep the care closer to home. Mark outlined the purchase of Telemetry Equipment in his report, the cost will total \$100,000. We anticipate recovering that expense in 18 months. 2/21 Update: cost report settlement hasn’t been received to date.</p>		
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	<p>TRH Foundation – On hold Executive Session: financial, legal, personnel</p> <p><b>Human Resources, Compliance and Risk:</b> Human Resources - Retention and Recognition: Lee Smith was our employee of the month for January. Lee is a pharmacy technician with the organization. He has been with us for over a year and ten months. Here is Lee's nomination "I would like to nominate Lee Smith for employee of the month. Lee is a go getter and never backs away from a project. I know that I can always count on Lee to come forward with any concerns or suggestions to better improve processes. He is always willing to be flexible with his schedule when asked to ensure we have coverage in the pharmacy. Thank you for being such a great part of the team and we are grateful for your dedication to our facility!"</p> <p>January, we had the snack cart visit all employees during their day to choose from a snack and refreshment. The Social Committee is busy planning more events for the upcoming year to show staff our appreciation for them as well as having fun activities to help maintain workplace enjoyment.</p> <p>Staffing: We have two new employees who joined our team in January. Joan Skovgard is our new infection control and quality assurance nurse. She will be</p>		
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	<p>assisting the DON in maintaining these two programs as well as helping to cover shifts on the floor. Sydney Tschiffely is our new receptionist and will be helping with registering patients, answering phone calls, etc. with a focus in the outpatient services area such as lab and radiology. Staffing remains steady in all departments. We are 83% staffed for the facility. The nursing department is 64% staffed with full-time employees. We have three travel nurses on staff. Our open positions include 5 registered nurse positions, 1 full-time visiting nurse position, a provider position and 1 medical technician position. We continue to have Director of nursing interviews with two onsite visits scheduled for these upcoming weeks.</p> <p>Compliance: Items provided during meeting. -Presentation with updates -Risk Assessment information</p> <p><b>Director of Nursing</b> Nurse Advancement: Upcoming and very exciting education and training opportunities for our nurses. The training includes two days of Emergency Nurse Pediatric Course in March (North Big Horn saved two spots for TRH nurses) and two days in April involving Pediatric Critical Care Skills (four nurses attending) and a half day of Bedside Procedures (three nurses attending). In addition, there are two providers attending the full day</p>		
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	<p>Bedside Procedures course. The Education and Training Calendar for the first six months of 2024 is attached.</p> <p>Kudos: Last week, the ED staff had a challenging pediatric patient to provide care. The team did an outstanding job providing age-specific care to this child. In addition, two members of Cody Regional EMS supported the team as they prepared the child for transport to a higher level of care.</p> <p>New Hire: Joan Skovgard, RN has started and will be working halftime in the hospital and half time as Quality/Infection Prevention Nurse. It is very exciting to have someone who can focus on these two areas of healthcare.</p> <p>Staffing: Beginning March 23, 2024, we will no longer have a Traveler on the day shift. This will bring our traveler nurse count down to two on the night shift.</p> <p><b>Director of Plan Operations</b></p> <p>Maintenance: On the Morning of January 22nd, we discovered that the emergency generator for the new hospital area had an engine failure during its automatic (unloaded) exercise run the day before. The vendor that provides the annual testing and maintenance on the unit was able to provide a temporary unit and we had it in place by 2pm. The temporary unit is wired into the emergency power system as if it were the permanent unit and has the same functionality. An adjuster with our insurance</p>		
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	<p>did an onsite inspection on the 26th and Tamara is working with them on our claim. A replacement unit has been identified and ordered with an estimated 45 days of lead time.</p> <p>Community Health Needs Assessment: The CHNA Steering Committee will meet on March 4th. An update of goal and strategy progress will be sent out along with meeting reminders the week prior. A representative of the committee will present an update to the Board at the March meeting.</p> <p><b>Director of Clinic and Ancillary Services</b>  Clinic: New clinic hours allow for earlier appointments slots for patients (7:30 am – 5:00 pm, and lunch slots included). We are still looking for a full-time nurse to join our visiting nurse program, but the program is still doing very well. We have signed a contract with WyoBen to be their go to location for their employees' physicals and care. Rates have been renegotiated and increased for one of our contract companies, Optum Serve (VA contracted company) that we have been working with for about 2 years now. We have also renegotiated the rates with CHS/Acuity as they have not been increased for several years.</p> <p>Radiology: We have brought on a PRN to assist with the growing radiology schedule and with our new registration staff we should be able to accommodate more tests each day.</p>		
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	<p>Laboratory: We continue to work with Billings Clinic to improve and add to our laboratory policies.</p> <p>Pharmacy: No update.</p> <p>Marketing: Continue to work on the annual marketing planner and ensure we are continuing to focus on the CHNA and its marketing goals.</p>		
<b>CHIEF OF STAFF</b>			
	<p>Northwest Wyoming is seeing a lot of influenza A &amp; B</p> <p>There has been a case of Hepatitis A in Park County so we will be keeping our eye on that.</p> <p>RSV is going up, but not as fast since there is a vaccine out</p> <p>Went with Tamara to a MedStaff conference in Sheridan. Was able to obtain a lot of good information.</p>	Christopher Robertson, MD Chief of Staff	
<b>BILLINGS CLINIC REPORT</b>			
	<p>March 9<sup>th</sup> upgrade I computer software. Patient status orders will have a new procedure. When a patient comes in to the ER that is an outpatient service, and gets admitted into inpatient, Medicare wants two different bills. We will have only one encounter and on the backside, we will break it out and then create the second encounter and do the compliant billing.</p>	Tracey Walker, RRT, Director of Regional Operations	
<b>NEW BUSINESS</b>			



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	Public Officer Training – March 14 <sup>th</sup> via zoom 5:30-8:00 PM.	Joel Jackson, CEO	
	Trustee Conference – April 25 <sup>th</sup> and 26 <sup>th</sup> in Billings Would like board members to attend. All Critical Access Hospitals will be there. This is a great opportunity to get other connections.		
<b>OLD BUSINESS</b>			
	Strategic Plan – Approval	Joel Jackson, CEO	Connie Werbelow Motioned Trudy Craft 2 <sup>nd</sup>  Approved Strategic Plan
	Credentialing and Privileging- Dr. Charles Lambiotte for Emergency Medicine and Hospitalist	Tamara Sawyer, JD, Human Resource, Compliance and Risk	Janet Evans Motioned Connie Werbelow 2 <sup>nd</sup>  Approved Dr. Charles Lambiottee Credentials and privileges for emergency medicine and Hospitalist
<b>PUBLIC COMMENTS</b>			
<b>EXECUTIVE SESSION</b>			
	WY § 16-4-405 – Personnel and legal	Jeff Petty, Chair	
<b>ADJOURN</b>			
	Adjourned to Executive Session at 7:13 PM	Jeff Petty, Chair	Connie Werbelow Motioned Janet Evans 2 <sup>nd</sup>  Adjourned to Executive Session
	Adjourned from Executive Session at 7:47	Jeff Petty, Chair	Connie Werbelow Motioned Janet Evans 2 <sup>nd</sup>  Meeting Adjourned



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