



January 17, 2024

BOARD OF DIRECTORS

MEETING MINUTES

Members	Present	Virtual	Attendees	Present	Virtual
Connie Werbelow, Chair			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		
Fred Werner, Board Member	X		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		X
Patrick McConnell, Regional Controller	X				
Nicole Hobbs, VP Regional Operations			Guests		
Tracey Walker, RRT, Director of Regional Operations	X		Greybull Standard/Basin Republican		X

TOPIC	DISCUSSION	PRESENTER	ACTION ITEM
CALL TO ORDER			
	5:39 PM	Connie Werbelow, Chair	
BOARD OFFICER ELECTIONS			
	Chairperson – Jeff Petty Vice-Chairperson – Fred Werner Secretary/Treasurer – Janet Evans Connie is no longer interested in the Chair position. Jeff Petty was nominated by Janet Evans for the Chair position. Jeff Petty nominated Fred for Vice-Chairperson and	Connie Werbelow, Chair	Janet Evans Nominated Fred Werner 2nd Approved Chairperson Jeff Petty Nominated Janet Evans 2nd Approved Vice-Chairperson



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	nominated Janet Evans to remain the Treasurer.		Jeff Petty Nominated Fred Werner 2 nd Approved Secretary/Treasurer
COMMITTEES			
	Committee establishment <ul style="list-style-type: none"> Finance committee 	Jeff Petty, Chair	
MINUTES			
	Board minutes from November 2023 meeting	Jeff Petty, Chair	Trudy Craft Motion Janet Evans 2 nd Approved November 2023 board minutes.
FINANCIAL REPORT			
	<p>Financial report for November 2023 and December 2023:</p> <p>Three Rivers Health is showing a gain for the month of \$74,271, this is considering the allowance adjustment for our Legacy system (MedWorxs) cleanup and the Cost Report Model adjustment per Pat McConnell. The October Mill Levy amount was \$137,440.39 which brings the Service District Account to \$419,786.43 at month end. Accounts Payable total is \$2,570,617 as of 12/31/2023. Average Gross Patient Revenue per day for December was \$40,722 versus \$37,366 for November. Patient Gross Service revenue was \$1,258,314 compared to November revenue of \$1,115,722 discounts and allowances were \$935,487 versus October's deductions of (\$6,385.62). Bad Debt for December was \$9,457</p>	Michael Garza, Finance Department Manager	<p>Trudy Craft Motioned Janet Evans 2nd</p> <p>Approved financials as presented for November 2023 and December 2023.</p>



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	<p>compared to \$0.00 in November. December 2023 Net Patient Service Revenue = \$819,577.16 while November's 2023 Net Patient Service Revenue = \$1,122,157.60.</p> <p>Need approval for the depository to stay at The Bank of Greybull</p>		<p>Fred Werner Motioned Trudy Evans 2nd</p> <p>Approved to keep the depository at The Bank of Greybull</p>
EXECUTIVE REPORTS			
	<p>CEO Report</p> <ul style="list-style-type: none"> -Strategic Plan needs approval. We talked in November about the involvement and the development. -CHNA: Outreach plan, there will be a meeting in March with steering committee to kickoff that planning. -Line of credit- Deferring that for now. We don't see and immediate need for the credit right now. -Telemetry with Medicare Funds- Last March our telemetry equipment died. There are patients who we could have kept closer to home but due to the status of the telemetry equipment we had to ship them off to another facility. Mark is finding pricing and we are partnering with Billings Clinic to have them help us find the right equipment that will work with Cerner. The installation is \$100,000. We are not purchasing without board permission and also after we get cost report money back. -Physician Recruitment: Being very deliberant on who wants to be here and who will stay. Right now we have two physicians and a PA all three are experienced and who have applied with us. We are in the process of employing them on a PRN basis 	<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>	

for them to come work here and to see if they like it. Wilderness Medical, Dr. North, and Dr. Polley are helping us out and taking a few shifts. Our schedule is out through March right now.

Human Resources, Compliance and Risk:

Retention and Recognition:

The December employee of the month was Raylee Salinas. Raylee is a medical assistant in our clinic, and she has been with the organization since September. Raylee's coworkers say "Raylee has been such an asset to the clinic and the facility. She has always been eager to learn, jumps up to help anybody and everybody, and really cares for the patients. There was one instance when we had a little girl come into the clinic who was needing an EKG performed. This girl was terrified to have it done and Raylee was extremely accommodating to her and even performed the EKG while they were both on the floor. This was the only the way this patient was going to let the EKG happen. Raylee really has a lot of compassion and enjoys taking care of the patients. I think Raylee really deserves the recognition of being such a great addition to our facility!" The January employee of the month is Taylor Osmond-Roussan. Taylor is the human resource and executive assistant and has been with us since February 2022. Here is Taylor's nomination "For the past several months, Taylor has gone above and beyond her role. She takes the lead in managing our employee events, organizing the activities, and executing them. She always has a smile on and is willing to help whenever she is

	<p>asked to do something outside her scope. Taylor's enthusiasm, kind personality and willingness to help make this organization a great place to work.” We had many fun activities in the week of December for Christmas. We had cookie decorating, Christmas story trivia, our Christmas party, name that Christmas tune, name that Christmas movie and hot chocolate. During the Christmas party we had multiple prizes that were raffled off. Our largest prize was a generator which was one by Christina Herebia, our hospital night shift C.N.A. This year the Social Committee is already planning some big events and fun activities for staff throughout the year.</p> <p>Staffing: Our annual turnover rate for 2023 ended at 26% which was obtained by having 12 total terminations throughout the year. However, our employee counts have remained consistent throughout the year with an average of 46.3 total employees resulting in an average FTE of 40.80. To be considered fully staffed with no vacant positions our number would need to be 58 total employees with an FTE of 54.45 and at the end of December we were at 49 total employees with an FTE of 43.565. At the end of December, we have a total of 10 vacant positions with 6 of those positions as registered nurses and two of the positions are newly created. In December we had two new employees join our team. Melissa Winkler started on December 4th and is our new accounts receivable/payable specialist in the Finance Department. She comes to us with previous experience working in medical offices</p>		
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	<p>and has a certification in billing and coding. Donna Blankenship is our new medical laboratory technician and she started with us on December 11th in the Laboratory. Donna has many years' of experience as an MT working in multiple different types of laboratory settings. Compliance: Presentation with update and risk assessment information.</p> <p>Director of Nursing Rebecca Bercher is going to be a new RN. She will be starting her onboarding with us soon. We got our final report from the State of Wyoming Trauma and there were no discrepancies found. Waiting on the electronic copy to send to the board. In November the American Heart awarded us the Bronze Certification for the rural health care outcome accelerator program that we are enrolled in. This is from our first quarter of data and we hit 100%. Training program for new Nurses. We don't have a rural residency in Wyoming at all. Developing this program will give nurses in the area an opportunity to stay around and be nurses. In April we are sending 3 nurses and 2 providers are going to training in Cody. They are going to be doing specific training on specific procedures that we don't see a lot of, but can do. It is sponsored by the Healthcare Coalition. Pharmacy Update: Wyoming has a pharmacy law book and so me and the pharmacist in charge have been looking at policies and updating them. One specific one is the Take Home Packs.</p>		
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	<p>Director of Plan Operations</p> <p>Wireless Network Replacement:</p> <p>Tom Clark, our contract information technology representative from PDS has been replacing our wireless network in a phased approach. The new wireless access points have resulted in significant performance improvements and network coverage in the facility. Additionally, the new network will allow secure and reliable connection to a new patient monitoring system without the cost of installing a separate network.</p> <p>Hospital Telemetry Replacement:</p> <p>Diane, Audrie, and I have been working on replacing the telemetry system in the hospital. The first step was to identify what the providers wanted from a patient monitoring system and what equipment would be needed to meet that requirement. It was agreed that three mobile patient units with a control panel at the hospital nurse's station and a view only unit in the ER "doc box" are needed. We also want the providers to be able to remotely access the system with a mobile device. We met with Billings Clinic representatives to discuss their telemetry system and the possibility of using their services to assist in monitoring patients. This was taken into consideration in choosing a potential vendor. Since we already have 3 Philips bedside monitors in the emergency department and Philips is the brand that Billings Clinic uses, we reached out to our representative (Michael Pesek). The equipment identified earlier and the desire to have the system operate on our new wireless network were discussed. The project</p>		
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	<p>will include updating the software for the existing patient monitors in the ER to send data to the new system. A budgetary proposal from Philips came back at ~\$89,000. There will be some miscellaneous expense to pull additional data drops to a couple of locations. A project request has been submitted to Billings Clinic to get data from the new patient monitors integrated into Cerner.</p> <p>Director of Clinic and Ancillary Services Clinic: New receptionist (Sydney) hired and is scheduled to start 1/29. The clinic continues to be busy, and we continue to adapt to the new influx of patients. We are still seeking a full-time nurse for the visiting nurse program.</p> <p>Radiology: We have received our ultrasound equipment from our Helmsley grant and have opted to place it in the currently unused surgical suite. We have training scheduled for this new equipment sometime this month. Our CT machine has received updates in its software, and we are working with GE to receive training to assist our techs in managing the changes.</p> <p>Laboratory: We continue to work with Dr. Kavran and Deb Ehler to improve our processes in our lab.</p> <p>Pharmacy: No update.</p> <p>Marketing: Senior leadership has been working together to create an annual marketing plan that</p>		
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	will allow us to know what to expect each month and how much of our budget we will likely utilize.		
CHIEF OF STAFF			
	<p>Community Report: Last couple of weeks we have been seeing a rise in respiratory illness along with covid and flu A & B. Making Big Horn County a high transmission rate that is increasing. New covid variant is more infectious but is not causing any serious complications.</p> <p>No RSV yet spreading through the community.</p> <p>MedStaff: We are trying to get a deeper roster in our emergency providers and working through growing pains in the clinic.</p>	Christopher Robertson, MD Chief of Staff	
BILLINGS CLINIC REPORT			
	<p>Integration with Logan Health the sister board is working on the mission, vision, values. Quality integration team has kicked off and is initially going to understand the structure of facilities quality programs.</p> <p>Regional Team: Regional Executive Director; new position</p> <p>Billings Clinic has been designated by the State of Montana as Montana's first ever comprehensive trauma center. This is a new designation for Montana as of 2024.</p>	Tracey Walker, RRT, Director of Regional Operations	
NEW BUSINESS			
	Capital Equipment List	Joel Jackson, CEO	
	Review proposed 2024 Board meeting dates		



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OLD BUSINESS			
	Strategic Plan	Joel Jackson, CEO	
	Credentialing and Privileging- Hospital and Emergency medicine privileges- Dr. Charles Scott Polley and Charlsie Woodard, FNP Delegated Radiologist privileges- Dr. Gregory Cross, Dr. Troy Graybeal and Dr. Trinh Nguyen and Dr. Jonathan Righetti		Trudy Craft Motioned Fred Werner 2 nd Approved Hospital and Emergency medicine privileges and credentials for Dr. Charles Scott Polley and Charlsie Woodard, FNP. Approved delegated Radiologist privileges and credentials for Dr. Gregory Cross, Dr. Troy Graybeal and Dr. Trinh Nguyen and Dr. Jonathan Righetti
PUBLIC COMMENTS			
EXECUTIVE SESSION			
	WY § 16-4-405 – Personnel and legal	Jeff Petty, Chair	
ADJOURN			
	Adjourned to Executive Session 7:11 PM	Jeff Petty, Chair	Trudy Craft Motioned Janet Evans 2 nd Approved to go into Executive Session for personnel and legal reasons
	Executive Session ended 7:37 PM		