



March 20, 2024

BOARD OF DIRECTORS

MEETING AGENDA

Members	Present	Virtual	Attendees	Present	Virtual
Jeff Petty, Chair			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	
Billings Clinic Advisory Members			Dr Christopher Robertson, MD, Chief of Staff		X
Patrick McConnell, Regional Controller		X	Guests		
Nicole Hobbs, VP Regional Operations	X		Margie Triplett, Radiology Manager	X	
Tracey Walker, RRT, Director of Regional Operations			Greybull Standard/Basin Republican		

TOPIC	DISCUSSION	PRESENTER	ACTION ITEM
CALL TO ORDER			
	5:30 PM	Fred Werner, Vice Chair	
MINUTES			
	Board minutes from February 2024 meeting	Fred Werner, Vice Chair	Connie Werbelow Motioned Trudy Craft 2 nd Approved February 2024 board minutes.



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FINANCIAL REPORT			
	<p>Financial report for February 2024</p> <p>Three Rivers Health is showing a net operating gain for the month of \$115,625 this is considering the allowance adjustment for our legacy system MedwWorxs cleanup. The February Mill Levy amount was \$62,885.44 which brings the service District Account to \$693,800.51 at month end. Accounts Payable total is \$3,104,215.60 as of 2/29/2024. Average Gross Patient Revenue per day for February was \$52,741 versus \$46,521 for January. Days COH as of February 29, 2024 was 44.75 days. Total Operating Expenses for February were \$901,235, giving us an expense per day of \$31,077. Our Gross AR days was 73.5 compared to 147 for last year at this time. Our patient registrations was 1488 for the month of February.</p> <p>Patient Gross Service revenue for February was \$1,515,021 compared to January's revenue of \$1,435,506 discounts and allowances were \$1,900,804 versus January's deductions of \$1,891,442. Bad Debt and Charity Care write-offs for February was \$1,339,699 compared to \$1,016,802 in January. February's 2024 Net Patient Service Revenue is \$953,917 while January's 2024 Net Patient Service Revenue was \$561,866. Inpatient days were 19 versus the 52 in the prior month. ER visits were 118 while the prior month was 104. Clinic Visits were 656 versus the prior month of 673. This total includes both inpatient</p>	<p>Michael Garza, Finance Department Manager</p>	<p>Connie Werbelow Motioned Janet Evans 2nd</p> <p>Approved financials as presented for February 2024</p>



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	<p>and Swing Bed days. Our contract labor decreased this period as well.</p>		
EXECUTIVE REPORTS			
	<p><u>CEO Report</u> Follow Up Items from February meeting- Health Needs Assessment – Report from 3/4/24 Steering Committee, Fred Werner Strategic Plan – Approved on 2/21/24 BOD meeting, note goals identified in our financial report. Priority work Strategic Planning – Approved in February, fiscal goals including: Accounts Receivable Days – 70 days Days of Cash on Hand – 30 plus days Accounts Payable – 60 days out Patient Encounters/Registrations – No goal at this time, look for growth in the totals month to month. Community Health Needs Assessment –The Steering Committee met on March 4th with Board Rep Fred Werner in attendance. A outreach calendar and update on efforts was provided along with a work plan identifying goals and responsibilities. Those are included for your review. Fred or I can answer questions from the Board related to the meeting. Next meeting is on June 3rd at 5:30 p.m.</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>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. 3/20 Update: cost report settlement has been received and equipment ordered on 3.14.2024.</p> <p>The second item on our FY/25 capital equipment list is an analyzer for the lab, \$50,000. The existing machine is past its useful life and needs to be replaced. We may</p>		
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	<p>ask the board to approve moving that purchase forward as our financial condition allows. TRH Foundation – On hold Executive Session - financial, legal, personnel</p> <p><u>Human Resources, Compliance and Risk Retention and Recognition:</u> March has two employees of the month selected from the Dietary department. Lily Mendez and Caroline Walker are both cooks and aids in the dietary department. Lily has been with the organization since 2015 and Caroline has been with the organization since 2020. Here is what staff have to say about Lily and Caroline:</p> <p><i>“I would like to nominate Lily Mendez and Caroline Walker. These two ladies have been the constant and steady influence in the kitchen for years. As changes happen with co-workers they continue to show up for regular shifts, overtime, and on-call shifts. They are willing to pick up the slack every time.</i></p> <p><i>Patient care is always a priority for Lily and Caroline. They are friendly and helpful with all the hospital patients and go out of their way to make sure the patient receives anything they may need. We have implemented several new procedures in the last year or so</i></p>		
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and they always embrace the change and excel in its implementation.

I am so grateful to have their fun personalities, willingness to work, and work ethic in the Dietary Department.”

This month we have many fun activities for staff and appreciation. With the board’s help, we had a great breakfast feast for staff to show the appreciation we have for all they do for our community and organization. The staff really enjoyed this opportunity to enjoy breakfast and meet board members. On March 5th, The Social Committee handed out warm facility made chocolate chip cookies in celebration of cookie day. The Social committee also organized a St. Patrick’s Day potluck for staff on March 14th and will be putting on an Easter Egg Hunt on March 28th. When staff find hidden Easter Eggs, there will be prizes within them. We will have three gold eggs that will be the grand prize.

Staffing:

We were happy to welcome two PRN employees to our organization. We anticipate they will be covering shifts for the facility routinely. In Radiology, we hired Ashley Vaughn a radiologic technologist and for the Hospital we brought on Dr. Charles Lambiotte.

	<p>Unfortunately, we did have one dietary employee leave the organization this month. However, we have already filled this vacancy and anticipate the new employee to start at the end of March.</p> <p>Our staffing count continues to be strong. We have three vacant full-time RN positions, one PRN RN position, a DON position, a RN visiting Nurse position, a Lab MT position and we continue to recruit for a permanent provider in the Hospital and Emergency Room. Our total open position is 10, however by the end of March anticipate the number will be 9.</p> <p>Project: This month HR has been working to prepare for 2024 Quarter 1 New Employee Orientation presentation. This presentation is a collaborative project with Nursing to cover Employee Health and Infection Control, Human Resources and Compliance, and Emergency Management to create a training event for new employees to assist with orienting them to our organization. There are many presentations set to be given on this day on multiple areas of our facility</p>		
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	<p><u>Director of Nursing</u></p> <p><u>Nurse Advancement</u></p> <p>Every March 19, employers, certification boards, education facilities, and healthcare providers celebrate and publicly acknowledge nurses who earn and maintain the highest credentials in their specialty. Three Rivers Health currently has one staff nurse with one of these prestigious certifications:</p> <p>Lynnda Hunsperger RN, CCRN (Critical Care Registered Nurse)</p> <p>Although TRH does not have an Intensive care unit, the knowledge gained and sustained supports care delivery in the Emergency Department.</p> <p><u>Staffing</u></p> <p>We remain on track to decrease the number of travelers in the hospital. 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>		
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	<p><u>Director of Plan Operations</u> No Report</p> <p><u>Director of Clinic and Ancillary Services</u></p> <p>Clinic: One of our Medical Assistants, Alexis Duncan has passed her LPN exam and will be switching over from an MA position in the clinic to a clinic LPN. Rain Potter, FNP will be enrolling in a Diabetic Educator course that will allow us to have a provider with specialized training for our diabetic patients. She will also be attending the Annual Diabetes & Nutrition Conference in Casper April 12th-13th.</p> <p>Radiology: We have completed the upgrade to the CT scanner and will be having training on the new software at the end of the month for two days. I have also had training on the new echocardiogram equipment and two days of training on the new POC equipment. These training days were specific for training on the operation of the equipment. The Helmsley foundation has given us the go ahead to release a press release for the grant we received and will be doing that in the coming weeks.</p> <p>Margie- Press release: Received the Helmsley grant for \$198,710 for the purchase of new</p>		
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	<p>ultra sound equipment. We purchased Philips cardiology ultra sound equipment and then another point of care system for our GE system for the emergency room. They will be coming up with continuing education training for Radiology on the point of care system. With connections throughout the state, we were able to get Jack H. to come in and do some training our staff on the point of care system</p> <p>Laboratory: Lab is in the final stages of closing a deal for a new hematology analyzer. We are also seeing an increase in Healthier You labs on Wednesday mornings.</p> <p>Pharmacy: No update.</p> <p>Marketing: Doing a heavy push on provider highlights and the facility as a whole</p>		
CHIEF OF STAFF			
	<p>Culturally there has been a good shift throughout the facility. Everything is going well on the medical staff side. Rain will have a student shadow with her later this summer.</p>	<p>Christopher Robertson, MD Chief of Staff</p>	
BILLINGS CLINIC REPORT			
	<p>Mayo Clinic visited onsite at the end of February for the annual cares network review, out of all their care network, Billings Clinic had the highest quality scores of everyone.. There is a trustee conference coming up.</p>	<p>Tracey Walker, RRT, Director of Regional Operations</p>	

NEW BUSINESS			
OLD BUSINESS			
	Present progress on CHNA goals -Had a Quarterly meeting and our overall strategy is to be on social media and to put an ad in the newspaper and radio that gets our name out into the community. Also to get flyers out into the patient rooms. Our goal is Community Awareness and making sure the community knows who we are, what we are, and what we have to offer.	Fred Werner, Vice Chair	
	Re credentialing and Privileging- Vrad Radiologist Michael Allen, MD; Lawrence Briggs, MD: Shaden Mohammad, MD: Peggy Rouleau, MD: Gregory Kenyherz, MD: Joan Sutcliffe, MD: Alan Kopp, MD: Benjamin Bak, MD: Richard Mitchell, MD: Michael Rethy, MD	Tamara Sawyer, medstaff Coordinator Christopher Robertson, MD	Connie Werbelow Motioned Trudy Craft 2nd Approved Recredentialing and Privileging- Vrad Radiologist Michael Allen, MD; Lawrence Briggs, MD: Shaden Mohammad, MD: Peggy Rouleau, MD: Gregory Kenyherz, MD: Joan Sutcliffe, MD: Alan Kopp, MD: Benjamin Bak, MD: Richard Mitchell, MD: Michael Rethy, MD
PUBLIC COMMENTS			
EXECUTIVE SESSION			
	WY § 16-4-405 – Personnel and legal	Fred Werner, Vice Chair	
ADJOURN			
	6:30 PM adjourned to executive session 6:55 out of executive session	Fred Werner, Vice Chair	Trudy Craft Motioned Connie Werbelow 2nd Approved Motion to Adjourn



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