



October 16, 2024

BOARD OF DIRECTORS

MEETING MINUTES

| 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 | | David Black, RN, Director of Nursing | X | |
| 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 | | Taylor Osmond-Roussan, Executive and HR Assistant | X | |
| Nicole Hobbs, VP Regional Operations | | | Guests | | |
| Tracey Walker, RRT, Director of Regional Operations | | | Greybull Standard/Basin Republican | X | |

| TOPIC | PRESENTER | ACTION ITEM |
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| CALL TO ORDER | | |
| 5:30 pm | Jeff Petty, Chair | |
| MINUTES | | |
| Board minutes from September 2024 meeting | | Connie Werbelow Motioned Trudy Craft 2 nd Approved September 2024 board minutes. |
| FINANCIAL REPORT | | |
| Financial report for September 2024 – We are showing a loss for the month of \$135,081. The Mill Levy was \$17,669.20. The Service District account is \$640,349.39. Accounts payable total is \$1,979,229. The average gross patient revenue per say for September was \$48,245. Days COH is 74.26. Total operating expense for September was \$896,933 and expense per day was \$29,898. Gross AR days were 86.5. Patient encounters for the month of September | | Trudy Craft Motioned Connie Werbelow 2 nd Approved financials |



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| <p>1221 which was down from the month of August. Patient Gross Service Revenue for September was \$1,433,823. Discounts and allowances were \$605,747. Bad debt and charity care write-offs for September were \$56,696. We had 20 inpatient days, 126 ER visits, and 550 Clinic visits. Contract labor has increased for this period. Septembers total is \$7,872.37 compared to last month.</p> | | |
| EXECUTIVE REPORTS | | |
| <p>CEO Report -Employee of the month is Tamara Sawyer. We talked to Billings Clinic about our Facility Master Planning and they have a copy of our blue prints and anything that has been done before. There is a foundation work session on 11/20 before the board meeting with Billings clinic as their foundation has been successful. It is great to have Ross on staff. He is a great leader and great with patient care. We have the GES haunted house the 25th and 26th . Tiffany Tanner will be out for 6 weeks so we look forward to helping with patients if they have any urgent needs. COH is 75 days and we haven't touched any funds.</p> <p>Director of Clinic and Ancillary Services -We filled the full-time visiting nurse RN position. We have a new full time MA starting this month. PVHC is sending over a cardiology locum once a month. Radiology had great success with the 5K walk/run. We raised twice as much as we did last year. The silent auction is still going on until the 25th. We have a traveler helping us in the Radiology department. Lab had their CLIA survey and that went great, shout out to Matt, Kelsey, and Deb for all their hard work. The new blood bank fridge will be here tomorrow. We also have a traveler in the lab helping us until we are able to fill that position. Pharmacy update: We had Ross and Camilla join our team officially. Marketing update: We have the MRI starting tomorrow at 2:00 it will be a brand new unit. Drive thru flu clinic is next Tuesday. Mary Freund's last day will be December 10th</p> <p>Director of Nursing -There are some new graphs in my report. The Age range is consistent of who we see in the ED and the severity of illness. We are seeing a middle to low acuity of patients. Arrivals have no patterns. We have an increase in people coming to us or being sent to us for some outpatient services. It is convenient for people to come here. New night shift person starting in 2 weeks. Becca comes off RN orientation soon along with Alexis who is on her LPN orientation. We had a few nurses who went to Casper for a PEDS conference. We are</p> | <p>Joel Jackson, CEO Kelsey Sullivan David Black Mark Schlattmann Tamara Sawyer</p> | |



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| <p>assigning HealthStream training courses. With out crisis prevention we are looking at tools for that. Next week is wound care training. Also, next week David starts a grant writing course.</p> <p>Director of Plan Operations Human Resources, Compliance and Risk -Please see attached report</p> | | |
| Compliance Program presentation- Q3 | Tamara Sawyer | |
| CHIEF OF STAFF | | |
| <p>Everything is going well with Medstaff. We have a couple of credentialing to do. There is some Covid is going around again and some viruses like Rhino virus is going around causing a lot of our sickness as well. We did have a guest, Dr. Mills, he is working in Cody with Jimmie Edwards and is doing surgery in Powell.</p> | Christopher Robertson, MD Chief of Staff | |
| BILLINGS CLINIC REPORT | | |
| <p>We are recruiting a HR Region business partner. Lori Crown has moved on from the organization. We have selected Cerner as EHR as the combined Billings Clinic Logan Health system. We did have two interviews last week for my position and will hopefully select someone for that position.</p> | Patrick McConnell, Regional Controller | |
| AGENDA ITEMS FOR APPROVAL | | |
| <p>Credential and Privileges Approval for Daniel Fong, PA-C – Oncology Recredentialing and privileges for Carletta Collins, MD- Oncology</p> | Christopher Robertson, MD and Tamara Sawyer | Janet Evans Motioned Trudy Craft 2 nd Approved credentials and Privileges |
| Board Resolution- Remove Connie Werbelow from bank accounts and add Jeff Petty as signor to bank accounts | | Fred Werner Motioned Trudy Craft 2 nd Approve to |
| Appoint Trudy Craft to Quality Assurance performance Improvement Committee | Jeff Petty | Connie Werbelow Motioned Janet Evans 2 nd Approve to |
| DISCUSSION ITEMS | | |
| <p>Financial assistance policy is attached to the packet. Please review for questions. Bank Update: Limited options when it comes to cash management. A 6-month CD is 4% and a 3 month is the same as what we are getting on our account now. End of year goals for us. We still owe Billings Clinic; we have already paid a big chunk and will pay another mid-year after</p> | Joel Jackson, CEO and Michael Garza | |



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| we receive the cost report and the QRA. The income tax credit is still being processed. We will re-approach the CD discussion at the beginning of the year. | | |
| ITEMS FOR NEXT MEETING | | |
| 11/20 – Foundation Meeting at 3:00 pm The December Board Meeting is currently scheduled for the 18 th . Will discuss what will be on the agenda next month. | | |
| EXECUTIVE SESSION | | |
| WY § 16-4-405 – Personnel and legal | Jeff Petty, Chair | |
| ADJOURN | | |
| 7:00 pm | Jeff Petty, Chair | Trudy Craft Motioned Janet Evans 2 nd Approved motion to Adjourn |