

WESTON COUNTY HEALTH SERVICES  
BOARD OF TRUSTEES MEETING  
January 21, 2016

**Present:** Georgenna Materi, Secretary of the Board; Barry Peterson, Treasurer; and Connie James, Trustee.

**Also Present:** Maureen Cadwell, CEO; Kyle Richards, Rapid City Regional COO; Piper Allard, Director of Patient Services; Jim Peck, Attorney; Lynn Moller, CFO; Irma Fouch, Long Term Care Interim Director; Sarah Gregory, Long Term Care Assistant Director; Vickie Heinrich, Education and Compliance Nurse; Carmen Allison, Director of Home Health/Hospice; Denice Piscioti, Executive Assistant

**Call to Order:** Georgenna Materi called the meeting to order at 6:00 pm.

**Quorum:** Barry Peterson declared a quorum was present to conduct the business of Weston County Health Services.

**Visitors:** None

**Additions/Changes to the Agenda:** Under new business a Bactec for lab and lift chairs for the Manor are a couple of capital assets that need to be added.

**BARRY PETERSON MADE THE MOTION TO ACCEPT THE CONSENT AGENDA, CONNIE JAMES SECONDED IT AND THE MOTION CARRIED.**

**Finance Committee Report:**

With nothing to report, Barry turned it over to Lynn.

**Financial Report:**

Statistical Report

- In-patient days totaled 245 for the month. We are still experiencing a large number of intermediate swing bed days.
- YTD in-patient days are 82% of budget and 104% of last year's volume.
- Swing bed days are 129% of budget and are 135% of last year.
- OP discharges are 109% of budget and are 112% of last year at this time.
- ER is 113% of last year and 110% of budget.

- PT visits are 110% of budget and 111% of last year.
- OT visits were 150 for the month, up 6 from the prior month.

#### Income Statement

- Year to Date Patient Revenue is 12.9% over the budgeted amount.
- Expenses are 8.54% over budget for the year.
- Net income for the month is a positive \$386,333. For the year, net income is a positive \$78,158.
- One item contributing to the high net income for the month was a large amount of property tax revenue.
- Another item affecting the income statement, the receipt of \$182,000 as a result of an insurance claim for storm damage on the hospital and manor roofs.

#### Balance sheet

- Accounts Receivable decreased by \$32,589.

#### Cash Flow Statement

- Net cash flow increased by \$338,098 during December.

#### Graphs

- Acute and Swing Bed days 245.
- Days in A/R, 87.38.

#### Retail Pharmacy

- During December 1522 scripts were filled, up from 1422 in November.
- Revenue for the month was down, \$100,021 compared to \$144,964 in November

#### **Medical Staff Report:**

Dr. Chuck Franklin reported everything is going well. The time for the radiologists to read the films and give reports has improved. The staff is working on protocols for drug seeking patients along with looking into Dental equipment and training because there is a need.

#### **CEO Report:**

- **Building Project Update-** The foundations are beginning to take shape with the concrete being poured in the middle where the kitchen will be. From there the crews will move to the pharmacy and new business office areas and continue with the dining room areas. It is estimated in the next week, they will begin with the nursing home addition foundations. A letter was sent to the state of Wyoming informing them we will be moving ahead to

the steel structure part of the hospital at our own risk because they have not fully approved the whole plan. Another letter is ready to notify the state that we will begin with demolition of selected parts of the building that have been vacated. Through the process we have to keep all of our systems up and going such as the oxygen, call lights, fire and sprinklers. Emergency egress also must continue to be in place, even if it is just for an emergency exit. The third party reviewer have requested information on 52 items to which CTA are in the process of reviewing them right now and we are hoping to have them back to the reviewer soon so they can be done with their review and it can be moved on to the state. State has been onsite once. We have requested for them to come back the first week in February to look at plumbing. Additional directional signage has been put up to help route people to the back of the facility. We are also working on internal signage that is ADA compliant and will be getting bids from several companies also we may be looking at the Newcastle High School for additional signage.

- **Billings Clinic Update-** They visited last week. We are having new issues again. Ticket numbers are not high however we are finding out not all are getting added to the list, which could be one of the problems. Lynn and Piper each discovered different changes in the system; their response was they didn't know what happened or it was blamed on gremlins in the system. The biggest issue is audit, it is late. A big part of that is still constant issues and finding things not crossing over and try to reconcile information. When they visited we tried to convey it is just not working yet. And we are still very frustrated by the system. Maureen recommended not paying them until results are seen. As of the end of December, WCHS owed \$78,879.
- **WCHS Board Election-** It will take place on May 3, 2016 with three positions open. Applications are accepted Feb. 3<sup>rd</sup> through Feb. 23<sup>rd</sup> and need to be submitted to Denice Piscioti and are on the website and available at the facility. Two board members will need to serve on the Canvas Board after the election; it is typically the secretary and a member at large.

- **Board Education topics-** There are a few open dates, ideas are welcome Maureen suggested the board may want to use the AHA Trustee guide as education and can be looked at before a board meeting.
- **House Purchase:** After attorney Jim Peck received the title commitment, there was confusion about property lines and access to the structure. Jim spent time at the Assessor's office and looking in the vault to investigate where the property lines actually are.
- **Strategic Plan:** Quarterly update is available.

**CFO Report:** Training for the new budgeting software began in November and the instructor returned for two and a half days this week with several staff. It looks promising to be a great tool for budgeting.

**Quality Report:** In the quarterly report, JoAnn relayed what could be stated publicly, the rest was given during the executive session. The results from the long term care surveys were for the most part were good complimenting the cleanliness of the facility. The one area people felt was needed was more staff. It was not new news and is an area being worked on already. Another complaint was no room to socialize, which will change with the construction. The big issue from the Manor surveys was inadequate amount of space for personal possessions. Physical exercise and more outdoors activities were requested. Everyone will be looking at the surveys and department managers will be focusing on at least one area they will improve. There were a lot of good comments about the ER and Lab in the outpatient surveys. Therapy services have a separate survey with patients having the opportunity to write comments on individual staff members. Hospital inpatient that are discharged back home were mailed surveys. The results showed a couple of areas for improvement however for the most part the patients were satisfied and would recommend the facility. The Home Health survey was not well received. The staff will try to emphasis the survey is for suggestions, not to get anyone in trouble. The retail pharmacy did an informal survey with many comments complimenting and thanking the staff for a job well done.

**Acute Care:** Recruiting for therapy with their increased numbers.

**Human Resources:** Mandatory Health Directed Customer Service Training is set for April 4<sup>th</sup> through the 7<sup>th</sup> with the same person who has been doing our manager training for the past two years. There is a C.N.A. class going on right now. The pharmacist search is going well.

**Long Term Care:** At the last board meeting, a couple more tiers in nursing staff was approved. Assistant Director of Nursing and Two Education Compliance Nurses are on the floor assisting the other staff.

**Home Health:** The staff is staying super busy, even on weekends. Kelly Page has begun Navigator training.

**Old Business:**

- **Joint Board Meeting-** Is still on hold.

**New Business:**

- **Medical Staff Credentialing:** Howard Garber, MD; Lanny Reimer, MD; Jeffery Schleusener, MD

**BARRY PETERSON MADE THE MOTION TO APPROVE THE CREDENTIALING OF DR. GARBER, DR. REIMER AND DR. SCHEUSENER, CONNIE JAMES SECONDED IT AND THE MOTION PASSED.**

**BARRY PETERSON MADE THE MOTION TO APPROVE PAYING THE CONSTRUCTION APPLICATION OF \$435,694.11, CONNIE JAMES SECONDED AND THE MOTION CARRIED.**

**CONNIE JAMES MADE THE MOTION TO APPROVE THE PURCHASE OF A CARENDO SHOWER CHAIR FOR THE MANOR FOR \$5,999, BARRY PETERSON SECONDED AND THE MOTION CARRIED.**

**CONNIE JAMES MADE THE MOTION TO APPROVE THE PURCHASE TWO BACTEC CULTERING SYSTEMS FOR \$38,250, BARRY PETERSON SECONDED AND THE MOTION CARRIED.**

**BARRY PETERSON MADE THE MOTION TO APPROVE THE PURCHASE OF 6 LIFT RECLINERS FOR \$5,063.88, CONNIE JAMES SECONDED AND THE MOTION CARRIED.**

**ITEMS FOR THE FUTURE:**

WCHS Health Fair Blood draw in Upton March 31st

WCHS Health Fair Blood draw in Newcastle April 1<sup>st</sup> and 2<sup>nd</sup>

WCHS Board Election May 3, 2016

WHA Board Education May 19, 2016 in Cody, WY

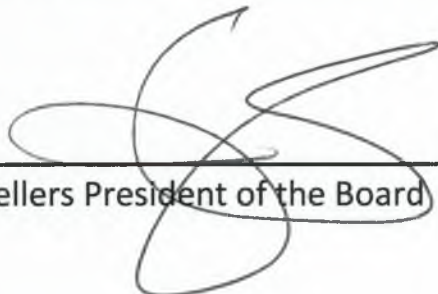
WCHS Community Picnic July 9, 2016

WHA & Leading Age Annual Convention September 6<sup>th</sup>-8<sup>th</sup> in Cheyenne

**AT 7:26 PM CONNIE JAMES MADE THE MOTION TO GO ITO EXECUTIVE SESSION FOR QUALITY REPORT, BARRY PETERSON SECONDED MOTION PASSED.**

Executive Session ended at 8:04 PM.

**CONNIE JAMES MADE THE MOTION TO ADJOURN THE MEETING AT 8:04 PM BARRY PETERSON SECONDED MOTION CARRIED.**

  
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Jill Sellers President of the Board

  
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Georgenna Materi, Secretary of the Board