

WESTON COUNTY HEALTH SERVICES
BOARD OF TRUSTEES MEETING
March 17, 2016

Present:; Georgenna Materi, Secretary of the Board; Barry Peterson, Treasurer; Connie James, Trustee; with Jimmy Long, Trustee and Jill Sellers, President via telephone.

Also Present: Maureen Cadwell, CEO; Piper Allard, Director of Patient Services; Jim Peck, Attorney; Lynn Moller, CFO; Julie Sindlinger, Director of Human Resources; Irma Fouch, Long Term Care Interim Director; Carmen Allison, Director of Home Health/Hospice; Chuck Franklin, MD, Medical Staff Director; Denice Piscioti, Executive Assistant

Visitors: Alexis Shultz, News Letter Journal reporter.

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 Comments: None

Additions/Changes to the Agenda: Maureen Cadwell noted she had a few more items she would be discussing during the CEO Report.

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

Finance Committee Report:

Barry stated because it is close to time to be setting the budget, to pay attention to the numbers to notice the changes to understand the budget better. The budget will be approved soon for the next year.

Financial Report:

Statistical Report

- In-patient days totaled 277 for the month. Patient mix reverted back to the pattern seen in late calendar year 2015 with high amounts of intermediate swing bed days as compared to inpatient and skilled swing bed..
- YTD in-patient days are 90% of budget and 89% of last year's volume.
- Swing bed days are 139% of budget and are 137% of last year.
- OP discharges are 108% of budget and are 111% of last year at this time.
- ER is 107% of last year and 111% of budget.
- PT visits are 109% of budget and 112% of last year.
- OT visits were 164 for the month, up 8 from the prior month.

Income Statement

- Year to Date Patient Revenue is 12.77% over the budgeted amount.
- Expenses are 9.74% over budget for the year.
- Net income for the month is a negative \$187,342. For the year, net income is a positive \$22,260.
- One item contributing to the high net income for the month was a large amount of property tax revenue.

Balance sheet

- Accounts Receivable increased by \$211,585 which increased the days in A/R.

Cash Flow Statement

- Net cash flow decreased by \$237,316 during February. Payment for the purchase of the South Summit Street property accounted for the major portion of this decrease.

Graphs

- Acute and Swing Bed days 277.
- Days in A/R, 92.88.

Retail Pharmacy

- During February 1580 scripts were filled, up by 55 from January.
- Revenue for the month was down compared to the prior month's total of \$124,690. February revenue was \$118,655.84.

Medical Staff Report: Dr. Chuck Franklin reported the new line has increased the radiology read times quite a bit. Sometimes they have a report back within minutes of it being sent, for which the medical staff is grateful for. Fresh frozen plasma will be available very soon. The next day, a dental demonstration is planned from a local dentist and dental supplies will be available soon. The doctors had a demo on a portable ultrasound system. Dr. Hoskins and Dr. Gerard

have experience with ultrasound equipment; Dr. Franklin will be attending training in May. They have begun a new procedure, a SPG Block which has proved effective on every headache except tension headaches. The procedure uses Lidocaine, so it is not a narcotic. Another procedure, which works with electrodes, has been considered for bladder incontinence for individuals in the community and Manor residents. The Wyoming Department of Health completed a trauma survey and approved WCHS for trauma designation for three years.

CEO Report:

- **Building Project Update-** We were notified today DRM, the dirt movers will close down the west road to the ER to get it up to grade. They are going to be finishing all the front dirt work so the front entrance at Deanne will be closed to redo the whole street and entry and the drive-up Pharmacy. Parking will be limited for staff more than anyone. The plan is to be done in three weeks. Tomorrow morning they are going to be lifting steel girders over the link between the Manor and the hospital. The internal demo continues. During the construction in front of the building, a time capsule was found. It was discovered members of the Mason lodge in Newcastle put it in, the trustees decided a date should be set to have a ceremony to open up the time capsule because it is an important community tradition. Another time capsule will be placed when the construction in front of the facility is completed.
- **Billings Clinic Update-** For the most part we are in the same place we have been. Maureen stated she doesn't think they understand where WCHS is at. A list of four times was given them wound care photo scanning, Lawson self-service for new hire enrollments, reporting and quality part of the system the latter two items were supposed to be available from the start. Maureen had intended to approach the board to make a payment, but the contract will need to be discussed in executive session.
- **House Implementation-** The furnishings are all set up and as of next Saturday night there will be two travelers staying there. A tenant agreement has been set up. We figured we would save \$4,000 each for 12 weeks.
- **Future Board Meetings-** The April 21st Board meeting is set with board education at 5:30 pm to meet in Upton in room two at the community

center. The Wyoming Hospital Associate sponsored event for board training is on the date of the May board meeting, so it will need to be rescheduled to Tuesday, May 24th.

- **Retirement Party-** We will be hosting a retirement party for Irma Fouch Thursday, March 31st at 2:00 pm in the cafeteria to wish her well.
- **Title 25-** WCHS has been having issues with the county on paying Title 25 two bills that amount to over \$7,000. A meeting will be requested and will work to get the process back in line.

CFO Report: The business office is in the midst of getting the new budgeting software ready to go. It will be used for the 2017 fiscal budget; the managers were trained this week.

Quality Report: Through the Flex Grant, a patient safety survey of the facility was conducted with staff recently with the staff. Results should be getting back soon. It is part of a three year process. Several departments have set action plans through the Patient Satisfaction Surveys. In the report next month, we should have the next quarter data.

Acute Care: We are down to eight rooms with the construction and stay full most of the time. The ER has been very busy. A Certified Occupational Therapy Assistant has been brought in to work with the Occupational Therapist and that has been going very well.

Human Resources: Julie explained the attendance policy has a very narrow scope. It was intended to cover things with 24 hours or less notice. Managers can put in notes which allow HR to know what is going on with the employees. A spread sheet is used to track what is going on a 12 month basis. It has gone amazingly well. There are very few that are having issues with it and very little discipline because of it. We had a celebration for three staff members who received their C.N.A. II certifications and all three are continuing on to be Medication Aides.

Long Term Care: At the nurses/C.N.A. meeting we did education with the Occupational Therapist and assistant. We also had education for the State Survey Corrective Action and it was accepted. Irma reported a lifting of spirits in the staff who are getting excellent orientation.

Home Health: There was a little hiccup in the electronic signatures from the physicians but we printed out those that needed completed and we are going to stay with the electronic signatures for now.

Old Business:

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

New Business:

- **Medical Staff Credentialing:** None this month.


BARRY PETERSON MADE THE MOTION TO APPROVE PAYING THE CONSTRUCTION APPLICATION OF \$565,134.36, CONNIE JAMES SECONDED AND THE MOTION CARRIED.

JIMMY LONG MADE A MOTION TO PURCHASE 10 BEDS FOR THE MANOR AT \$15,911.90, CONNIE JAMES SECONDED AND THE MOTION CARRIED.


AT 7:00 PM BARRY PETERSON MADE THE MOTION TO GO ITO EXECUTIVE SESSION FOR PERSONNEL, CONTRACT ISSUES AND ATTORNEY CLIENT COMMUNICATIONS, CONNIE JAMES SECONDED MOTION PASSED.

Executive Session ended at 8:27 PM.

CONNIE JAMES MADE THE MOTION TO ADJOURN THE MEETING AT 8:27 PM BARRY PETERSON SECONDED MOTION CARRIED.



Jill Sellers President of the Board



Georgenna Materi, Secretary of the Board