

WESTON COUNTY HEALTH SERVICES  
BOARD OF TRUSTEES MEETING  
September 15, 2016

**Present:** Jimmy Long, President; Barry Peterson, Treasurer; Connie James, Trustee; and Travis Cochran, Trustee.

**Also Present:** Maureen Cadwell, CEO; Lynn Moller, CFO; Jim Peck, Attorney; JoAnn Farnsworth, Quality Director; Denice Piscioti, Executive Assistant; Julie Sindlinger, Director of Human Resources; Levi Pitchford, Computer Technician

**Visitors:** Viva Straley, R.N. at Weston Manor

**Call to Order:** Jimmy Long called the meeting to order at 6:05 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:** Jim Peck added to VI.C. Taft Street vacation to the agenda.

**Strategic Initiatives**

- **Financial** – Chief Financial Officer reported on the cash collections on the Cerner system were \$723,011 which was the highest it has been in a year. Contractuals were particularly high in August due to writing off contractuals against the allowance account to replenish the account which is done based on a formula. In the Discharged Not Final Billed there are items waiting to be coded in 2014 the amount was up to \$1.2 million on Sept. 1, 2016 it was down to \$29,000 which was low but the Business Office is pleased with it going down by about 90%. AR went down about a day and a half and days were 268 which was quite a bit lower than the last two years in August.

**BARRY PETERSON MADE THE MOTION TO APPROVE PAYING THE CONSTRUCTION APPLICATION TO SCULL OF \$964,459.35 TRAVIS COCHRAN SECONDED AND THE MOTION CARRIED.**

**Scholarship Proposals-** There has been a couple of hard to fill positions in the lab and billing office. Wyoming school tuition is about \$3,000 per year and \$6,000 per year at Western Dakota Tech in Rapid City, S.D. A packet was presented to the board which mirrors the Ackley Fund and the WCHS Foundation scholarship. An application and an agreement that states the employee will continue to work for the facility for 12 months for every \$2500 they have been given. It can be used from any scholarship funds.

**TRAVIS COCHRAN MADE THE MOTION TO ACCEPT THE WESTON COUNTY HEALTH SERVICES SCHOLARSHIP PROGRAM AS PROPOSED BARRY PETERSON SECONDED AND THE MOTION CARRIED.**

**Quality –**

**BARRY PETERSON MADE THE MOTION TO ACCEPT THE MEDICAL CREDENTIALLING FOR RONALD BAXTER, MD; MICHAEL CARPENTER, PA-C; LEO FLYNN, MD; TIMOTHY FROST, MD; KIMBERLY GOBLE, MD; DONALD HABBE MD; NEIL KUMAR, MD; ASHLEY TUPPER MS FNP-BC, OHN; DAVID WHITE MD; TRAVIS COCHRAN SECONDED AND THE MOTION PASSED.**

- **Medical Staff Report** – Next month on Tuesday, October 11th at the joint Med Staff/Board meeting on the agenda is Northeastern Wyoming Medical Health.
- **Quality Report** – The quarterly report will be in October. We are going to be starting a claim denial project in the business office because we have identified a higher percentage there. We will look at all claims and the different reasons they are denied. The goal is to get the claims processed quicker with better reimbursement. We are reminding managers to get the patient surveys out to improve response rates. Mandatory Diversity training was held September 13<sup>th</sup> and 14<sup>th</sup> for the staff.
- **Drug Free Workplace Policy** – Jim Peck reviewed the changes made to the policy in regards to the no tolerance support from the board. He also added a section specific to marijuana use/abuse due to recent activity seen in the state.

**CONNIE JAMES MADE THE MOTION TO ACCEPT THE DRUG FREE WORKPLACE POLICY TRAVIS COCHRAN SECONDED AND THE MOTION CARRIED.**

- **WHA & Leading Age Annual Convention** – Jimmy Long, Barry Peterson, Maureen Cadwell, JoAnn Farnsworth and Sarah Gregory attended the meeting in Cheyenne Sept. 7<sup>th</sup> and 8<sup>th</sup>. Two experts on cyber security spoke gave good information to speak about. The inspirational speaker, John Nance spoke on team work was interesting. Governor Matt Mead talked about the state needing to diversify instead of being so reliant on minerals. He also stated the importance of trying to keep the youth in Wyoming instead of leaving the state after post-secondary education. Medicaid expansion was also discussed and why the Governor changed his mind to proceed with it. Two awards were received for the Manor for Innovation and Quality Achievement.
- **WCHS Cyber Security Update** – Levi Pitchford explained the cyber security resources used at the facility. IPrism is a content filter keeping staff from going to websites that may contain viruses or are inappropriate. Kaspersky anti-virus software has been effective for keeping the facility safe and is monitored on a regular basis. Edgewise protects the email system from viruses along with encryption capabilities to send healthcare information outside of the facility. Recently a firewall filter was upgraded. The public network is completely separate from the general network to keep patient information safe. Penetration tests are done regularly to also ensure cyber security. A strict password policy is in place. The facility also has ransom insurance for when or if it is needed.

**Construction Update** – A Public Hearing will be held at the City of Newcastle meeting for the vacation of Taft Street. Once the deed is received WCHS has a year to put up a barrier as requested by the owners of the Mobile Home Park. At a recent visit a State of Wyoming Inspector brought up a couple of issues in the hospital patient wing and resolution to them is being worked on. The headwalls need to be replaced with fire protection materials and the clearance around the toilets in the bathroom needs to be adjusted for wheel chair accessibility. The final inspection from the Wyoming Department of Health for the hospital patient wing and the Manor patient areas is set for October 17<sup>th</sup>. A temporary wall was put in the north part of the Manor dining room. Another temporary wall will be put in the kitchenette area in the Manor soon so temporary wiring will be placed for equipment. This will limit space in the dining area so options are being considered to free up space. After discussion with Bullseye on the external signage quote, Maureen learned installation was not included and they have not been able to get a quote on it.

**TRAVIS COCHRAN MADE THE MOTION TO ACCEPT THE BID FROM ROSENBAUM FOR \$20,988 BARRY PETERSON SECONDED AND THE MOTION PASSED.**

**Billings Clinic EMR**– Things have been slacking off with the help desk tickets. There have been some struggles with the budget being loaded into Lawson. They have been notified of the problems. A demonstration of EPIC was held on August 30<sup>th</sup>. There were a couple of areas staff still wanted demonstrations on that were not covered in the original presentation. A cost estimate is expected in October.

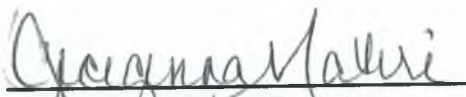
**Retail Pharmacy** – A type of analysis is being looked at to be able to show the board the financial aspects and hope to have available soon.

**Legislative Taskforces** – Maureen attended a task force on Title 25 in Cheyenne on August 30<sup>th</sup>. One of the biggest obstacles is the substantial increase they have seen towards the amount of money they pay for the program so they are struggling what to do. Another task force is working on Special Districts. The heads up was given through a pamphlet received. Maureen gave the information to both Jim Peck and Eric Boley the WHA Director. Eric Boley went to the meeting and presented and was able to get some of the concerns thrown out. There are concerns over the proposed budgeting and it was going to be proposed Hospital districts are removed from that particular bill. Maureen wanted the trustees to be aware and will keep them updated.

**Amended Bylaw Proposal** – Barry Peterson made a motion to change the bylaws of the Weston County Hospital District to increase the size of the board from five to seven members to be appointed immediately and elected at the 2018 elections. His reason was to have more individuals to serve on committees. Concern was voiced with individuals being interested. Motion died for lack of second.

**BARRY PETERSON MADE THE MOTION TO GO INTO EXECUTIVE SESSION FOR LEGAL AND PERSONNEL AT 8:11 PM CONNIE JAMES SECONDED AND THE MOTION PASSED.**

**AT 8:45 PM CONNIE JAMES MADE THE MOTION TO AJOURN THE MEETING. BARRY PETERSON SECONDED AND MOTION PASSED.**

  
Jimmy Long, President

  
Georgenna Materi, Secretary