

**WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
April 20, 2023**

Present: LeAnn Kenagy, President; Jamie Farnsworth, Secretary; Karen Drost, Treasurer; Connie James, Trustee; Nick Johnson, Trustee; Dorothy Briggs, Trustee; Ann Slagle, Trustee

Also Present: Piper Allard, Interim Chief Executive Officer; Thomas Worsley, President, Spearfish Hospital and Hills Marketing; Allison Gee, Lubnau Law Office (via Zoom); Kim Scharf, Quality Director; Charlie Turner, Director of Human Resources; Carmen Allison, Director of Home Health; Angie Phillips, Director of Patient Care; Melissa Thomas, Director of Long-Term Care; Wendy Erb, IT Manager; Joy Ohnstad, Pharmacy Manager; Megan Sams, HR Generalist; Denice Piscioti, Executive Assistant

Visitors: Alexis Barker, NLJ (via Zoom); Nick Dillinger (via Zoom); Norma Shelton (via Zoom)

Call to Order: LeAnn Kenagy called the meeting to order at 5:30 pm.

Quorum: Jamie Farnsworth declared a quorum to conduct the business of Weston County Hospital District.

Comments:

Melissa Thomas brought to the Trustees attention a need in the community to have childcare. Megan Sams has done research regarding childcare for our employees. Several employees have had to change status or leave due to not being able to have childcare. Estimating 10 staff will benefit from offering childcare. Suggested locations include clinic basement, facility basement, house. Drost stated geriatric population would benefit from the children onsite. Infection control has been a thought. Will research grants and funding along with surveying staff. Cost analysis will also be completed.

Additions/Changes to the Agenda: Move department manager reports up. Move CFO/Control from Old Business to 3. Under Financial.

JAMIE FARNSWORTH MADE THE MOTION TO APPROVE THE CONSENT AGENDA DOROTHY BRIGGS SECONDED AND THE MOTION CARRIED.

- **Manager Reports**

1. **IT** –Wendy handed out a list of items that are done daily. We are getting up to speed. The system that needs to process our servers needs to be replaced. We are looking into quotes right now. The new Cyber Security products are working well. The system is being monitored constantly and weekly updates are being sent. The servers are patched monthly, whereas prior to the new software it had not been patched in three years. Wendy stated that she feels we are in a much better position now.

2. **Pharmacy** –Short staffed. Have a new hire starting in a few weeks. The IT servers do affect the Pharmacy, Wendy works with them on the issues. Joy stated they are still working on the 340B program by looking at the background items to see if we can improve what we have and bringing the clinics online. The big project right now is scanning everything for EPIC on the medication side.
- **Financial** - In-patient days totaled 154 for March. Patient mix was 26% in-patient, 53% Skilled and 21% Intermediate Swing Bed. Year-To-Date In-patient days are 67% of budget and 57% of last year's volume. YTD Swing bed days are 105% of budget and are 91% of last year. YTD ER visits are 111% of the budget and 111% of the prior year. YTD Lab Procedures are 119% of the budget and 85% of last year. YTD Radiology Exams are 104% of the budget and 100% of last year. YTD PT visits are 108% of the budget and 108% of last year. YTD OT visits were 89% of the budget and 97% of last year. YTD Home Health Visits were 96% of the budget and 93% of last year. YTD Manor Days were 84% of the budget and 94% of last year. YTD Clinic Visits were 247% of the budget and 100% of last year. Operating Income was a loss of \$698,879 for the month and a loss of (\$3,110,134) for the year. Depreciation expense year to date was \$1,001,830. YTD- Operating EBIDA-(\$2,108,304). Net Income was negative for March (\$640,687). YTD was a negative, (\$1,739,899). YTD-Total EIBDA (\$529,528). Accounts Receivable increased from last month to \$36,304 and is lower than this time last year by (\$76,554). This month we experienced decreased cash flow of \$2,513,029. The changes in cash flow mainly is contributed to the following: CD investment (\$2,000,000); Contractual (\$700,721). Acute and Swing Bed days 154. Days in A/R decreased from the prior month to 64.69. During the month, 4,818 scripts were filled and was an increase of 556 from last month. Operating Revenue increased this month compared to the prior month's total. Retail Pharmacy revenue was \$349,754 in March and budgeted for \$355,233 this month. Operating Income for the month was a loss of \$94,249 and YTD income was a gain of \$149,432.
- **Committee report** – Previously talked to everyone about bringing Casey Petersen on as a contract CFO Position. They know the facility. We did get another quote for the service at a similar price. However, it was reported by Karen that Casey Petersen is the best fit for the facility. It is a contract, and it can be easily changed. A different firm would need to be contracted for the audit.

KAREN DROST MADE THE MOTION APPROVE CASEY PETERSEN AT THE RATE PRESENTED FOR THE CHIEF FINANCIAL OFFICER ANN SLAGLE SECONDED AND THE MOTION PASSED.

Audit firm contract was tabled until next meeting.

Quality

1. Medical Staff Credentialing –

DOROTHY BRIGGS MADE THE MOTION TO APPROVE MEDICAL STAFF CREDENTIALING JAN MASON, PA-C; DAVID PLUNKETT, MD; NICK JOHNSON SECONDED AND MOTION PASSED.

- 1. Medical Staff Report** – Pharmacy and the providers talked about adding Qulipta migraine medicine to the Pixus for incoming patients. Census at the Manor is 40. Home Health is admitting quite a few patients. Current urine drug screens don't screen for fentanyl. This is being reviewed.
- 2. Quality Report** – Monthly incidents and issues. Patient Satisfaction Surveys were reviewed by the committee. We are doing well. Temp staff – three in the lab, two C.N.A.s, one Registered Nurse and one Licensed Practical Nurse in the Manor. Long Term Care Survey went well. Documentation deficits are being addressed. Surveyors were complimentary. They said WCHS is one of the cleanest facilities they have visited. Raved about staff. Ombudsman wants to bring parents here. Very complimentary of the staff stating they go above and beyond in caring for the residents. Surveyors also came to the hospital. They were here for a complaint that was unsubstantiated. The Emergency Department is still seeing long wait times for transfer. Yellowstone has a risk management project WCHS submits for every year. This year WCHS placed in the top 3 and \$1,200 was awarded for Risk Management.

JAMIE FARNSWORTH MADE THE MOTION TO APPROVE THE CEO JOB DESCRIPTION DOROTHY BRIGGS SECONDED AND THE MOTION CARRIED.

- 3. CEO Recruitment** - Narrowed down to eight. Three interviews so far. May 4th last interviews and then will go to a second round.

ANN SLAGLE MADE THE MOTION TO GIVE WESTON COUNTY TREASURER \$50,000 TO REIMBURSE TAXES. NICK JOHNSON SECONDED AND THE MOTION CARRIED.

CONNIE JAMES MADE THE MOTION TO PURCHASE THE DEMONSTRATION SIEMENS ULTRASOUND MACHINE FOR \$84,000 WITH A \$12,000 A YEAR CONTRACT JAMIE FARNSWORTH SECONDED AND THE MOTION PASSED.

GOVERNANCE – Work on descriptions of officers. Have BYLAWS cleaned up. Elect officers in May and are working on making ballots for the election.

ANN SLAGLE MADE THE MOTION TO GO INTO AN EXECUTIVE SESSION AT 7:00 PM FOR PERSONNEL DOROTHY BRIGGS SECONDED AND THE MOTION CARRIED.

Public session resumed at 8:10 p.m.

CONNIE JAMES MADE A MOTION TO SCHEDULE A SPECIAL MEETING ON MAY 11, 2023 BEGINNING AT 4:00 PM TO DISCUSS NARROWING DOWN THE CANDIDATES FOR THE CHIEF EXECUTIVE OFFICER POSITION AND SCHEDULING A SECOND MEETING ON OR ABOUT MAY 16, 2023 AT 4:30 PM DEPENDING ON THE CANDIDATES' SCHEDULES FOR FURTHER INTERVIEWS. THE MOTION WAS SECONDED BY DOROTHY BRIGGS AND APPROVED UNANIMOUSLY.

DOROTHY BRIGGS MADE A MOTION TO ADJOURN AT 8:13 PM CONNIE JAMES SECONDED AND MOTION PASSED.

LeAnn Kenagy, President

Jamie Farnsworth, Secretary