

**WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
March 9, 2023**

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

Also Present: Piper Allard, Interim Chief Executive Officer; 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, Assistant Director of Long-Term Care; Mackayleigh Shultz, Dietary Manager; Megan Sams, HR Generalist; Mike Evenson, Therapy Manager; Nathina Lewis, Occupational Therapist; Denice Piscioti, Executive Assistant

Visitors: Alexis Barker, NLJ; Georgenna Materi

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:

Additions/Changes to the Agenda: None

KAREN DROST MADE THE MOTION TO APPROVE THE CONSENT AGENDA CONNIE JAMES SECONDED AND THE MOTION CARRIED.

- **Financial** - In-patient days totaled 150 for February. Patient mix was 11% in-patient, 34% Skilled and 55% Intermediate Swing Bed. YTD In-patient days are 63% of budget and 51% of last year's volume. YTD Swing bed days are 106% of budget and are 92% of last year. YTD ER visits are 111% of budget and 108% of the prior year. YTD Lab Procedures are 121% of budget and 85% of last year. YTD Radiology Exams are 102% of budget and 95% of last year. YTD PT visits are 106% of budget and 109% of last year. YTD OT visits were 85% of budget and 98% of last year. YTD Home Health Visits were 97% of budget and 93% of last year. YTD Manor Days were 84% of budget and 84% of last year. YTD Clinic Visits were 249% of budget and 103% of last year. Operating Income was a loss of \$208,909 for the month and a loss of (\$2,408,517) for the year. Depreciation expense year to date was \$890,671. YTD-Operating EBIDA-(\$1,517,846). Net Income was negative for February (\$136,700). YTD was a negative, (\$1,096,478). YTD-Total EIBDA (\$25,541). Accounts Receivable increased from last month, \$212,216 and is lower than this time last year by (\$544,474). During the month of February, we experienced an increased cash flow of \$64,032. The changes in cash flow mainly is contributed to the following: AR decreasing (\$76,234) AP increasing \$66,009. Acute and Swing Bed days 150. Days in A/R decreased from prior month to 64.81. In February Retail Pharmacy, filled 4,262 scripts which was an increase of 150 from last month. Operating Revenue decreased this month compared to the prior month's total. Retail Pharmacy revenue was \$311,548 for the month and budgeted for \$355,233 this month. Operating Income for the month was a gain of \$38,914 and YTD income was a gain of \$243,681.

- **Finance Committee report** – Casey Peterson giving proposal for in house consultant proposal. Additional proposals to be reviewed before next month
- **Grant reporting update** – March 31st due Covid has been submitted.
AARPA Grants – Waiting for State approval (5)

MADE THE MOTION APPROVE SECONDED AND THE MOTION PASSED.

Quality

1. Medical Staff Credentialing –

JAMIE FARNSWORTH MADE THE MOTION TO APPROVE MEDICAL STAFF CREDENTIALING OF DAVID WHITE, MD; LANNY REIMER, MD; WILLIAM ZAVIS, MD; NICK JOHNSON SECONDED AND MOTION PASSED.

1. **Medical Staff Report** – A discussion was held on having a drug formulary at the Manor to cut down on many different brands of OTC medications. The Pharmacy Manager reported on medication shortages nationally. Nursing home census is at 37. Still taking one admission per week. The Manor was not receiving visitors during GI Bug but is once again receiving visitors. Telepsychiatry for ADHD was talked about as an option to offer our patients. Honor Camp fax machine has been added to make sure it goes to the correct facility.
2. **Quality Report** – At the Quality Committee meeting, the Action Q dashboard of incidences was reviewed. For temporary staff, we have one in radiology, two in lab, two C.N.A.s and one RN in long term care. In Home Health, Carmen is training a new RN.

CEO Job description and recruitment– Charlie suggested using the job description written for the recruitment ad for the job expectations. Close to 40 CEO candidates have applied through indeed. Recruitment will be paused for now. Looking for an interview schedule once the candidate pool is narrowed down.

JAMIE FARNSWORTH MADE A MOTION TO FORM A CEO SEARCH COMMITTEE TO INCLUDE CONNIE JAMES, ANN SLAGLE AND LEANN KENAGY, NICK JOHNSON SECONDED AND THE MOTION PASSED.

Long Term Care Licensure – Piper’s provisional license was approved. The Long-Term Care DON job has been offered to a candidate, but it has not been accepted yet.

Website three quotes have been received – Fast Health set up fee of \$3,800 and \$600 monthly; Zade’s Graphics \$4,500 set up fee plus \$25 a month for hosting; Dot Marketing and Design, LLC. \$11,000 plus \$85 monthly fee.

CONNIE JAMES MADE THE MOTION TO TABLE THE WEBSITE DECISION UNTIL APRIL JAMIE FARNSWORTH SECONDED AND THE MOTION CARRIED.

April Board Education will be Wyoming Hospital Association

KAREN DROST MADE THE MOTION TO PURCHASE THE FOLLETT REFRIGERATOR FOR \$3,670.20 DOROTHY BRIGGS SECONDED AND THE MOTION PASSED.

CONNIE JAMES MADE THE MOTION TO PURCHASE A PFT MACHINE FOR \$2,400 NICK JOHNSON SECONDED AND THE MOTION PASSED.

Hiring policy – A extensive discussion was held on the hiring policy that correlates with the Board of Directors Bylaws. The Governance Committee will continue to work on it and suggestions are appreciated.

Dietary – Mackayleigh Shultz spoke to the board about her department. They are still short staffed, but they hope to be hiring a full-time person soon.

Therapy – Currently, in the department there are three Physical Therapists, 2 PT Assistants, 2 Occupational Therapists, and one OT Assistant, a receptionist and a PRN Speech Therapist. To have aquatic therapy available for patients, all five of the PT staff became lifeguard certified. The new service is quickly gaining popularity. Two of the OT staff are going to be certified to do Lymphedema treatments. Staff have been working with athletes at the High School and are in discussions about working with the students during the summer. Emergency response training at the end of the month. Therapy staff work four 10-hour days. PT have seen 897 patient visits since January – 100 patients a week - which was 86% outpatient with the rest being inpatient and Home Health. OT staff work with students in the schools – four in the elementary school and 10 to 20 students after school for sports. OT saw 270 students a week in January, 261 in February at the Children Center and both elementary schools.

JAMIE FARNSOWRTH MADE THE MOTION TO GO INTO EXECUTIVE SESSION AT 6:51 PM FOR PERSONNEL CONNIE JAMES SECONDED AND THE MOTION CARRIED.

JAMIE FARNSOWORTH MADE A MOTION TO ADJOURN AT 8:30 PM NICK JOHNSON SECONDED AND MOTION PASSED.

LeAnn Kenagy, President

Jamie Farnsworth, Secretary