

**WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
May 18, 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; Allison Gee, Lubnau Law Office (via Zoom); Kim Scharf, Quality Director; Carmen Allison, Director of Home Health; Angie Phillips, Director of Patient Care (via Zoom); Melissa Thomas; Director of Long-Term Care (VIA Zoom); Megan Sams, HR Generalist; Denice Piscioti, Executive Assistant

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

Call to Order: LeAnn Kenagy called the meeting to order at 5:45 pm.

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

Comments: Update on research for a Daycare for employees. A location needs to be established then we will be able to do cost projections. 83 responses out of 220, need more participation. 41% of the employees completed the survey.

Additions/Changes to the Agenda:

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

JAMIE FARNSWORTH NOMINATED DOROTHY BRIGGS FOR CHAIRMAN, VOTES WERE UNANIMOUS

KAREN DROST AND DOROTHY BRIGGS NOMINATED JAMIE FARNSWORTH FOR SECRETARY, VOTES WERE UNANIMOUS

ANN SLAGLE NOMINATED KAREN DROST FOR TREASURER, LEANN KENAGY NOMINATED HERSELF FOR TREASURER, LEANN KENAGY RECEIVED THE MOST VOTES FOR TREASURER

Standing Committee Appointments

- A.** Governance – LeAnn Kenagy Chair, Dorothy Briggs, and Jamie Farnsworth
- B.** Finance – LeAnn Kenagy Chair, Karen Drost, and Ann Slagle
- C.** Quality – Jamie Farnsworth Chair, and Nick Johnson
- D.** CEO Search – Connie James Chair, and Nick Johnson
- E.** Ethics – Connie James Chair, and Ann Slagle
- F.** Foundation – Connie James

Financial - In-patient days totaled 111 for April. Patient mix was 24% in-patient, 50% Skilled and 26% Intermediate Swing Bed. Year-To-Date In-patient days are 66% of budget and 59% of last year's volume. YTD Swing bed days are 101% of budget and are 92% of last year. YTD ER visits are 110% of the budget and 111% of the prior year. YTD Lab Procedures are 118% of the budget and 85% of last year. YTD Radiology Exams are 105% of the budget and 102% of last year. YTD PT visits are 108% of the budget and 107% of last year. YTD OT visits were 90% of the budget and 96% of last year. YTD Home Health Visits were 94% of the budget and 90% of last year. YTD Manor Days were 84% of the budget and 94% of last year. YTD Clinic Visits were 245% of the budget and 101% of last year. Operating Income was a loss of (\$290,097) for the month and a loss of (\$3,381,664) for the year. Depreciation expense year to date was \$1,127,299. YTD- Operating EBIDA-(\$2,254,365). Net Income was negative for April (\$267,423). YTD was a negative, (\$1,988,067). YTD-Total EIBDA (\$860,768). Accounts Receivable decreased from last month to \$190,296 and is lower than this time last year by (\$852,024). This month we experienced decreased cash flow of \$150,640. Acute and Swing Bed days 111. Days in A/R decreased from the prior month to 61.19. During April, 4,730 scripts were filled in the retail pharmacy which was an increase of 88 from last month. Operating Revenue decreased this month compared to the prior month's total. Retail Pharmacy revenue was \$328,089 for the month and budgeted for \$355,233 this month. Operating Income for the month was a loss of \$94,650 and YTD income was a gain of \$54,783.

KAREN DROST MADE THE MOTION TO HAVE THE GOVERNANCE COMMITTEE COME UP WITH A POLICY AND THEN TO COME BACK TO THE BOARD JAMIE FARNSWORTH SECONDED AND THE MOTION PASSED.

KAREN MADE A MOTION THAT WE ADVERTISE FOR RPM DAYS AT \$500 NICK JOHNSON SECONDED AND THE MOTION PASSED.

LEANN MADE A MOTION TO GO WITH EIDE BAILEY FOR THE AUDIT AND CASEY PETERSEN FOR THE COST REPORT NICK JOHNSON SECONDED AND THE MOTION PASSED.

ANN SLAGLE AMENDED THE MOTION TO HAVE CASEY PETERSEN DO THE COST REPORT CONNIE JAMES SECONDED AND THE MOTION PASSED.

LEANN KENAGY MADE THE MOTION TO GO WITH EIDE BAILEY FOR THE AUDIT JAMIE FARNSWORTH SECONDED THE MOTION FAILED 3 YAYS AND 4 NAYS

LEANN KENAGY MADE THE MOTION TO GO WITH DINUS, ZARECOR & ASSOCIATES FOR \$59,500 NICK JOHNSON SECONDED AND THE MOTION CARRIED 2 NAYS

CONNIE MADE THE MOTION TO APPROVE THE PRELIMINARY BUDGET WITH THE 5% INCREASE FOR WAGES AND CHARGES JAMIE FARNSWORTH SECONDED THE MOTION AND THE MOTION CARRIED.

Quality

1. Medical Staff Credentialing –

LEANN KENAGY MADE THE MOTION TO APPROVE MEDICAL STAFF CREDENTIALING OF WESLEY DAVIS, DNP; NICK JOHNSON SECONDED AND MOTION PASSED.

- 1. Medical Staff Report** – April’s meeting was joint with the WCHS Board of Trustees. We went over Pharmacy’s back orders. Medicare will only cover 12 Albuterol inhalers per year, so the providers know when they are prescribing. Manor Narcan has a standing order that was discussed and will continue at the May meeting. The nursing home report has a census of 40. New CE hire Alyssa Houser. CNA class taught by Allison Farella in June. They talked about making sure in EPIC the description discharges verses transfers were correct in identifying how the patient left the facility by private vehicle or ambulance to go to another facility.
- 2. Quality Report** – Incident reports, and credentialing were discussed. The current number of temporary staff is three C.N.A.s, one L.P.N., one R.N. and one in lab. We just had a new Lab Tech start and two more are coming on. WCHS is participating in a weekly staff retention group with other small hospitals mostly in Wyoming. One of the things we do is look at contract staffing cost. Long Care Survey plan of care was approved. Admissions were discussed for HH and Manor.
- 3. Quality Committee Report** – There is still an issue with Title 25 patients getting them transferred to another facility. It’s been an ongoing issue of getting the patients transferred to a mental health facility.

OLD BUSINESS

- 4. CEO Recruitment** – Narrowed it down to three candidates. Will look at making an offer to one tonight.

LEANN KENAGY MADE A MOTION TO HAVE THE GOVERNANCE COMMITTEE WRITE A POLICY CONNIE JAMES SECONDED

WITHDRAWN

LEANN KENAGY MADE A MOTION A CEO HIRING REPORT WITH THE INCLUDING PROS AND CONS OF THE PROCESS NICK JOHNSON SECONDED AND THE MOTION CARRIED.

- 5. Website**
- 6. GASB 96/DebtBook**

CONNIE MADE MOTION TO GO WITH DEBTBOOK FOR ONE YEAR FOR \$11,000 LEANN SECONDED AND THE MOTION CARRIED

- 7. Sage Intact Update** – Kick off call with them June 5, 2023. The agreements were signed. Piper and Alison met to discuss additional costs. Met with the vendors and they decided to cover all the integration costs.

NEW BUSINESS

- 1. Sign-on bonus** – The recruitment and retention committee has recommended All three positions \$1,00 sign on \$1,000 retention bonus over their first year -\$250 at three months, \$250 at six months, \$500 at a year. 2 full-time in dietary and 2 full-time and one part time in EVS 8 C.N.A. openings in Manor.

CONNIE MADE THE MOTION TO MOVE THE FUNDS FROM SIGN ON BONUS FOR MLT POSITION TO DIETARY, EVS AND CERTIFIED NURSING ASSISTANTS TO BE UP TO \$2,000 WITH THE PROBATIONARY PERIOD JAMIE FARNSWORTH SECONDED

CONNIE JAMES AMENDED HER MOTION TO MOVE THE FUNDS FROM A SIGN ON BONUS FOR THE MLT POSITION TO A SIGN ON BONUS FOR DIETARY, EVS AND CERTIFIED NURSING ASSISTANTS WITH PAYMENT PROTOCOL DEVELOPED BY HR JAMIE FARNSWORTH SECONDED MOTION CARRIED.

FOUNDATION BOARD – DIDN'T MEET LAST MONTH

ETHICS – Next meeting June 7TH AT 4 PM

PRESIDENT COMMUNICATION- Board education on how to read the financial reports.

BOARD MEMBER COMMENTS - none

CONNIE JAMES MADE THE MOTION TO GO INTO AN EXECUTIVE SESSION AT 7:45 PM FOR PERSONNEL NICK JOHNSON SECONDED AND THE MOTION CARRIED.

THE BOARD RESUMED PUBLIC SESSION AT 9:22 P.M.

JAMIE FARNSWORTH MADE A MOTION TO ADJOURN AT 9:24 PM NICK JOHNSON SECONDED AND MOTION PASSED.

LeAnn Kenagy, President

Jamie Farnsworth, Secretary