

**WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
June 20, 2024**

Present: Karen Drost, Trustee; Nick Johnson, Trustee; Ann Slagle, Trustee; Mary Rankin, Trustee; Karine Wright West, Trustee; Ted Ertman, Trustee; Nathan Ballard, Trustee

Also Present: Randy Lindauer, Chief Executive Officer; Piper Allard, Chief Operation Officer via Zoom; Allison Gee, Lubnau Law Office (via Zoom); Kim Scharf, Quality and Compliance Director; Sharla Zerst, HR Generalist; Karen Paul, Interim Chief Human Resource Officer; Heather Boyer, Director of Home Health; Melissa Thomas, Manor DON; Deb Hockett, Acute Care DON; Donald, Infection Prevention and Employee Health; Denice Piscioti, Executive Assistant; Lanny Reimer, MD.

Visitors: Mary Stroka, NLJ (via Zoom); Cathy Harshberger; Sam Norton (via Zoom)

Call to Order: Ann Slagle called the Public Budget Presentation followed by the regular meeting to order at 5:12 pm.

Quorum: Nick Johnson declared a quorum to conduct the business of Weston County Hospital District.

KAREN MADE A MOTION TO APPROVE THE DRAFT BUDGET, NICK JOHNSON SECONDED AND CARRIED THE MOTION.

NATHAN BALLARD MADE A MOTION TO ADJOURN THE BUDGET PRESENTATION AT 5:35 PM. MARY RANKIN SECONDED AND THE MOTION CARRIED.

ANN SLAGLE CALLED THE REGULAR MEETING TO ORDER at 5:36PM.

Additions/Changes to the Agenda- Under VII. new business F IT purchase of a Router for Epic data connection.

KARINE WRIGHT WEST MADE THE MOTION TO ACCEPT THE - AGENDA AS AMENDED. NATHAN BALLARD SECONDED AND THE MOTION PASSED.

KAREN DROST MADE THE MOTION TO APPROVE THE CONSENT AGENDA, NICK JOHNSON SECONDED AND THE MOTION CARRIED.

Visitor Comments: A statement was made that the community feels they elected a board to make the right changes to move forward. Newly appointed trustee Nathan Ballard wanted the community to know he would like to hear what they have to say.

An introduction to locum, Dr. Sherri Blanchard was made. The Doctor spoke about her experience and training. She also commented that taking care of children was a passion of hers.

CEO REPORT –

KAREN DROST MADE THE MOTION TO ACCEPT JOHN HAEBERLY, M.D.'S CONTRACT AS PRESENTED. KARINE WRIGHT WEST SECONDED. KARINE WRIGHT WEST WITHDREW HER SECOND AND THE MOTION DIED.

NATHAN BALLARD MADE THE MOTION TO PURCHASE THE LAB URINE ANALYZER, TED ERTMAN SECOND. THE MOTION CARRIED.

A new shower chair is needed for long-term care. A new one will be purchased for \$6081.45.

KARINE WRIGHT WEST MADE A MOTION TO APPROVE A LOAN OF \$487113 with First Northern Bank of Wyoming at 6% FOR 5 YEARS -to purchase a medication packaging machine. NATHAN SECONDED. MOTION CARRIED.

Strategic Initiatives

Finance Committee Report –

Successes in the 2023–2024 Budget Yearright spot #1 - The Finance Committee evaluated loan options for a Medication Packager as directed by the Board. We were able to work out “the best of both worlds” - local financing through First Northern Bank with a significant purchase discount. Kudos to Joy Ohnstad for all her hard work!

Minutes from Finance Committee’s 5/28/24 meeting are in SharePoint for the Board’s information.

Budget Workshops conclude with many great insights. Staff were very positive and numerous requests were received for monthly reports and ongoing discussions about finances in their respective departments. Many staff members expressed open optimism and shared ideas for new growth opportunities within their respective departments. Nathan Ballard and Karen Drost are working on minutes from the department workshops and will upload them to SharePoint as soon as they are ready. Several possible compliance/risk issues were uncovered which will be discussed with Kim Scharf. Bright spot#2 - Nathan reviewed credit card bills and accounts payable reports and identified several opportunities to improve efficiency with the electric bill (and possibly other utilities as well) by utilizing direct pay.

Karen Drost and Nathan Ballard attended the Wyoming Critical Access Hospital Benchmarking and Analysis of Financial Indicators webinar presented by Eide Bailly. Utilization reports are not provided to the Finance Committee, so we are unable to report on the census, utilization statistics, charges, etc. Hopefully, this will be rectified by next month. Bright spot #2 - yesterday Keisha Brueggemann was able to provide the Board with Radiology Utilization statistics and a promise to keep this report

updated -thank you Keisha!

Sandy Dixon was unable to provide charges/payments/adjustments report previously requested. Sandy did provide clinic provider visits report, but not all providers were included, and the report was not reconciled to actual visits so Sandy will work on updating this report. Dr. Reimer provided the Finance Committee with some historical clinic visit statistics.

Accounts Receivable - days outstanding is 51.6 - which is a decrease of 4.2 days from Last month - great job, Billing Department!

Jenifer Stulken resigned. Nathan provided the Finance Committee with Cash Flow Report that he reviewed with Jennifer before she left. Current bank account balances were not provided, but Nathan will explore them next week and report back to the Board and Finance Committee.

New A/P/Payroll Coordinator, Alicia Grimm, started. Alicia shadowed Jenifer Stulken for the last week and completed payroll on Tuesday.

Karen Drost and Ann Slagle will begin weekly phone calls with D&D Co. LLP and are working on a plan to get financials back on track - the primary goal is to get WCHS on a functioning financial reporting system moving forward.

Ted Ertman and Keisha Bruggeman are working on identifying grant opportunities. WY Treasurer Curt Meier reached out to Karen with contacts. Keisha working on private grant contacts and Ted contacted the Governor's office.

Capital Budget

Capital Items: Oxygen Project - quotes have come in under the grant amount and Ron is prepared to begin that project.

X-Ray Room upgrade is underway. Keisha is spearheading this project.

Pharmacy/LTC - Medication Packager upgrade has been approved and is awaiting delivery. Joy Ohnstad leads this project.

IT - Numerous IT upgrades - including many new PC's, switches, and routers to maintain and improve upon IT functionality and protection from cyberattacks. Wendy is organizing this project.

Planning for the 2024-2025 Budget Year and Beyond

Ron is requesting flooring on two LTC rooms be upgraded immediately at a cost of approx. \$5000.00 per room. Flooring is a chronic need, but these 2 rooms are STAT.

Ron is also requesting the replacement of all hallway flooring in the Manor at an

approximate cost of \$150,000.00

CT upgrade - exploring grant opportunities

Radiology - 3-4 lead aprons at a cost of about \$800.00/apron

Laundry washer

ER stretcher for taking out to helicopter-approx. \$4000.00

1 new treadmill for PT department -1-2-year need

Lab-chemistry analyzer at approx. \$200,000.00-this is the workhorse of the Lab department and would be a catastrophic loss to hospital operations if it were to fail. The current analyzer is at the tail end of its lifecycle.

Jim also has a wish list item of a blood bank card reader for \$8000.00

Pharmacy has a long-term need for IV room upgrades to bring into compliance for IV infusions (In-ceiling HEPA filters to mitigate sterility concerns when mixing infusions) - approx. 3-year timeframe.

Out-patient Pharmacy-Automated counting machine-approx. \$4000.00 and time frame of 1-2 years.

IT - approx. \$2400.00 for 2 new switches

Dietary - Robicu - industrial puree machine - approximately \$1500.00

New Refrigerator for resident snack area - \$1500 ~ \$2000.00

QUALITY

- **Medical Staff Credentialing**

NICK JOHNSON MADE THE MOTION TO ACCEPT THE CREDENTIALING OF RESHMA GOKALDAS, MD; ASHLEY TUPPER, NP; MARY RANKIN SECONDED AND THE MOTION CARRIED.

- **Medical Staff Report –**
 - During the election of new officers, the medical staff voted to keep them the same – Chuck Franklin, MD is the president; Sara Bybee, MD is the vice president and Patrick Gleason, FNP is the secretary.
 - Due to a couple of high-risk areas, the providers are required by Yellowstone Insurance to complete some training.

- The Nursing Home has a census of 41. Every month, the waiting list is discussed in the Manor QA meetings. The LTC DON checks in with the people on the waiting list to see where they are in the process and if they are ready to be admitted.
- One traveler plans to sign on as a C.N.A. at the Manor in October.
- A new nurse started at Home Health. They have had 12 admits this month.
- **Quality Report**
 - 25 events in April
 - 15% of 1100 surveys sent out were returned.
 - Currently we have 5 temporary staff - 3 C.N.A. Manor 1 RN at Acute Care APRN at the clinic. We do have a new Doctor starting in July, he will work 3 days a week – we just don't know which days of the week yet. Also, the Doctor who spoke earlier will be starting as a contract provider.
 - For the Manor 5-star rating, we are tracking residents who are admitted to the ER because it lowers the rating score. It was recommended by Dr. Reimer that if the nurse has concerns and can't reach the resident's Doctor, the ER/Hospitalist could check the resident before ordering tests.
 - A Quality award was presented to Kim Scharf and Weston County Health Services at the Yellowstone Conference – in Recognition of Your Commitment to Patient Safety and another one for Recognition for Compliance of Patient Safety Practices.

OLD BUSINESS

- **Radiology Update** – Moving on track for the new X-Ray room. The electrician has prepared everything for the new machine, except for the lighting. Maintenance will start painting next week and new flooring will be next on the schedule. The new machine will be here July 16th and training will begin July 29th. That week, the clinic x-rays will be diverted to the hospital to help learn how the new machine operates.

OTHER REPORTS

- A. PRESIDENT COMMUNICATION** – Thank you Randy for all the work you have done. After talking with D & D Co. LLC, it was recommended that we have finance training. The plan is for September with the meeting starting at 5:00 pm.
- B. SEARCH COMMITTEE** – The committee has been meeting, it consists of Ann, Karen, Nathan, and Keisha with the hope of one more person. We talked to Cathy Harshbarger for interim CEO. Between us, we have spent 18 to 20 hours talking to references and we've gotten a very consistent report from everyone we talked to. The board has been working diligently to improve the process of finding a CEO. The next thing we will be working on is the best idea on how to find a permanent CEO. The average CEO stays 3 to 5 years, so they want to create a process helpful for future needs. The goal is to have the best process in place to get the best candidates in

front of us. Between us, we have spent 18 to 20 hours talking to references and we've gotten a very consistent report from everyone we talked to.

NICK MADE MOTION TO GO INTO EXECUTIVE SESSION AT 7:01 PM FOR W.S.16-4-405(a) (ii) CONSIDER THE APPOINTMENT OF A PROFESSIONAL PERSON AND (ix) RECEIVE INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, AND (x) CONSIDER PROVIDER CONTRACTS, KARINE WRIGHT WEST SECONDED AND THE MOTION CARRIED.

The public session rejoined at 10:17 pm

NEW BUSINESS

KAREN DROST MADE THE MOTION TO EXTEND THE EMPLOYMENT OF RANDY LINDAUER IN A TRAINING ROLE TAKING NO SUSTIVE ACTION THROUGH JUNE 25, 2024. KARINE WRIGHT WEST SECONDED AND CARRIED THE MOTION.

KAREN DROST MADE THE MOTION TO EXTEND THE ENGAGEMENT OF KAREN PAUL FOR UP TO 50 WORKING DAYS. TED ERTMAN SECONDED AND THE MOTION CARRIED.

KAREN DROST MADE THE MOTION TO REMOVE ITEMS C AND E KARINE WRIGHT WEST SECONDED, MOTION PASSED.

KAREN DROST MADE THE MOTION FOR THE BOARD CHAIR TO NEGOTIATE A CONTRACT WITH AN INTERIM CEO CANDIDATE ON TERMS DISCUSSED IN THE EXECUTIVE SESSION. MARY RANKIN SECONDED, AND THE MOTION PASSED.

KAREN DROST MADE A MOTION TO APPROVE IT PURCHASE OF A ROUTER FOR EPIC MONUMENT DIRECT DATA CONTECTION PROPOSAL NUMBER Q-00425414 FOR COST NOT TO EXCEED \$5,564 MARY RANKIN SECONDED. THE MOTION CARRIED.

MARY RANKIN MADE A MOTION TO CHANGE THE JULY MEETING TO JULY 11TH AT 4:30 TOUR OF THE MANOR AND PHARMACY WITH THE REGULAR MEETING TO START AT 5:30 KARINE WRIGHT WEST SECONDED AND THE MOTION CARRIED.

KARINE WRIGHT WEST MOVED TO ADJOURN THE MEETING SECONDED BY NICK JOHNSON. THE MOTION WAS UNANIMOUSLY APPROVED, AND THE MEETING WAS ADJOURNED AT 10:36 PM

Ann Slagle, President

Nick Johnson, Secretary