

**WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
August 17, 2023**

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

Absent: Karen Drost, Trustee

Also Present: Judd Dawson, Chief Executive Officer; Piper Allard, Chief Operation Officer; Nick Dillinger, Lubnau Law Office (via Zoom); Kim Scharf, Quality Director; Carmen Allison, Director of Home Health; Angie Phillips, Director of Patient Care; Melissa Thomas, Director of Long-Term Care; Wendy Erb, IT Manager (via Zoom); Keisha Brueggeman, Radiology Manager; Denice Piscioti, Executive Assistant

Visitors: Walter Sprague, NLJ; Marie Hamilton, NLJ (via Zoom)

Call to Order: Dorothy Briggs called the meeting to order at 5:36 pm.

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

Honor an Employee: Melissa Thomas was recognized for her outstanding service to our community and dedication to our residents.

Comments:

Additions/Changes to the Agenda: Under X. New Business add C. Heritage MRI.

LEANN KENAGY MADE THE MOTION TO APPROVE THE AGENDA, ALL COMMITTEE MEETING MINUTES AND SPECIAL MEETING MINUTES NICK JOHNSON SECONDED AND THE MOTION CARRIED.

Financial -

- A. FY2023 Financial Report** - Jenifer Stulken from accounting reported on debits vs. credits to let the board know exactly what money we have in the accounts. Please see attached appendix A.
 - The CEO also presented to the board a document on cash on hand including prior years – please see attached appendix B.
- B. Finance Committee Report-** The team is working on getting the financials straight and reconciling the accounts.

- The overtime report is high in certain departments but reduced in most areas, with employees working overtime to avoid the expense of hiring travelers.
- Chairman of the Finance Committee, LeAnn Kenagy reminded the trustees to keep in mind the figures they received on long term debt before approving any expenses.
- The Debtbook will give us a better tally of when our leases are coming due and subscriptions.
- The grant for the Upton Clinic renovation is still on the docket along with the HVAC installation. The Newcastle Clinic renovation is being looked at to go in another direction.
- Durable medical equipment (DME) has been transferred over to the Pharmacy for cash and carry.

C. Printers - WCHS was spending between \$5,300 and \$7,800 a month on printers. With the help of the attorneys, we are hoping to cut some of the contracts. We are also being charged between 14 cents and 39 cents per page for the 60 plus printers we have. Wendy Erb, the IT Manager, has been diligently working on what printers we can eliminate – the current number is in the 20's.

D. Representatives – Sandy Dixon, the Business Manager received notification we will be getting the \$1,082,330.57 Medicare payment remit she and Piper Allard have been diligently working on.

- To thank representatives Harriet Hageman, Chip Neiman, and Allen Slagle for helping us in receiving the payment from Medicare, the board and staff signed letters of appreciation to send to them.

Quality

A. Medical Staff Credentialing –

LEANN KENAGY MADE THE MOTION TO APPROVE MEDICAL STAFF CREDENTIALING GURJEET SINGH, MD; VANESSA SUI, MD; DAVID DELMAN, MD; JAMIE FARNSWORTH SECONDED AND MOTION PASSED.

A. Medical Staff Report – Pharmacy discussed what medications are on back order. They also talked about having a Narcan standing order in case of emergency, at The Manor.

- The Manor is admitting patients when they can.
- Psychiatrist Dr. Ghomi has a Nurse Practitioner starting in his practice and will be taking over and seeing some of his patients. He will continue to monitor the progress of the residents.
- Home Health has a new nurse. They are taking patients as able.

- There was talk about the providers doing VA Physicals which are one-time physicals to help evaluate disabilities. They are setting aside time to be able to do the physicals.
- B. Quality Report** – In the committee meeting, they went over the incident report.
- Current number of temporary staff is – 2 in Lab, 9 in Long-term care, 1 coming in Occupational Therapy and 1 as needed in Pharmacy.
 - Emergency Department transfer times to another facility were down.
 - The new survey company called Feed Trail will be easier for patients to use because there are less questions to complete. If the score for the question is less than 3, it prompts the patient to explain why they are giving the lower score by asking additional questions. The new survey also allows for more employee recognition. A picture of the provider will be displayed, but not for the nurse or other employees. There is also a box they can check for giving feedback. The patient can be contacted for follow-up if needed.
 - There were a significant number of patient falls in the hospital. To help decrease the number of falls, more rounding will be done in the patient rooms. They have also created a release form for patients to sign if they want the bedrails on the side of the bed.
- C. Quality Committee Report** – The meeting went well. Both incident and med error numbers are down.

OLD BUSINESS

- A. Strategic Plan Update** – A SWOT meeting was held with the employees to help plan the Strategic Plan. Please see attached appendix C for the full WCHS Strategic Plan 2023. A preliminary new Mission, Vision, and Values statement was added. The board discussed the current plan.
- B. Behavioral Health Transport** – The county is going out for bids. Our ER staff contact the Sheriffs office when there is a need. It was stated that Don Taylor has done a good job to date.
- C. Feed Trail** -The new Satisfaction Survey will instantaneously send a survey. The clinic surveys will include a picture of providers you saw. It is visually appealing. It asks additional questions if you are not satisfied. You can recognize specific staff or ask for the Quality director to call you. We will get notified immediately. Reports like the other survey company will be available for review. We also get to decide how many times the survey will be sent to the patient. This survey is for outpatients.
- We will probably be bringing the HCAHP surveys in house.
- D. Pain Management/Addiction** – We have been talking to Pain Management/Addiction specialists to try and make sure we can provide this service for the community. The company is out of Colorado. After speaking with the Providers and the Team we would like to at least bring them on to educate our providers and be a consultant. We are still looking into this.

E. Website – The new website is not ready to go live yet, but it will be soon.

F. Newspaper Ads – We have signed up for additional ads online with the News Letter Journal. It will give us a farther reach.

Clinic Move-Judd reports he and Ron, Maintenance Manager, did a walk though the hospital and have tentative plans to where to move the clinic, their personnel as well as other departments, to make the ultimate experience for the clinic patient. He also reported that he is investigating possibly repurposing the current grant to be transferred to the clinic move. He reports that the staff is onboard with the move. He reiterates there is no plan for firing employees. There were some questions on parking so Judd has a plan for extending parking. Judd's top priority is to move the Urgent Care service first as well as positive marketing to the community.

LEANN KENAGY MADE THE MOTION TO MOVE THE NEWCASTLE CLINIC TO THE HOSPITAL NICK JOHNSON SECONDED AND THE MOTION CARRIED.

NEW BUSINESS

A. Bucketlist – A PowerPoint presentation was given by Sharla Zerbst, Kim Scharf, Judd Dawson and Denice Piscioti. It is a recognition award program for employees.

NICK JOHNSON MADE THE MOTION TO APPROVE BUCKETLIST CONNIE JAMES SECOND AND THE MOTION PASSED UNANIMOUSLY.

B. Heritage MRI – We are having trouble getting MRIs scheduled with DMS Imaging – the mobile imaging service we are using. Patients need to go out of town for the service we offer because we cannot offer enough appointments. DMS can only come half a day, once a week, four weeks a month. The number of exams that can be completed each week is limited by the number of scans each patient needs. This makes it hard because they are only here for a short time. An advantage with DMS is they do have a bigger board to be able to handle larger patients. Heritage MRI mobile service approached us, they are willing to charge us less and be here for full days. If the number of patients increases, we can go up to 2 days a week. The Radiology Manager Keisha Brueggeman talked to a couple of facilities with needs like ours and they recommended Heritage MRI. The plan is to use both companies on alternative weeks.

CONNIE JAMES MADE A MOTION TO CONTRACT WITH HERITAGE MRI TO DO MRI SCANS EVERY OTHER WEEK, ANN SLAGLE SECONDED AND THE MOTION PASSED.

C. Patient Care Loans – We have been looking at two separate companies to help patients pay their bill. Both start off with 0% interest to patients, offer time of service

loans, can be accessed by smart phones, both pay the hospital in under a week, neither are recourse based and both seem reputable.

- The first company, Care Credit requires running patients' credit before offering a loan. It is a credit card with 12.7 million cardholders nationwide, 260,000 enrolled providers and are present in Weston County. They have no interest if paid in full within 24 months. They will send patients to collections if not paid.
- The second company, iVitaFi does not run credit checks, and they provide up to 36 months 0% interest loans to the patients. They charge the hospital 37% of the total of the loan in fees to provide the service and do not send patients to collections. The patient must be 18 years of age and make at least \$24,000 a year to be considered. iVitaFi will take on loans for patients who have already received services under some situations, and they take applications over the phone and money can be funded immediately.
- The recommendation was to offer both to the community to give patients the choice.
- A sliding scale fee service is being set up at the Weston County Clinics for patients to pay depending on their income.

**CONNIE JAMES MADE A MOTION TO SIGN AN AGREEMENT WITH iVitaFi AND CARE CREDIT, LEANN KENAGY SECONDED AND THE MOTION CARRIED.
(AMENDED TO INCLUDE BOTH)**

- D. STRIVE award** – We also want to highlight students in the community kindergarten through 12th grade who have done great things in the community in athletics, intellect, and community. Students will be nominated by a letter to the committee. An award called STRIVE – students, teamwork, reach out, intellect, victory, and excellence, will be handed out at the end of the school year. We will form a selection committee.
- E. Request from Democratic Convention** – We had a request from them to help for a few hours with upgrades to the grounds or helping with the residents. After speaking with the attorney, we are unable to have them help due to potential liability. However, a suggestion of making a gift basket or something similar will be presented to them.

OTHER REPORTS

- A. GOVERNANCE** – We have the CEO hiring process narrative completed for review on Sharepoint. Please review and let Dottie know if you have any changes.
- F.** There is an update to the hiring policy and will bring it back next month for approval. Look at the CEO Process to see if there is anything we missed.
- B. FOUNDATION BOARD** – The group is getting excited about fundraising opportunities.

- G. They want to keep the community aware of what it is the Foundation is doing. They are offering scholarships to all employees.
- H. The hospital will determine which staff needs it and bring it to the Foundation. They allotted \$5,500 for EMT scholarships – had one apply and they are currently enrolled in the class.

C. ETHICS – Did not meet.

D. PRESIDENT COMMUNICATION- If anyone is interested in the Finance Committee, we have an opening. Please let Dorothy Briggs know.

E. BOARD MEMBER COMMENTS – Larger Flag.

- Appreciation was expressed of the presentations from the staff members during the meeting. It is nice to hear from other staff members.

ITEMS FOR THE FUTURE

- **WHA Annual Meeting Aug 30 &31- Cheyenne-** Judd, Piper, Angie, and Melissa will attend.
- **October 7, 2023, Girls Getaway-** Breast Cancer Awareness Event at the Weston County Event Center
- **WCHS Recognition Banquet Nov 4, 2023-**Held at the Weston County Event Center – Theme is 1920's.

CONNIE JAMES MADE THE MOTION TO GO INTO AN EXECUTIVE SESSION AT 7:16 PM FOR PERSONNEL ANN SLAGLE SECONDED AND THE MOTION CARRIED.

JAMIE FARNSWORTH MADE A MOTION TO ADJOURN AT 8:28 PM ANN SLAGLE SECONDED AND MOTION PASSED.

Dorothy Briggs, President

Jamie Farnsworth, Secretary