

**WESTON COUNTY HOSPITAL DISTRICT  
BOARD OF TRUSTEES MEETING  
December 21, 2023**

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

**Absent:** LeAnn Kenagy, Treasurer

**Also Present:** Randy Lindauer, Chief Executive Officer; Piper Allard, Chief Operation Officer; William Giles, Chief Financial Officer; Allison Gee, Lubnau Law Office (via Zoom); Nick Dillinger, Lubnau Law Office (via Zoom); Kim Scharf, Quality Director; Heather Boyer, Director of Home Health; Donaldda Bennett, Director of Nursing Acute Care; Jana Suazo, Director of Human Resources; Sharla Zerbst, Human Resources Generalist; Denice Piscioti, Executive Assistant

**Visitors:** Judd Dawson, Sue Mireles, Rebecca Rose, Marie Hamilton, NLJ

**Call to Order:** Dorothy Briggs called the meeting to order at 5:35 pm.

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

**Comments**

**Honor an Employee:** Jerry Gray was honored as employee of the month. Jerry started in housekeeping and transitioned to Maintenance. He has 8 to 10 Home Health clients he takes care of all year long ie; yard work, snow maintenance etc.

**Comments:** Weston County Health Services Influenza Vaccine and Healthcare Personnel policy requires employees to receive the vaccine before November 30<sup>th</sup>. There are two exemptions – religious and medical - which can excuse employees from getting the vaccine, however they are required to wear a mask during flu season. A Long-Term Care employee, Sue Mireles spoke to the board on concerns regarding excused employees being required to wear masks. She stated employees who do receive the vaccine can still contract influenza, yet they are not required to wear the mask. Those who do not get the vaccine are not necessarily contagious. Staff members who do not get the COVID-19 vaccine are not required to mask. She questioned why one group was required and one was not. Sue felt it was discriminatory and makes for a poor work environment because wearing a mask indicates you didn't get the vaccine. Also, the policy paperwork states that your manager will be aware that you need to wear a mask. Her request was that the mask mandate be lifted. They are willing to wear masks with symptoms and in case of an outbreak. Another LTC employee, Rebecca Rose stated that wearing a face mask is bad for her respiratory system. The CEO and Board will be taking it under advisement and will be investigating WCHS policies.

**Additions/Changes to the Agenda- Kari Drost noted that 2 people seconded a motion to approve agenda-also noted, adjourn time and who made the motion to adjourn and seconded. Changes completed.**

**CONNIE JAMES MADE THE MOTION TO APPROVE THE CONSENT AGENDA WITH AMENDMENTS, NICK SECONDED AND THE MOTION PASSED.**

### **Strategic Initiatives**

#### **A. Financial -**

- **CFO Report –**

- Cost report and June were both closed.
- Contractuals and bad debt were configured and changed.
- Moving forward with Sage Intacct.
- The Money market account changed, another \$400,000 was added to it.

#### **FY2023 Financial Report –**

- A full report on AR was given and it is down 67.9.
- Accounts over 61 days were up over \$1 million –this was up from last month.
- Inpatient utilization is up.

#### **Finance Committee Report –**

- Discussion was held on projects coming up. Project completion discussed.
- Audit is supposed to be done by the end of January and we will be getting \$692,000 back by the end of March. There are a couple of items we will be looking at that will help us with the cost report for next year.
- Vision insurance for the employees approved.

#### **B. Quality**

- **Medical Staff Credentialing**

**NICK JOHNSON MADE THE MOTION TO ACCEPT THE CREDENTIALING OF PETER BONO, MD., JAMIE FARNSWORTH SECONDED AND THE MOTION PASSED.**

- **Medical Staff Report**

- Pharmacy noted med shortage of glucosamine. Radiology is scheduling DVT ultrasound scanning. Carotid next month. MRI
- Lab was looking into a handheld hydroxy machine. A respiratory panel machine was requested by Dr. Reimer. It is not covered by insurance, so they are hoping for a cheaper option for patients. Research is being done to find a reasonable price for the machine.

- Nursing Home report- 41 census.  
Continue evaluating upgrade for HVAC system.
- Home Health state survey finished. Tree of Love campaign is going through end of year.
- Hepatitis vaccine was discussed. It is recommended for patients up to 59 years of age. Joy Ohnstad (Pharmacist) is working with the Wyoming vaccine and match what they offer.
- Greg Foster visited through Zoom for Sharon's Home Health letting us know they can accommodate hospice for Weston County (no contract has been signed). WCHS has a signed agreement with Healing Hearts hospice care.
- Kristi Lipp visited with the providers about smoking cessation options. National Jewish has grant money available. They can integrate into our Epic system and the providers can put in a referral and the patient can receive five counseling sessions along with patches, lozenges, etc.... Counseling sessions are also available through text messages. Kristi will investigate the grant and see how much it will cost to integrate into Epic.
- **Quality Report**
  - Incidences for the month were reviewed. Medication errors were greatly reduced.
  - We looked at the new Feed Trail survey results. We've been live for about a month and have about 200 responses. Many different reports can be viewed.
  - LTC has 3 temp staff now, two more are coming at the end of the month and one in January.
  - Infection Control in the hospital is seeing a lot of outpatient positive COVID. We haven't seen RSV yet.
  - ED wait times down significantly.
  - Home Health is tracking medication reconciliation and C.N.A. oversight.
  - Pharmacy is seeing an increase in Hospice medications and an increase in outpatient infusions.

#### **Quality Committee Report**

- The committee is very impressed with the new Feed Trail survey system. Incidents are down.

#### **OLD BUSINESS**

- **Radiology Update** Working on Capitol Budget equipment--working with three vendors on pricing. When all the quotes are complete, they will be brought before the board for approval.

- **Sage Intacct Update –**
  - a. The training is completed.
  - b. There is additional training for different segments of the program.
  - c. Two or three Super users will be picked from the leadership team to help train new users.
- **HVAC Update–** The additional funding needed for the project in long term care was not approved because the State didn't get the additional information. We did get approved for around \$1 million and our portion will be about \$550,000. After working with the architect and viewing financials the CEO stated he feels it would be in our best interest to apply for another grant with the state in 2024 to complete the project. The immediate needs can be fixed easily. The CEO would like to put out the project for bids. The immediate need is to replace the cooling units before the weather gets warmer, the remaining project can wait until another grant can be applied for in 2024.
- **Social Media Update–** A list of approved Facebook pages to share information to the WCHS Facebook page was compiled to add to the policy.

**CONNIE JAMES MADE A MOTION TO ADD THE LIST TO THE SOCIAL MEDIA POLICY, NICK JOHSON SECONDED AND THE MOTION PASSED.**

- **340B Update-**
  - a. Working with a vendor to set up the 340B.
  - b. They are a contract service. A presentation will be given to the board.
  - c. 340B will increase revenue.
- **Clinic Update –**
  - a. We continue moving forward with the clinic moving to the hospital.
  - b. It will be more cost effective to bring clinic to the facility. We will look at all options before deciding.

## **NEW BUSINESS**

- A. HVAC heat exchange –**
  - One heat exchange unit in the hospital needs to be replaced ASAP.
  - CEO reviewed the situation with Ron (maintenance).
  - Insurance policy will cover \$15,000.

**JAMIE MADE A MOTION TO MOVE TO APPROVE A NEW HEAT EXCHANGE UP TO \$50,000 ANN SLAGLE SECONDED AND THE MOTION PASSED.**

- Education plan –**
  - CEO spoke with Providers, Managers and Admin team about continuing education for all staff and board.
  - Education will move us forward into the future of excellence in health care.
  - The CEO will put a plan together (with input from each department).

- **Introduce Interim DON Acute Care –**
- Donalda Bennett is the interim director.
- We have had more internal candidates apply, after the holidays we will get a permanent director.

## **OTHER REPORTS**

### **A. GOVERNANCE –**

- a. Nick went over the Board Training Document with Ann first. They ironed out a lot, it was very fruitful and productive.
- b. Ann and Dottie went over document word for word.
- c. The governance committee started the document from scratch with lots of input including Mary Martin the Community, Vitality and Health Educator for the University of Wyoming.
- d. Mary went over all the bylaws and the training document that we started. She liked the document and offered to help with the words and gave great praise to us for giving guidance to future board members.
- e. Words were changed and added to make the document cohesive with the Bylaws and easier to understand.
- f. If more information is needed, to make a board decision it is best if the entire board receives the information.
- g. The board in and of itself are not individuals, but a group.
- h. Transparency needs to happen within board along with communication to the board president and within the committees.

**CONNIE JAMES MADE THE MOTION TO INCLUDE BOTH DOCUMENT AND TRAINING FOR BOARD ORIENTATION, NICK JOHNSON SECONDED, ONE OPPOSED MOTION CARRIED.**

- i. The Governance Committee is not made up of board officers. When the committee was set up, the only individuals to meet at the time happened to be the current officers.

### **B. FOUNDATION –**

- a. The meeting was energetic.
- b. A lot of ideas for fundraising were discussed.
- c. We started planning a fundraiser “Daddy daughter” event, a mini prom, with a limousine. WCHS will pay for those unable to afford the event.
- d. Planning 4 events – golf tournament and other events for the community.

### **C. ETHICS –**

- a. Still working on mental health issues.

- b. Looking forward to the Volunteers of America. They will utilize the clinic a few times per week. Volunteers of America are a national nonprofit, faith-based organization dedicated to helping those in need.
- c. Ben Roberts (Pastor) attended last month, A confidentiality agreement for him will be drawn up.
- d. Next meeting March13, 2024.

January 8-29, 2024  
February 7-26, 2024  
April 23, 2024

May Special District Election Proclamation  
May Special District Subsequent Director Candidate Filing  
Publication of May Special District Subsequent Director  
Candidates  
Special District Formation Elections

**ANN SLAGLE MADE THE MOTION TO GO INTO AT 7:36 AN  
EXECUTIVE SESSION FOR LEGAL AND PERSONNEL- W.S.16-4-405(A)(X) CONNIE  
JAMES SECONDED AND THE MOTION CARRIED.**

**JAMIE FARNSWORTH MADE A MOTION TO ADJOURN EXECUTIVE SESSION  
NICK JOHNSON SECONDED AT 9:15 PM AND MOTION PASSED UNANIMOUSLY.**

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Dorothy Briggs, President

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Jamie Farnsworth, Secretary