

**WESTON COUNTY HOSPITAL DISTRICT  
BOARD OF TRUSTEES MEETING  
November 16, 2023**

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

**Absent:** 0

**Also Present:** Judd Dawson, Chief Executive Officer; Piper Allard, Chief Operation Officer; William Giles, Chief Financial Officer; Allison Gee Lubnau Law Office (via Zoom); Kim Scharf, Quality Director; Heather Boyer, Director of Home Health; Angie Phillips, Director of Patient Care; Melissa Thomas, Director of Long-Term Care; Jana Suazo, Director of Human Resources; Sharla Zerbst, Human Resources Generalist; Keisha Brueggeman.

**Visitors:** Kellee Reed; Mike and Connie Tooman

**Call to Order:** Dorothy Briggs 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:** Mike Tooman stated how much he appreciated the facility. He stated how wonderful the staff had been to them.

**Honor an Employee:** Kellee Reed was recognized for customer service for everyone who comes in our doors.

**Comments:**

**Additions/Changes to the Agenda:** Add Ministry and Nation Wide

**LEANN KENAGY MADE THE MOTION TO APPROVE THE AGENDA AND ALL THE MEETING MINUTES CONNIE JAMES SECONDED AND THE MOTION CARRIED.**

**Strategic Initiatives**

**A. Financial -**

- **CFO Report** – Everyone is working diligently to get June closed and the Cost Report finished by deadline 11/30/2023. Finance department in the middle of training for the go live date of December 1, 2023, for both Sage and ADP. CFO plans to change how contractuals and bad debt are handled. A discussion was held about increasing pharmacy prices.
- **FY2023 Financial Report** – Statistical Report was reviewed by finance committee and presented to the board.

- **Finance Committee Report**

- We plan on increasing financial policies when the financials are in order.
- Radiology is working on having MRI services here more often.
- Overtime has continued to rise this quarter. There are seven travelers.
- Last year we had 38 residents at this time, this year we have 44 but staffing continues to be a problem.
- We are also training three staff members to be insurance Navigators.
- We are changing collection companies hoping for a better collection rate. After hearing discussion on previous experience, it was decided to table choosing a different collection agency to be able to look further into the company. Other collection agencies will also be sought out.

**B. Quality**

**A. Medical Staff Credentialing**

**NICK JOHNSON MADE THE MOTION TO ACCEPT THE CREDENTIALING OF SARA BYBEE, MD., KAREN DROST SECONDED AND THE MOTION PASSED.**

**B. Medical Staff Report**

- The pharmacy notified everyone IV Phenergan was out of stock.
- Both of our Ultrasound Technologists have been practicing Deep Vein Thrombosis and were able to perform the scan on three outpatients this week. Next, they will be learning carotid scanning.
- At the time of their meeting there was a census at the Manor of 44. We are still waiting on the HVAC system for the nursing home.
- Heather Boyer is transitioning as the Director of Home Health. They had their annual state survey and had two minor documentations.
- There was discussion on an article from the American Academy of Family practice on Hepatitis B vaccine recommend for people up to age 59.

**C. Quality Report**

- Action Cue was reviewed, and they were down for the month with no Manor medication errors.
- The new patient satisfaction survey Feedtrail went live, and surveys are already coming in.
- We have five temporary C.N.A.s, one R.N. and one O.T.
- Emergency Department wait times were up about 20 minutes compared to last month.
- In Pharmacy they are working on 340B.
- On Thursdays, the Manor nurses check the medications to make sure they match, and it has reduced medications errors.

- D. Quality Committee Report** – The committee members stated Quality performance continues to be above standard.

**OLD BUSINESS**

- A. MRI Update** – Angie and Keisha worked hard to come up with a contract that will work for both parties for DMS. They will be coming more often to be able to serve more patients. We must give them 90 days' notice before the renewal of the year contract.

**JAMIE FARNSWORTH MADE A MOTION TO APPROVE THE AMENDMENT TO THE DMS CONTRACT ANN SLAGLE SECONDED THE MOTION, AND THE MOTION CARRIED.**

- B. Sage Intacct Update** – All of our information has been uploaded. Now they have built our production system, and we will begin training next week. Hopefully we will be able to do two different payrolls in December before we go live in January.

- C. HVAC Update**– We received one bid of a total of \$1,771,000 for the HVAC system in the Manor. The company who bid is talking with vendors to see if we can lower any of the costs. We are also trying to see if we could get a second grant to cover the increase in the cost of materials. Judd proposed several options for the HVAC at our long-term care facility. Discussion was held on the options.

**CONNIE JAMES MADE THE MOTION TO PROCEED WITH THE PROJECT IF GRANTS AND DECREASE COSTS PROJECTIONS, COME THROUGH UNDER A THRESHOLD FOR WCHS OUT OF POCKET- LESS THAN \$500,000 JAMIE FARNSWORTH SECONDED AND THE MOTION CARRIED.**

- D. Printers Update**– The printer company views us as only a non-profit not a governmental entity. The attorney replied to them stating –we are a government entity. No Reply as to date.
- E. New Monument Review and Vote** – We reviewed the affiliation agreement with Monument Health re: services they provide to us.

**LEANN KENAGY MADE THE MOTION TO ACCEPT THE MONEMENT AGREEMENT, NICK JOHNSON SECONDED AND THE MOTION CARRIED.**

- F. CNA Class and Testing Site**– We will be having a class at the end of December during Christmas break. Because of the holidays, we will need to do the clinical time in 12-hour shifts to be able to meet the requirements. The plan is to become a testing site for Certified Nursing Aide classes. We have changed the cost. We now require a \$240 down payment to cover our initial costs and \$1175 for the class itself to cover the cost of the teacher. If the student comes to work for WCHS we will waive the fee.

- G. Social Media Policy review and vote** – Reviewed and approved.

**LEANN KENAGY MADE A MOTION TO ACCEPT THE SOCIAL MEDIA POLICY AS WRITTEN, JAMIE FARNSWORTH SECONDED AND THE MOTION CARRIED.**

**NEW BUSINESS**

**A. 340B Update and Pharmacy Pricing – Tabled.**

**B. Discuss Healthcare Offers –**Due to anticipated health care increases we are changing to BC/BS. Which is estimated to save WCHS 500,00 dollars. Changing to BC/BS will allow us access to a bigger network of providers. WCHS will absorb the additional \$900.00, for the employees.

**CONNIE JAMES MADE THE MOTION TO CHANGE INSURANCE COMPANIES FROM ALLIGENT TO BLUE CROSS AND BLUE SHIELD OF WYOMING NICK JOHNSON SECONDED AND THE MOTION PASSED.**

**NICK JOHNSON MADE A MOTION TO ABSORB THE INCREASE FOR THE EMPLOYEES FOR AN ADDITIONAL \$900, JAMIE FARNSWORTH SECONDED AND THE MOTION PASSED.**

**C. Psych Update and Policy Vote –** The cost to the provider will be \$15 per hour per room once a month for four hours.

**LEANN KENAGY MADE THE MOTION TO ACCEPT THE CONTRACT WITH CENTER FOR SOLUTIONS CONNIE JAMES SECONDED THE MOTION AND THE MOTION PASSED.**

**D. Home Health Update-** We have two new nurses, Sarah Gregory and Allyssa Houser and they are doing great. Heather, as the new director, is learning billing, finance and EPIC. In-Home Services has added several new Lifeline accounts this month. The Tree of Love campaign will begin next week to bring in donations to help subsidize individuals pay for their Lifeline.

**E. Security Update –** A proposal was submitted for their consideration. Knowing there are other financial obligations, Judd is utilizing the resources we already have. Newcastle Police Department has already been driving by more frequently and has been coming in several times at night. Campbell County EMS is also talking about being at the facility more for security reasons.

**F. Additions –** After the Holidays, several ministers are interested in rotating coming to the board meetings to say the prayer for us. They are also interested in attending the Ethic Committee Meetings.

**G. New CEO announcement –** Randy Lindauer is on his way to Newcastle to be the CEO. Monday, November 20, 2023, at 10 am we will have a meet and greet to introduce him and our new Director of Human Resource Jana Suazo-in the cafeteria. There will be another meet and greet at the Senior Center after Thanksgiving for the CEO.

## **OTHER REPORTS**

- A. GOVERNANCE** – We met with Mary Martin, the Community Development Educator at the University of Wyoming, for a board education. All were invited to attend. They reviewed the bylaws and responsibilities of the board. Mary Martin met with Dorothy, the following week in person to upgrade the training document created by the Governance Committee. It was stated by a board member that there are items in documents that are not in the board bylaws. There was an additional concern that the document states the power would be with the officers of the board which is in conflict with the language of the bylaws. Additional comment that document could be exploited by future board members. WCHS attorney stated other boards have created a handbook that was not policy but a description of “how things are run within a board” Some trustees requested to see Ann Slagle’s documentation changes. Questions were raised concerning bylaw changes.

### **LEANN KENAGY MADE A MOTION TO ACCEPT THE GOVERNANCE COMMITTEE’S OFFICER AND BOARD OF TRUSTEES TEACHING TOOL**

**ANN SLAGLE MADE A MOTION TO TABLE THE MOTION TO THE NEXT MEETING KAREN DROST SECONDED THE MOTION AND IT CARRIED WITH FOUR VOTES FOR AND TWO VOTES AGAINST.**

- B. FOUNDATION** – They gave out \$10,000 in scholarships. The plan is to have fundraisers next year. They would like to have a goal to work on, that the community would be aware of.
- C. ETHICS** - Didn't meet.

**CONNIE JAMES MADE THE MOTION TO GO INTO AN EXECUTIVE SESSION AT 7:41 PM FOR PERSONNEL- W.S.16-4-405(A)(X) LEANN KENAGY SECONDED AND THE MOTION CARRIED.**

**CONNIE JAMES MADE A MOTION TO ADJOURN AT 8:20 PM NICK JOHNSON SECONDED AND MOTION PASSED UNANIMOUSLY.**

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Dorothy Briggs, President

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Jamie Farnsworth, Secretary