

**WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
October 19, 2023**

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

Absent: Nick Johnson, Trustee

Also Present: Judd Dawson, Chief Executive Officer; Thomas Worsley, Piper Allard, Chief Operation Officer; William Giles, Chief Financial 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; Keisha Brueggeman, Radiology Manager; Jana Suazo, Director of Human Resources; Sharla Zerbst, Human Resources Generalist; Sandy Dixon, Business Office Manager; Denice Piscioti, Executive Assistant

Visitors: Tracy Gibbs, Deb Hockett

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.

Honor an Employee: Tracy Gibbs was recognized for her dedication to the facility and fellow employees.

Comments: The board was recognized for saying the Pledge of Allegiance and a prayer before the meeting.

Additions/Changes to the Agenda:

LEANN KEAGY MADE THE MOTION TO APPROVE THE AGENDA AND ALL THE MEETING MINUTES ANN SLAGLE SECONDED AND THE MOTION CARRIED.

Introduction of the Director of Human Resources– It has been a lengthy process to get Jana Suazo here. One of the reasons why she was chosen was because she had the right skillset and the right personality to help the facility move forward. She stated she is happy to be here, and the community has been very welcoming. On November 7, 2023, she will be here full-time. Previously, she was working at the Bone and Joint Centers in Laramie as a Director of Human Resources.

Financial -

- **CFO Report –** We are working on getting the financials where they should be. We are hoping to close June next week. We may have to put that aside because the Cost

Report is due November 10, 2023. Getting the collections caught up is a crucial thing we need to do. iVitiFi and CareCredit are two companies we are beginning to work with. We are looking at other ways to help our employees and patients. The nice thing about iVitiFi and CareCredit is we get the money from them right away; however, they only cover a certain amount. He stated his concern with patient bills that are over \$10,000. Putting together a plan with more options and will bring it to the November meeting.

- **FY2023 Financial Report** – We have been able to pay employees four times without taking money from the Money Market account. The business office is working hard on getting our AR down, but a couple of things happened out of their control. One hurdle is working with Monument on the Medicaid processing. They have weekly meetings set up now to get where it should be.
- **Finance Committee Report** – We had a 3.8 increase in AR days for both hospital and professional bill. One of the reasons for the number is because we are holding accounts that may go to collections hoping we can get them set up with one of our new options. We have four programs to help patients with their bills – iVitiFi, CareCredit, in house and sliding scale. 41% of the AR is self-pay – not just bad debt it also includes copay and deductibles.

Quality

A. Medical Staff Credentialing – None

B. Medical Staff Report –

- Pharmacy went over backorders. Medical staff receive emails about medication shortages. There are two RSV vaccines – one is for adults 16 and over including pregnant women and is \$239 per dose being covered by insurance. The second vaccine is for adults over age 60 and it is about \$2 more.
- Respiratory testing cost options are being looked at by the Lab Manager to find the most cost effective for us. No back orders for lab. They did notice some A1C and i1R tests after they were finished were not going to the medical record flow sheet for the providers to look at.
- Nursing Home report had a census of 43 residents and waiting for three intermediate swing beds.
- Carmen hired another RN Sarah Gregory.
- There was a discussion about Frontier Psychiatry accepting the delegated credentials. It was tabled to next meeting to make sure that was able to be done.
- Radiology ultrasound training from October to January for scans and testing.
- Clinic transfer for Urgent Care, we are still waiting for the NPI number in order to bring it over here.

C. Quality Report - Incidents remain lower and medical errors have been slowly coming down. To help with medical errors at the Manor, staff members have to do a reflection of why the error occurred. It has made a difference. The pharmacy is looking at a new packaging machine also which will help with keeping the medications more organized. We have three C.N.A.s, one RN, one LPN in long term care and one Occupational Therapist who will be done soon. ED wait times are still down. Pharmacy Manager, Joy Ohnstad has been working on the 340B process. One exit survey which is good. Home Health is taking admissions again. Long term care admits when they can. Acute care full. Home Health had a good survey with the Wyoming Health Department. They only had two minor deficiencies which have already been corrected. Kim Scharf is now a certified HIPPA compliance officer.

D. Quality Committee Report – We had a good meeting; med errors are down.

OLD BUSINESS

- A. MRI** – Good news from DMS. We had a conference call with their Executive Vice President of Marketing. The previous individual didn't listen to what we had to say however this person was open and listened. We are now collaborating on an agreement in which DMS will come once a month and Heritage will come three days a month. We will reevaluate the plan in a year to decide which company is providing the best coverage and move forward. We are still negotiating what the price will be.
- B. Clinic Update** – We started working with Eide Baliey to determine what is the best way to move the clinic into the hospital. Currently we are waiting for the contract. They will help us decide what is the best clinic nomenclature and structure so we can bring them in and not lose our billing. We are going to listen to the experts and will proceed the way they tell us to.
- C. Feed Trail** – Our new patient satisfaction survey will be available to us soon. Monument started the build on Monday. On Tuesday they told us once they start the build, they will hold it for two weeks to make sure everything is coming over correctly. Hoping to have a go live date on November 1st.
- D. HVAC Bid**– We only received one bid after the walk-thru with the several contractors. It was \$1.7 million which was more than the expected price of the entire project including overages. The first assessment of price was from 2020 and there has been a great deal of inflation since then. We have asked for a second grant to help cover inflation. The Wyoming Hospital Association thinks that is a possibility and they are helping to get that accomplished. Asking for each resident to be able to control their environment. Ron is looking at ways to help with expense the of the project without compromising it. We only have 45 days to accept or reject the bid. Judd Dawson will confirm the date and get back to the board. It is a complex project which is the hypothesis on why we only received one bid. We met grant requirements but only received one bid. A decision was tabled until November.
- E. Printers** – The company's representative has been very good to work with. He has to go through Wells Fargo said we are not a governmental entity. A response from the attorney stating we are a governmental entity has been sent to them but we do not

- have a response yet. Employees are making the difference by watching what they print.
- F. Parking** – Judd noticed quite a few parking spaces open, so he did a study to see how many open parking spots there are in a day. We averaged 50 parking spaces throughout the day, all day long. Even with the added clinic staff each day, there would still be 40 parking spaces available.
 - G. Website** – The new website is up; it is still a work in progress. We are working through a few small issues. We will announce the new website in November.

NEW BUSINESS

- A. 340B** – There is a policy for you to look at and will vote on it next month.
- B. Employee Recruitment** – We have plans to get the Acute care fully staffed. We are still doing C.N.A. classes and are working on becoming a testing center soon. The testing center will be in the basement of the clinic.
- C. Employee Assistance Program** – Spoke with CEO in Campbell County who recently hired new psychiatrists so they could be a possible option for us.
- D. Security**- The CEO was able to get a couple of bids for 12-hour night coverage for \$90,000-\$140,000, from two different companies. Looking into other options also.
- E. Psych** – We were approached by Nurse Practitioners who want to provide psychiatric services starting at 4 hours a month. They will rent a space in the Outpatient Clinic here at the facility. There are two providers and a therapist. They will do carry their own liability insurance and do their own billing.
- F. Advertising budget** – Accounts Payable brought to our attention that we spent over \$100,000 on advertising last year. We sat down and set up a \$65,000 budget for advertising including recruitment. It included both county newspapers, both county radio stations, and donations. Budget for limits.
- G. Home Health Survey** – It went very well. They appreciated being able to see reports in ActionCue. It was very easy to answer their questions with the program.

OTHER REPORTS

- A. GOVERNANCE** – We did a zoom with Mary Martin University of Wyoming to talk about the board officer descriptions. She will meet with next week with Dottie in person to go over the board officers packet for new board members.
- B. FOUNDATION** – Didn't meet.
- C. ETHICS** - Didn't meet.
- D. COMMENTS** – A discussion was held about the mandatory flu vaccine and if the employee doesn't get the vaccine, they need to wear a mask during flu season. The Infection Prevention Nurse looked into what other facilities are doing. She determined most facilities have the policy, but it is not a state law. We do take an additional step that other facilities do not, we offer egg free vaccine which is a more natural form of the vaccine. Our flu vaccine percentages are one of the highest in the state. As a facility we require employees get the flu vaccine, but we don't require COVID vaccine anymore. There are certain vaccines that are required as a medical facility. There is a side that if you don't get the flu vaccine and are required to wear a

mask, that is a punishment. On the other hand, if we don't wear a mask – like the entire country and we have a Manor break out of the flu and residents die, the appearance would be that we did not provide appropriate safeguards for our residents. There are studies that show if you are wearing a mask it helps protect those around you. We were actually one of the last facilities in the state to mandate the flu vaccine.

CONNIE JAMES MADE THE MOTION TO GO INTO AN EXECUTIVE SESSION AT 6:36 PM FOR PERSONNEL AND LEGAL LEANN KENAGY SECONDED AND THE MOTION CARRIED.

LEANN KENAGY MADE A MOTION TO ADJOURN AT 8:20 PM CONNIE JAMES SECONDED AND MOTION PASSED UNANIMOUSLY.

Dorothy Briggs, President

Jamie Farnsworth, Secretary