

WESTON COUNTY HEALTH SERVICES
BOARD OF TRUSTEES MEETING
April 20, 2017

Present: Jimmy Long, President of the Board; Georgenna Materi, Secretary; Barry Peterson, Treasurer; Travis Cochran, Trustee; Connie James, Trustee.

Also Present: Maureen Cadwell, CEO; Lynn Moller, CFO; Kyle Richard, Regional Hills Market President; Jim Peck, Attorney; JoAnn Farnsworth, Quality Director; Diane Palu-McArthur, Long Term Care Director; Denice Piscioti, Executive Assistant

Visitors: None

Call to Order: Jimmy Long called the meeting to order at 6:04 pm.

Quorum: Georgenna Materi declared a quorum was present to conduct the business of Weston County Health Services.

Visitors Comments: None

Changes to the Minutes: The minutes need to reflect Connie James was not present at the March 2017 Board of Trustees meeting and therefore did not dismiss it, instead Travis Cochran did.

Additions/Changes to the Agenda: Under Strategic Initiatives add a 5. For Audit and Cost Report preparation and Julie Sindlinger is not here to present the Employee Engagement Survey under other reports.

BARRY PETERSON MADE THE MOTION TO ACCEPT THE WESTON COUNTY HEALTH SERVICES CONSENT AGENDA TRAVIS COCHRAN SECONDED AND THE MOTION CARRIED.

Strategic Initiatives

- **Financial** – March patient days were up in the 210 verses 150 in February. Occupational Therapy is back where it has been. There was a net loss for the month of \$421,306 several contributing factors were patient revenue below budget, district income down, and amount of travelers is high. Retail Pharmacy had 2,071 prescriptions making it the highest number since it opened. The \$400,000 check has been received from the Helmsley Trust for the new CT scanner discussions have begun on how and when that will be installed. The trustees reviewed the 2018 fiscal year preliminary budget. Lynn Moller reported the total expenses in the budget were slightly less than projected for FY 2017 and a fair amount less than for FY 2016. A 5% increase in the charge master which will mainly affect the hospital inpatient and outpatient charges. A \$5 room rate increase was factored in for the Manor along with the potential revenue for the additional rooms. \$500,000 was calculated for salary increases and for the taxes that go with them. In May, a preliminary approval will be asked to get the required filings to the state. The public hearing will be June 21, 2017 with final budget approval at that board meeting as well.

TRAVIS COCHRAN MADE THE MOTION TO APPROVE PAYING THE CONSTRUCTION PAY APPLICATION TO SCULL OF \$151,147.75 GEORGENNA MATERI SECONDED AND THE MOTION CARRIED.

BARRY PETERSON MADE THE MOTION TO COMMIT TO REGIONAL HEALTH FOR THE EPIC SYSTEM PENDING AGREEMENTS AND CONTINGENCIES GEORGENA MATERI SECONDED AND THE MOTION CARRIED.

TRAVIS COCHRAN MADE THE MOTION TO ACCEPT THE BID FROM CASEY PETERSON AND ASSOCIATES FOR THE AUDIT AND COST REPORT FOR THE NEXT THREE YEARS CONNIE JAMES SECONDED AND THE MOTION CARRIED.

Quality

TRAVIS COCHRAN APPROVED THE CREDENTIALING OF LISA BROWN, MD; SUSAN ELIASON, MD; JAMES FROST, MD BARRY PETERSON SECONDED AND THE MOTION CARRIED.

Medical Staff Report – The physicians learned the lab is ready with fresh frozen plasma starting April 3, 2017. A discussion was held about communication with providers, lab and pharmacy. Meetings have been held with CEO and Director of Patient Services to discuss communication issues.

Quality Report – First the HCAP survey was reported for quarter four, which was the last quarter for 2016. A performance improvement plan has been put together along with providing better education to patients prior to discharge. Education for frontline staff is being considered to teach staff how to inform patients what to expect. Home Health surveys looked good again; a focus will be on education of medications. The ER surveys are handed out to patients when they are discharged. This first quarter of 2017 there was only 4.9% response rate which is an average of 6 people. A goal will be getting more of the surveys out to improve response rate. Beginning in April WCHS will mail surveys to random patients. Radiology has increased their efforts by tracking the number of surveys they distribute. They had a response this quarter from 23 patients. Outpatient services surveys also were good. Therapy Services hand out surveys at the end of patients services. They have had good responses and they were all in agree and strongly agree categories.

Building Project – Construction in Phase B is progressing with a scheduled visit from the Department of Health to have the two double resident rooms, the bathing room and restorative room in the Manor for the final review. They are getting ready to start on the north rooms. At the hospital they are working in the northwest corner and on the south part they have all the framing done and getting the mechanical/electrical stuff done. Kaiser Wealth Management is estimating on May 9, 2017 the bond documents will be ready to sign. We will need a special meeting to approve the bonds to be issued and the closing to be done so the funds will be available.

Retail Pharmacy- Numbers were up substantially in March. We are waiting for a switch for the headset once that is in and tested the drive-thru will be available.

TRAVIS COCHRAN MOVED TO ACCEPT THE STRATEGIC PLAN CONNIE JAMES SECONDED AND THE MOTION PASSED.

CONNIE JAMES MADE THE MOTION TO HAVE JOINT MEDICAL STAFF AND BOARD OF TRUSTEE MEETINGS ON AN AS NEEDED BASIS TRAVIS COCHRAN SECONDED AND THE MOTION PASSED.

AT 7:45 PM CONNIE JAMES MADE THE MOTION TO GO INTO EXECUTIVE SESSION FOR QUALITY REPORT AND PERSONNEL REASONS GEORGENNA MATERI SECONDED AND MOTION PASSED.

**AT 8:21 PM CONNIE JAMES MADE THE MOTION TO AJOURN THE MEETING GEORGENNA MATERI
SECONDED AND MOTION PASSED.**

Approved by the Board of Trustees May 25, 2017

Jimmy Long, President

Georgenna Materi, Secretary