

WESTON COUNTY HEALTH SERVICES
BOARD OF TRUSTEES MEETING
November 15, 2018

Present: Georgenna Materi, Secretary; Travis Cochran, Treasurer; Connie James, Trustee; Jeff Virchow, Trustee; Jimmy Long, President of the Board (via telephone)

Also Present: Maureen Cadwell, CEO; Jim Peck, Attorney; Diane Palu-McArthur; Kelly Page, In-Home Services Manager; Denice Piscioti, Executive Assistant

Visitors: Alexis Barker, News Letter Journal

Call to Order: Georgenna Materi called the meeting to order at 6:00 pm.

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

Visitors Comments: None

Additions/Changes to the Agenda: VI under A. 5 Home Health vehicle and under VIB. 5 – Employee exit interviews and under VII other we need to add Resident Smoking rules.

CONNIE JAMES MADE THE MOTION TO APPROVE THE CONSENT AGENDA JEFF VIRCHOW SECONDED AND THE MOTION CARRIED.

Strategic Initiatives

- **Financial** – with the early date of the board meeting and the significant transition with Electronic Health Record system we were unable to get sound numbers.

TRAVIS COCHRAN MADE THE MOTION TO APPROVE SCULL REQUISITION #35 FOR \$50,597.29 JIMMY LONG SECONDED AND THE MOTION CARRIED.

TRAVIS COCHRAN MADE THE MOTION TO APPROVE THE \$50 EMPLOYEE HOLIDAY BONUS FOR 188 STAFF MEMBERS AT A TOTAL OF \$9,400 CONNIE JAMES SECONDED AND THE MOTION CARRIED.

CONNIE JAMES MADE THE MOTION TO LOOK INTO GETTING BIDS FOR A NEW HOME HEALTH VEHICLE JEFF VIRCHOW SECONDED AND THE MOTION CARRIED.

- **Quality**
 1. **Medical Staff Report** – The meeting was right after the facility went live with Epic. They did discuss having a joint meeting with the WCHS Board of Trustees. Maureen is looking at January.

2. Quality Report – None

- **Service Excellence** – The SEA’s have been doing their three hour training workshops for entire facility during the last two weeks. Kelly Page reported she was able to attend at least one session of each group and they are amazing. There have been a lot of positive remarks. We will have statistics for you next month. Michael and Andrew will be here December 4th to do trainings on the Do It meetings. The second part of the SEA’s job is to facilitate those meetings. We will begin the continuing education for new staff members and those who missed the workshops. People came away from the workshops feeling refreshed after the Epic training with the positive reminders.
- **Exit Interviews** – JoAnn has been doing the exit interviews for several years however we were wondering if there was interest in looking into an outside source which may be easier for employees to speak to someone they don’t know. The board agreed to look at proposals for exit interviews from outside companies.
- **Building Project** – The two patient room floors are completed and needed to sit for at least 28 days prior to use. A thicker flooring and different base material were used this time. There are two more floor areas they need to complete yet.
- **EMR** – We are fully live with Epic and Meditech. The transition went very well.
- **Mammography** – The machine is being built and there will be minor electrical we will need to do in the room. It is anticipated to be delivered by the 3rd of December.
- **Resident Smoking** – After the board meeting last month, it was decided to discuss it again. WCHS is a tobacco, smoke free facility and that is what we should remain. The point was made that the facility is their home however they do not own it and need to abide by the rules. The other residents and workers have the right not to be exposed to the second hand smoke. Attorney Jim Peck provided documentation from 2011 on the position of CMS for the trustees. The documentation states facility has the right to make a no smoking policy. The residents living in the facility prior to the policy are grandfathered in but those that come in after the policy was made need to abide by it. He stated if the admission policy when they come in states they are not allowed to smokes then they are not allowed to smoke. Under CMS regulations the policy is treated as a contract with the person. The trustees were in agreement that the smoke free campus policy needs to be enforced. Upon admission residents sign in agreement of it. However if they choose to continue to smoke it has to be off campus and they must follow the policy. If the resident is not safe with going off campus by themselves or with other residents, they need to have a family member take them. If the rules are broken by the resident then an alternate place will be found for them.

Charge Master – Effective January 1, 2019 a charge master list must be made public via a website for the public.

CONNIE JAMES MADE A MOTION TO GO INTO EXECUTIVE SESSION FOR PERSONNEL REASON AT 7:21 PM, GEORGENNA MATERI SECONDED AND THE MOTION PASSED.

**CONNIE JAMES MADE A MOTION TO ADJOURN THE MEETING AT 7:30 PM. SECONDED BY JFF
VIRCHOW AND THE MOTION PASSED.**

Approved by the Board of Trustees December 20, 2018

Jimmy Long, President

Georgenna Materi, Secretary