

WESTON COUNTY HEALTH SERVICES
BOARD OF TRUSTEES MEETING
September 19, 2019

Present: Connie James, Chairman; LeAnn Kenagy, Treasurer; Georgenna Materi, Secretary; Ashley Tupper, Trustee; Mike Ratigan, Trustee

Also Present: Maureen Cadwell, Chief Executive Officer; Jim Peck, Attorney; Carmen Allison, Director of Home Health; Piper Allard, Director of In Patient Services; Kelly Page, In Home Services Manager; Julie Sindlinger, Director of Human Resources; Amanda McDade, HR Assistant; Denice Piscioti, Executive Assistant

Visitors: None

Call to Order: Connie James called the meeting to order at 6:00 pm.

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

Visitors Comments: None

Additions/Changes to the Agenda: None

GEORGENNA MATERI MADE THE MOTION TO ACCEPT THE CONSENT AGENDA LEANN KENAGY SECONDED AND THE MOTION CARRIED.

MIKE RATIGAN MADE THE MOTION TO APPOINT LANNY REIMER, MD TO THE WESTON COUNTY HOSPITAL DISTRICT BOARD LEANN KENAGY SECONDED AND THE MOTION CARRIED.

Strategic Initiatives

- 1. Financial** – For the month of August, in-patient days totaled 149 for the month with a mix of 4% in-patient, 73% skilled and 23% intermediate swing bed. Year to date in-patient days are 60% of budget and 81% of last year's volume. Swing bed days are 107% of budget and 75% compared to last year. Emergency Room visits are 105% of budget and 104% of the prior year. Physical Therapy visits are 118% of budget and 119% of last year. Occupational Therapy visits were 125 for the month which is up 10 from July. In August the net income was a negative loss of \$554,847 and a loss of \$119,893 for the YTD. There was a positive cash flow of \$98,318. In the retail pharmacy 4185 scripts were filled which was 430 down from the previous month. Their revenue was \$266,100 for the month which included a \$16,000 adjustment for Cardinal revenue.
- 2. Memorial** – LeAnn provided an update on the memorial for Jimmy Long. We will get a mock-up of the plaque for the board approval. For an inside bronze 12X14 with a picture the cost including shipping will be around \$595.

Quality

1. **Medical Staff Credentialing** – None
2. **Medical Staff Report** – Dr. Daniela Gerard has decreased her work hours so she resigned as Vice Chairman which will be decided at the next meeting. The current Emergency Department drug seeker policy was presented and the thought was to see what other facilities had in place. It will be revisited at their September meeting. The Service Excellence Invocative was discussed along with HACHAP and Outpatient Survey Scores. Average scores for the providers based on staff surveys were another topic and the OASIS team on Provider Engagement. Dr. Hagge brought up a Title 19 case he had recently in the ED and a lengthy discussion was held on the topic.
3. **Quality Report** – The scores are being received and were discussed at the September Quality meeting. Onshift our scheduling software, Therapy workload and Home Health availability was discussed. ED wait times are down.
4. **Service Excellence** – The second year workshops are almost complete. It has gone really well. There will be more trainings will be held in October. We have had several really good recommendations for next year. There are already 11 volunteers for Service Excellence Advisors next year.
5. **EMR** – An update was done this week. There are still a few kinks but they are being worked out.

MANAGER REPORT – Mackayleigh Shultz described what a day looked like for a lunch cook in the dietary department. Their day begins before 6:30 am by checking the hospital patient print from Epic. Food, drinks and silverware are put on the hospital trays and taken down at 7:00 am. They begin prepping the lunch meal which consists of two choices. The breakfast carts for both Special Care Units are taken to them. Preparation for that day's lunch meal and the next days are continued. At 8:30 am the cart from the hospital needs to be retrieved. The dishes are then done along with sanitation of the cart. At 9:00 am they start cooking the lunch meal. If possible a break is taken at 10:00 am. By 11:15 am all the lunch meal is ready in the steam table. At 11:25 am the hospital meal trays out and begin prep for the Special Care Units. At 11:45 pm the cook then goes to the Main Dining room asking each resident what they would like for their meal. At noon they begin serving lunch in the dining room. At 12:30 the SCU carts receive food and are taken within about 10 minutes to the unit dining rooms. When everyone is served, they go to each resident in the dining room asking if they need anything else. At 1:00 pm the dishes are done and trash taken out. At 1:30 pm they get a lunch break. At 2:00 pm they finish what is needed done for the next day's meal. There is a rotating cleaning schedule, refrigerator temperatures are charted twice daily, sanitizer buckets are checked three times each day at least, and dishwasher temperatures are charted three times daily. Gloves are worn if any food is touched. On a daily basis there are nine different diets to take care of and can be up to 16 different diets. Currently there are three different liquid consistencies. The dietary team has the ability to observe the residents' daily eating habits and notify the appropriate

department to assist them. As the Manager, Mackayleigh monitors weight, recommend supplements and diets. She also plans the meals and helps activities with special events, provides food for certain meetings, snacks for workshops and trainings and orders the food for dietary. Each day three cooks and two dietary aides are needed. 5,641 meals were prepared and served in the month of July alone.

GEORGENNA MATERİ MADE A MOTİON TO GO INTO EXECUTIVE SESSION AT 6:51 PM FOR PERSONNEL AND ATTORNEY CLIENT PRIVILEGE ASHLEY TUPPER SECONDED AND THE MOTİON PASSED.

LEANN KENAGY MADE A MOTİON TO ADJOURN THE MEETING AT 7:40 PM, ASHLEY TUPPER SECONDED AND THE MOTİON PASSED.

Approved by the Board of Trustees October 17, 2019

Connie James, President

Georgenna Materi, Secretary