WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
August 21, 2025

Present: Ann Slagle, President; Mary Rankin, Secretary; Karen Drost, Treasurer; Benjamin Roberts, Trustee; Ted Ertman, Trustee, William Curley, Trustee; Dottie Sylte, Trustee

Absent: None

Also Present: Catherine Harshbarger, CEO; Alison Gee, Lubnau Law Office (via Zoom); Tish Miller, CFO; Shane Filipi, Nursing Home Administer; Kim Scharf, Quality and Compliance Director; Heather Boyer, Director of Home Health; Trish Linford, Clinic Director; Donalda Bennett, Acute Care DON (via Zoom); Denice Pisciotti, Executive Assistant

Visitors: MJ (via Zoom); Patricia Chua; Innova Revenue Group (via Zoom)

Call to Order: Ann Slagle called the meeting to order at 5:30 pm.

Quorum: Mary Rankin declared a quorum to conduct the business of Weston County Hospital District.

The Pledge of Allegiance was led by Ted Ertman.

The opening prayer was given by Benjamin Roberts.

Visitor Comments: None

Changes to the minutes: None

TED ERTMAN MADE THE MOTION TO ACCEPT THE MINUTES OF JULY 17, AND AUGUST 5, KAREN DROST SECONDED. THE MOTION CARRIED. DOTTIE SYLTE AND WILLIAM CURLEY ABSTAINED.

Additions to the Agenda – The CEO requested to move up the Innova Revenue Group Assessment Report from under the CEO Report to at about 5:45 pm.

TED ERTMAN MADE A MOTION TO APPROVE CHANGES TO THE AGENDA; BEN ROBERTS SECONDED THE MOTION CARRIED.

Introduction of two new board members, Dottie Sylte and William Curley.

Innova Revenue Group Presentation – Patricia Chua, Chief Operating Officer presented the results from their revenue assessment. For the past couple of months, they have been digging into data and working with WCHS's revenue cycle management team. Looked at important reports out of Epic and identified three main areas for improvement - self pay, denials, and billing set up. Staff are wonderful and dedicated to the community. One way to help improve revenue would be to look at the classifications of bills, provider enrollment and making sure they are credentialled correctly, standardizing workflows and monitoring key metrics.

STRATEGIC INITIATIVES

- **Quality** – The C.N.A. hybrid class has several students at different levels including 2 new enrollments. Because there have been students struggling, they have introduced aptitude testing, a 30-day obligation form, a reflection form to help with accountability, and other checks and balances. Our Trauma Coordinator has been working with Campbell County EMS to work on how to get transfers to where they need to be.

- **Manor** – The current census at the nursing home is 54. CMS has frozen rating increases for the Five-Star Quality Rating System. Weston County Manor is still 3 stars across the board. There are 9 contract employees, however, staffing is looking better with several new hires and more to come.

- **FINANCE**
    1. Finance Committee Report – They are grateful to be moving in the direction to have valid numbers. Finance Committee spent a lot of time going over the data. The plan is to continue to dive into the detailed numbers for a couple more months, when they understand it better the rest of the committee will be given data that is condensed and more understandable. We will be able to make better financial decisions very soon.

    - **CFO REPORT** – see attached

Take a 5-to-10-minute break.

- **CEO Report** –
    1. RI – A revenue cycle management company is still working on a proposal. There are different types of revenue cycle management which could be divided between a company and staff onsite.

    2. Software updates – The 3D Mammography Machine and Blood Gas Analyzer both have software that are from 2007 and need updated. The Blood Gas Analyzer update is incorporated in the cost already. The Mammography machine does not have support for upgrades. The cost is $35,000 for upgrading the software program. It is critical because it is a compliance and a cyber security issue.

A MOTION WAS MADE BY KAREN DROST TO ENGANGE CATHY HARSHBARGER TO ENTER INTO A SOFTWARE UPGADE WITH MEDSOURCE IMAGING FOR THE MAMMOGRAPHY MACHINE

AND THE BLOOD GAS ANAYLZER NOT TO SUCEED $35,000. BEN SECONDED. NO DISCUSSION. MOTION PASSED.

3. Air Conditioner Update – One of the controllers was burnt out. The cost to replace it was between $5,000 to $7,000.
4. Women's Health and Pediatrics – FNP 10 years of experience focus on women's health and pediatrics. There is the potential for her to stay permanently, and she is from Texas and wants to move to Wyoming.

A MOTION WAS MADE BY WILLIAM CURLEY TO ALLOW CATHY HARSHBARGER TO SIGN A CONTRACT WITH A NURSE PRACTITIONER. BEN ROBERTS SECONDED. NO MORE DISCUSSION. MOTION PASSED.

5. Rebecca Mock – Appointed HR Director she will start September 8, 2025.
6. Trish Linford – Appointed Clinic Director – 36 years in hospitals. Last 3 years implementing software with Oracle. Among internal projects they are working on appearance as well. The main goal for staff is to be present and make patients feel welcome.

WILLIAM CURLEY MOVED TO CONSIDER DZA LETTERS. KAREN DROST SECONDED. MOTION CARRIED.

KAREN DROST MADE A MOTION TO AUTHORIZE DZA ACCOUNTING ADVISORS TO DO THE COST REPORT AND AUDIT THE TOTAL COST TO NOT EXCEED $27,000. WILLIAM CURLEY SECONDED. NO DISCUSSION. MOTION CARRIED.

Foundation Board Report – The Daddy Daughter Dance was discussed, and it was decided to postpone due to lack of participation. $40,000 donation from Barbra and Pat Crow for the CT project.

A five-minute break.

DOTTIE SYLTE MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:45 PM UNDER 16-4-405((A)(II) TO CONSIDER THE APPOINTMENT, EMPLOYMENT, RIGHT TO PRACTICE OR DISMISSAL OF A PUBLIC OFFICER, PROFESSIONAL PERSON OR EMPLOYEE, AND (IX) TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW (INCLUDING ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS, QUALITY INFORMATION, AND TRADE SECRETS). MARY RANKIN SECONDED THE MOTION CARRIED. WILLIAM CURLEY ABSTAINED.

Out of executive Session at 9:07 pm.

KAREN DROST MADE A MOTION TO AUTHORIZE CATHY HARSHBARGER TO NEGOTIATE AND ENTER INTO ACCEPTALE TERMS ON A CONTRACT FOR BILLING, CREDENTIALLING, AND CODING SERVICES WITH INNOVA REVENUE CYCLE MANAGEMENT. WILLIAM CURLY SECONDED. MOTION CARRIED.

KAREN DROST MADE A MOTION FOR CATHY HARSHBARGER TO RESTRUCTURE THE BUSINESS OFFICE IF A CONTRACT IS SIGNED WITH INNOVA. BENJAMIN ROBERTS SECONDED. MOTIONED CARRIED.

A MOTION WAS MADE BY TO ACCEPT THE CREDENTIALLING OF SAEED MIR, MD; XIAU YUAN, MD; ADAM GRAHAM, MD; VANESSA SUI, MD; DAVID DELMAN, MD; CRAIG MCCARTY, MD; BEN ROBERTS SECONDED. MOTION CARRIED.

A MOTION WAS MADE BY MARY RANKIN TO ADJOURN THE MEETING AND SECONDED BY WILLIAM CURLEY THERE WAS NO DISCUSSION. MOTION PASSED. MEETING ADJOURNED AT 9:24 PM.

Ann Slagle

Ann Slagle, President

Mary Rankin

Mary Rankin, Secretary