

**WESTON COUNTY HOSPITAL DISTRICT
BOARD OF TRUSTEES MEETING
September 27, 2023**

Present: Dorothy Briggs, President; LeAnn Kenagy, Treasurer; Connie James, Trustee; Nick Johnson, Trustee; Ann Slagle, Trustee; Karen Drost, Trustee

Absent: Jamie Farnsworth, Secretary

Also Present: Judd Dawson, Chief Executive Officer; 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; Sharla Zerst, Human Resources Generalist; Sandy Dixon, Business Office Manager; Denice Piscioti, Executive Assistant

Visitors: Walter Sprague, NLJ; Marie Hamilton, NLJ (via Zoom); Norma Shelton (via Zoom); Stephanie Martinez

Call to Order: Dorothy Briggs called the meeting to order at 5:30 pm.

Quorum: LeAnn Kenagy declared a quorum to conduct the business of Weston County Hospital District.

Honor an Employee: Stephanie Martinez from Home Health was honored for always being willing to help with kind and caring attitude.

Comments: Carmen Allison announced her retirement after 28 years at the end of October.

Additions/Changes to the Agenda: Add Hospice under New Business.

LEANN KEAGY MADE THE MOTION TO APPROVE THE AGENDA AND ALL THE MEETING MINUTES NICK JOHNSON SECONDED AND THE MOTION CARRIED.

Financial -

- **Introduction of the CFO-** William Giles previously did turnaround for Critical Access Hospitals but he doesn't want to be here short term, he wants to make WCHS his home. Next month he will have a better report once he has had the chance to go over everything better. Currently, they are preparing for the audits. This year the audit will hopefully be better than last year and assured everyone next year will be better. Everyone here has been very helpful. Both his wife and he are looking forward to being a part of the community. He wants to see the red on the bottom turn black.
- **FY2023 Financial Report**

- There have been a lot of difficulties with AR on Medicaid at the clinic. Claim edits with Monument IT have had issues. There have been multiple factors that play into the issues with Medicaid. Judd reached out to Governor Mark Gordon who put him in touch with someone with Medicaid knowledge. The good news is they are going to go back and pay back items they originally were not going to. Our reimbursement rate has been changed. The help we have received from our representatives has been successful however there are some technical difficulties with getting Medicaid and Epic to link up. Without Chip Neiman, Allen Slagle, and Governor Mark Gordon we would not be in this position.
- They recognize everyone at WCHS is doing their best, so they are willing to work with us so we can get the money reimbursed. They will go back with the clinic to 2021 and are also going back with the Manor account also. They will talk to us about the hospital reimbursements when they visit this week. We are excited about our two new credit services to patients. The first one. iVitaFi will go live on October 16th. We are going to change the Collection Agency we are using, because what they have collected this year is very low. No money has been taken out of the money market this month to pay bills or payroll. Nice to have the support of our politicians.

Finance Committee Report

- The Accounts Receivable debt is \$745,778 and it has been sent to collections. Self-pay keeps rising.
- Sage Intacct starts December 1st
- Discussed giving more frequent finance reports to the employees.

Quality

A. Medical Staff Credentialing – None

B. Medical Staff Report

- Joy Ohnstad in pharmacy sends out emails to keep everyone in the loop with what medication is back ordered.
- Dr. Lanny Reimer talked about an article on a respiratory panel which tests for multiple viruses with one swab.
- Jim Dillehay is looking into pricing for us.
- Med staff approved the Narcan standing order for the Manor.
- The nursing home is continuing to take admits.
- Another C.N.A. class was held in September, and we gained 2 C.N.A.s from the class.
- In Home Health, Alyssa Houser is finishing up training and they have another nurse coming on board soon.
- We also talked about the new MRI company that will be here twice a month. They arrive the night before and set up the truck to be able to start scanning patients in beginning at 8 am until 4:30 pm.

- In therapy we are going to add verbal orders for Occupational Therapy.

C. Quality Report

- In the meeting we went over incidences for the month which were all mild.
- For temporary staff we currently have one in the lab, one Occupational Therapist, six C.N.A.s in the Manor along with one LPN and one RN.
- Emergency Department wait times were down.
- We talked about the new survey company Feedtrail. We have three patients in hospital waiting to move to the Manor. In preparation for HVAC work at the Manor they are keeping beds open to be able to move residents around when needed.

D. Quality Committee Report

- ActionCue incident reports are down, and med errors are extremely low.
- The Director of Long-Term Care and the Chief Operating Officer will keep an eye on them. Security issues were discussed.
- Kim Scharf is working on being a C.N.A. test site which would be very good for the community.
- Security options are being looked at for safety reasons for staff. Issues have come up during the daytime recently.

OLD BUSINESS

A. MRI – The board voted to bring on Heritage for MRI. The decision was made to use both the current company and the new one on alternating weeks. When the current we let the current vendor DMS know our new plans they said we could not do that because it was a breach of contract. We asked to see the contract we were given a contract from 2004 with no way out unless we give 90 days' notice before the contract is up in December. After showing the contract to attorney Alison Gee, she said in the state of Wyoming the current board cannot be held responsible for the prior boards' actions. Every time we asked for more time MRI time we were shut down. We can only get four patients in during the two-hour time each week they give us. Currently we have eight patients that need to be scheduled for MRIs. We are losing a lot of business because providers are sending the MRIs to other facilities. The scanners between the two different companies are different brands, however, the Radiology Manager called the lead MRI tech and Radiologist to discuss the quality of the imaging. Heritage has been eager to provide services for us and is willing to work with us. A decision was tabled until further discussion with the attorney.

B. Clinic Update – We have been working on moving the clinic to the main facility. Medicare does not recognize the legal entity name we were given for the Critical Access Hospital Clinic by Casey Petersen. They are saying you can have a clinic with normal fees, or you can keep your Rural Health Care Clinic, but this other entity doesn't exist. We have been asking questions to both Casey Petersen and Medicare, but we don't have any answers yet. That is why we have not been moving forward. If we do this wrong, we risk losing six months of revenue. The Chief Executive Officer stated that he thinks moving the clinic to the hospital is still the right answer, we just need to find the correct answer before changing the legal entity name of the clinic.

- C. Feed Trail** – The EPIC integration with Feedtrail will not happen until October 16th there is a way we can manually send them out. We just need to run a report in EPIC, sending it to Feedtrail and they will send the surveys out to the patients manually. Once you leave the clinic, you will get your survey right then. They will do two weeks of reminding you to do the survey. It is easier to use and nicer looking compared to Survey Solutions. The shorter questions are easier to fill out. There is an option to give kudos to a staff member who went above and beyond.
- D. Bucketlist** – Is the employee recognition program that was voted on last month. It is going great. There was a misunderstanding about the Christmas gifts. We are keeping them, we just wanted to make the trustees aware of the cost, which is \$11,000 for \$50 gifts for 220 employees. Judd will send the email to the staff about January 1st's better position both culturally and financially.
- E. Strategic/Mission/Vision Approval** –

**NICK JOHNSON MADE THE MOTION TO ACCEPT THE STRATEGIC PLAN
LEANN KENAGY SECONDED AND THE MOTION CARRIED.**

- F. Printers** – Century Business Products Representative Steve was very understanding about sending printers back. The Business Office alone cut out printing of one ream of copy paper. Which worked out very well for them because the process they came up with to eliminate printing has been faster and better than what they were doing before. IT has helped other departments cut printing costs also. It is nice seeing the whole team coming together to cut printing costs.

NEW BUSINESS

**LEANN KENAGY MADE THE MOTION TO ACCEPT THE CONTRACT WITH
HEALING HEARTS HOME HEALTH CONNIE JAMES SECONDED AND THE
MOTION CARRIED.**

- A. Lead Golden Ridge Senior Living Closing** – October 12th is their last day. We ran a big ad in the Spearfish newspaper. Judd Dawson had a conversation with Don Taylor of Mondell Heights. It began when a student in the C.N.A. class who was originally going to work at Mondell changed their minds and decided to work at Weston County Manor instead. In the discussion, both entities decided to work together to help each other be successful. When Judd was at a job fair in Cheyenne, he referred a potential employee to Mondell because they were interested in working there. In turn, Don told us about the Lead senior nursing facility closing. We are also talking to the about the 340B program.
- B. Employee Recruitment** – We have begun placing recruitment ads on a medical website for rural hospitals.
- C. Employee Assistance Program** – The program gives employees the ability to get counseling for free to help them get through difficult times. Unum is who we currently use for insurance, when they were contacted about six months ago, we were

told our \$6,000 monthly premium would go to \$15,000. Would like to pursue other options to be able provide counseling for employees.

- D. Security-** There have been several instances lately – three in the last week that have brought up concerns about our staff’s safety. Judd has been pursuing security options locally and determined having onsite security is not affordable for us now. It has been a concern for years; the Nursing staff know they can lock the doors after everyone leaves. Staff have also been trained on Reflet Protect spray in case of emergency. The Nurses Station also has a monitoring system for cameras all around the facility. Drills for a perpetrator were suggested. An Active Shooter program is planned for December.

OTHER REPORTS

- A. GOVERNANCE** – A Contributions policy was found it did not have dollar amount so a sum for up to \$500 was added. They also took the free printing out of the policy. The board members’ job descriptions were tabled. CEO narrative will look at next meeting. Mary Martin is coming on Wednesday, October 18th at 9:30 am to talk to the board members. We tried to get her to come on at a board meeting, but she wasn’t available.
- B. FOUNDATION BOARD** – Different fundraising opportunities were discussed at the August meeting. Scholarship money was awarded which started a discussion having a scholarship committee and defining the scholarship requirements. They are working and updating on Bylaws. The Strong Program where employees raise money to help other employees. Previously the money was run through the Foundation, and it was decided to move it internally. September’s meeting was cancelled.
- C. ETHICS** – They discussed the policy about Manor admits getting the committee member’s input. The policy states admits must be under 300 pounds or a BMI of 40. They talked about education for the community on why the policy is in place. It protects staff. Taking into consideration limited mobility will also be talked about with the Therapy Departments to revise the policy. They will start with education at the senior center. Ran through ethics committee.
- D. PRESIDENT COMMUNICATION-** None
- E. BOARD MEMBER COMMENTS** – None

ANN SLAGLE MADE THE MOTION TO GO INTO AN EXECUTIVE SESSION AT 7:15 PM FOR PERSONNEL AND LEGAL NICK JOHNSON SECONDED AND THE MOTION CARRIED.

CONNIE JAMES MADE A MOTION TO ADJOURN AT 8:40 PM NICK JOHNSON SECONDED AND MOTION PASSED UNANIMOUSLY.

Jamie Farnsworth, Secretary