

**Ruby Valley Medical Center
Corporate Meeting Minutes
Thursday, February 29, 2024**

**BOT member present: Tony Simonsen, Les Gilman, Cleve Witham, Dustin Tetrault, Carol Braach
Others: Patty Bates, Ted Woirhaye, Brenda Green, Jean Prough, Jim Kaatz, Dan Allhands, Courtney Wood, Amy Pack-Young, Jamy Kraai, Tony Pfaff, Landon Dybdal, Dustin Tetrault, Christy Gill, Kassie Marsh, Robert Allhands, Kari Reintsma, Greg Ross (Zoom), Dr. Bartoletti, Cori Keonig**

- I. **Corporate meeting Call to Order** **Mr. Gilman**
Corporate meeting called to order at 7:08

- II. **Approval of Previous Minutes** **Mr. Gilman**
Mr. Gilman reports that at the previous meeting he suggested that the 4th core value be placed first-a culture of respect within the hospital; not omitted.
Mr. Witham makes motion to approve minutes from the previous meeting with the above-mentioned changes, motion seconded by Mr. Simonsen, all in favor; minutes accepted with correction.

- III. **Public Comment on Matters not on Agenda** **Mr. Gilman**
Dan Allhands-Madison County Commissioner:
 - Let the BOT know that they have access to Madison County attorney.
 - Last meeting the 135 K for travel; asks why 135,000 for travel in the budget. Mr. Dybdal states that travel is very expensive with the number of employees and states that just because it is budgeted does not mean that it is spent.
 - Dan also states that every meeting continues to go into ES after meeting.
 - Asks if Amy Pack-Young is aware of available training. Yes she is and utilizes it.
 - FRP for insurance and Cypress for bids on health insurance.
 - See on the Agenda using the old pharmacy for various offices; feels that HR should be in an area where people can walk into an office where not seen by other staff.
 - Kassie Marsh-asks about therapy not going over to nursing home due to staff; Landon states that issue has been resolved.

- IV. **SMA Proposal** **Mr. Gilman**
SMA Did the original hospital design; have been working with RVMC for many years; includes design services for Twin clinics; includes engineers in order to properly design the Twin Bridges clinic
Dustin asks about a building design committee; includes Tony Simonsen, Landon Dybdal, and Les Gilman; suggests that community members be included on the committee. Mr. Simonsen makes the motion to accept the proposal for architectural engineering services for the Twin Bridges clinic; motion seconded by Mrs. Braach; all in favor; motion carried.

- V. **Reports and Updates** **Mr. Gilman**
 - A. **RVMC CMO** **Dr. Bartoletti**
 - Have 3 swing beds; 4 beds occupied and steady in the ER and clinic overall.
 - Working with TRMCC on patient care and transport to and from.
More routine therapy over there.
 - Have been working with a couple of students.
 - Have brought in Amy Braaksma, FNP in on Fridays to help Dr. Svingen.
 - The provider work force seems pretty stable right now; feels that Paula Christensen and Chris Hartsfield are doing a great job. Feels that Ted does an amazing job at being the CNO and feels that the nursing needs are important right now.
 - Currently making the best of what we can now with Thrive.

- Changing Med Staff meetings to monthly instead of every other month. Have meeting one month as standard and the next month will be implementing those changes discussed at prior meeting and to ensure follow through.
- As we get endoscopy up and running will need to address credentialing.
- Currently going over the entire formulary in Pharmacy and Therapeutics.
- Looking into getting an anti-venom in; feel that due to where located it is important despite the expense.

B. Foundation

Christy Gil

- Approved request for 100,000.00 for the scopes.
- Off year for the fundraiser event; looking at working with Wheat Montana for a fundraiser.

C. Auxiliary

Patty Bates

- Patty Bates reports approved the \$13,000.00 for the bladder scanner.
- Willing to put in \$30,000.00 for the endoscopy.
- Would like to enter into an MOU with Ruby Valley Medical Center.

D. RVMC CNO

Ted Woirhaye

- 7 transfers in January and 3 life flights.
- More travelers in January due to personnel issues.
- Had a CNA class with 3 students and all 3 have taken their skills test; 2 have passed the skills and written. One will need to re-take the written. Will have 3 PRN CNA's
- Did lose 2 nurses but have also gained two. A previous night nurse is returning and one of our PRN nurses is coming on full time.
- Have had a lot of training. Had a good trauma training that was well attended; next week another disaster drill where there will be an active shooter and going over the Run, Hide, Fight protocol.
- Interested in training for de-escalating patients
- Has gone over to TRMCC and worked with them on 'Evacuate in Place.'
- Needs to put together an MOU with TRMCC for disaster and evacuation
- Has been working with EMS and having them working as techs in the ER-depending on what their schedules and runs.
- Pre-Hospital Nurse program-voluntary course to do transfers out and not short the EMS team to improve our transfer out program.
- Board of Nursing dropped the 24 hours CEU; wants to mandate throughout RVMC to continue with CEU for licensure as medicine is changing.
- Retention and Recruitment-new hires get sign on bonus. What are we doing for individuals who are staying here-need to look at retention.

E. Chairman Report

Mr. Gilman

- Would like to visit every department within RVMC at least once a year; has met with Jim Campbell and has met with Kari and toured the clinic.
- Have Greg Ross with CMS via Zoom observing the BOT meeting. Have held initial interviews-interviewed 24 individuals: 20 in person. Report to be coming.
- Greg expresses thanks for participation in the interviews

E. RVMC Quality/Risk Management

Landon Dybdal

- QAPI report is in the BOT packet. The new quality director will be starting on June 10. She is originally from East Glacier. She is just finishing her degree.
- Mr. Simonson moves to accept the QAPI report as presented; seconded by Mrs. Braach; with modification of date; all in favor; motion passed.
- Dustin asks about outliers and skewing the numbers.
- Landon changes date from 2023 to 2024

F. RVMC CFO

Landon Dybdal/Jennifer Oliver-Li

- Attached report
- Jennifer Oliver-Li joined Zoom.
- Looking at December salaries-made corrections
- January PT numbers looked inflated
- Lab numbers were up in January as well
- Will be working on the 2023 audit soon
- New budget starting July 1 for fiscal year

Mr. Witham made the motion to Approve the Dec financial reports; motion was seconded by Mrs. Braach; all in favor; motion passed.

Mr. Tetrault made the motion to approve the January financial reports; motion was seconded by Mrs. Braach; all in favor; motion passed.

G. RVMC CEO

Landon Dybdal

- Volumes were up in January; February is a bit slower but not too bad.
- Loan approved at the beginning of the month through Montana facility finance Authority for Twin Clinic
- SMA has been conducting employee discussion for the expansion as well as the Twin clinic; will be meeting with the building committee
- The Wagon Wheel is being worked on interiorly; deadline for the building removal is May 1

VI. Auxiliary Agreement

Mr. Gilman

- Has been working with the attorney on this agreement; almost put together. Want to have it finalized by next week; will be on agenda for next month.
- Patty reports they would like to enter into an MOU with RVMC to have a fiscal agreement; would report directly to RVMC. Have own designated account which currently do. The agreement would be reviewed every two years.
- Dustin makes the motion to table the Auxiliary agreement until next month; Carol seconded; all in favor; motion carried.

VII. Pioneer Software-Mac's Pharmacy

Mr. Gilman

- Want to switch over to different software as current is not ideal.
- Quote is in package; a little over \$10,000. Jim has been working with the pharmacy on reusing some current equipment.
- Kassie asks what we will be using the building for; Landon reports that they have been discussing that: potentially psychiatric services, office spaces
- Mr. Witham makes motion to move forward with Pioneer RX for the pharmacy software; motion seconded by Mr. Tetrault; Mrs. Braach asks about new equipment-will be minor. All in favor; motion carried.

VIII. Term Sheets/Construction Financing

Mr. Gilman

- Landon has term sheets from 2 banks; waiting on Term Sheets from a 3rd; has not received yet from Ascent Bank. This would be for construction loan. First Security vs Opportunity. First Security was 8.0% and Opportunity was 7.75%. Tony Simonsen suggests that 2 met the deadline and the 3rd didn't. Les asks about deadline dates; Opportunity was not stipulated; First Security was 30 days. Mr. Kaatz suggests keeping it locally as much as we can and that opportunity was a great benefit
- Mrs. Braach makes motion to go forward with Opportunity bank; motion was seconded by Mr. Tetrault; Mr. Witham has recused himself. All in favor; motion carried.

IX. **Building Committee**

Mr. Simonsen

-Twin Bridges clinic-SMA met with Stakeholders; came up with an inclusive list. Mr. Simonsen suggests a couple of projects that need to be done.

EMS barn wants to build a wall to add sleeping quarters-add a wall with door and a couple of outlets.

-Mr. Tetrault asks about a window. If not, one would have to be added. Also asking about a Procurement Policy, If not we may have to go to the county for the Policy.

Jim Kaatz asks about RVMC spending policy; only one he is aware of is \$5,000.

Windows still need to be finished at Mac's.

Adding a window in the PT storage room for receptionist; BOT to put it out for bids. Mr.

Simonsen suggests giving the project to Jerry Stafford to reach out to a few local contractors for bid. Could potentially vote electronically.

Mr. Gilman asks Mr. Tetrault for Procurement Policy.

Mr. Simonsen makes the motion to get 3 separate estimates on the projects from whomever we can get and vote on electronically so that we can get them started; motion seconded by Mrs. Braach; all in favor; motion carried.

X. **Executive Session**

Mr. Gilman

Personnel

-Entered into ES at 9:21 am

-ES ended 9:43 with no action taken

XI. **Adjournment**

Mr. Gilman

Next meeting March 28 7:00 am

Adjourn meeting at 9:43

Minutes respectfully taken and typed by Jamy Kraai