

**Ruby Valley Medical Center
Corporate Meeting Minutes
Thursday, August 28, 2025**

Board Members Present: Les Gilman, Kassie Marsh, Tony Simonsen, Cleve Witham.

Others: Dr. Bartoletti, Jim Gillhouse, Kelly Johnston (JFS -Teams), Jamy Kraai, Amy Pack-Young, Tony Pfaff, Kari Reintsma, Robin Stafford, Ted Woirhaye, Courtney Wood (Teams).

- I. Call meeting to Order** **Mr. Gilman**
Call to order at 7:02
- II. Approval of Previous Minutes** **Mr. Gilman**
After review of the previous minutes from the July 31st meeting, motion was made by Mrs. Marsh to approve minutes; Mr. Witham seconds; all in favor; minutes accepted as presented.
- III. Public Comment on Matters not on Agenda** **Mr. Gilman**
Mr. Simonsen inquired as to how the hospital handled the water situation. Everyone pulled together and did a fantastic job. Jerry and Ted got everything rolling and protocols in place overnight. Except for a few tweaks with handwashing stations, business was conducted as usual. A big shout out to Spiffy Biffy! They delivered porta potties and washing stations in record time, thank you! The last report is that testing won't happen until next Tuesday so it could be Thursday before it's lifted. Good job RVMC!
- IV. Credentialing** **Dr. Bartoletti**
No credentialing this month.
- V. Reports and Updates**
 - A. CFO** **Full Report Attached** **Kelly Johnston**
July is the first month of our new fiscal year. Cash on hand is down a tick due to Noridian pay back of \$500K. Half of that was the swing beds. AR days are down. Courtney and team are working hard on new initiatives to hold payors accountable. Salaries were up due to significant overtime. Supply costs were lower. Collections met target. Foundation donation for Twin Bridges x-ray machine was received. Macs will have a few changes. Carly has really stepped into leadership and will be digging into the 340B program to make it profitable. Mr. Simonsen moves to accept July Financials as presented, Mrs. Marsh seconds, all approved, July financials accepted as presented.
 - B. CMO** **Full Report Attached** **Dr. Bartoletti**
Swing beds are nearly full. We are working on processes for patients coming and going with Case Manager Jessica Sanson. Students are doing great. It's interesting to see how AI being used effectively. More residents will be coming through on rotation. Balancing time and patient care are provider's current focus. UR is going well. Also want to start tracking missed swing bed opportunities to see what that looks like. The Twin clinic is doing well. Nikki Buck starts full time to replace Amy Braaksma the week of September 8th. Mr. Witham moves to accept CMO report as presented, Mrs. Marsh seconds, all approved. CMO Report accepted as presented.
 - C. Foundation** **Full Report Attached** **Kari Reintsma**
Donation of \$400K was made towards the Twin Bridges Clinic. We also had another donation from an anonymous giver in addition to the donation from Mr. & Mrs. Swan. The funds for the x-ray machine were sent and received.
 - D. Auxiliary** **Patty Bates**
Not present this month.

- E. QA/Risk** **Full Report Attached** **Jim Gillhouse**
Nurses are able and doing bedside medications and this metric is being tracked. We are finding that processes are getting better. Some adjustments to bar code scans are being made. A new metric being tracked is colonoscopies as to when patients had or should have had and making sure data is correct. Mr. Simonsen motions to accept QA/Risk Report as presented, Mrs. Marsh seconds, all approved. QA/Risk Report accepted as presented.
- F. CNO** **Full Report Attached** **Ted Woirhaye**
Staffing is still a struggle. We have hired a full time night nurse to replace the long term traveler we've had. We are working on getting a good PRN pool. The culture here has changed significantly since Jim came and we are finding that people want to work here. Infection control had a mock survey and went well as it gave us important data to work on before the actual survey takes place.
- G. CEO** **Full Report Attached** **Jim Gillhouse**
In patient volume is strong at 91% occupancy. Jim referred everyone to packet to review a dashboard of our income statement to compare years as a reference. Our outpatient volume is average. We are focusing heavily on revenue cycle, the hard to capture money. Our cost report is ahead of schedule. An RFI has been submitted to make sure we don't get missed on allocation of the money from the Big Beautiful Bill act. Recruitment and retention are excellent right now. We have a new pharmacist coming on board that can focus on the retail side and allow Carly to do more with the 340B meds and management.
Community Health Needs Assessment will be presented to the Steering Committee, then we work on the action plan to tie in with our Strategic Planning retreat November 14th. Our Employee Survey will be coming out in September.
- VI. Building Committee Report** **Tony Simonsen**
The sign should be up in September. I will do a follow up on the window replacement to see if that has happened. There is currently temporary glass in place of the broken ones.
- VII. 2025-2026 Capital Expenditure Budget** **Jim Gillhouse**
Review (Approval)
Jim presented a spreadsheet with a breakdown of projected needs over the next year. Discussed the current server and computers and the Telemetry System that currently uses Windows 7, which is a security issue. For this fiscal year we need to approve \$250,596.00 for Capital Replacements. Funds will be requested from the Auxiliary. Mr. Witham motions to approve the Capital Replacement Expenditure for current fiscal year of \$256,596.00, Mr. Simonsen seconds, all in favor, motion passed.
- VIII. MFFA Loan Board Resolution 2025-02** **Jim Gillhouse**
This is the resolution to approve closing on the loan for the Twin Bridges Clinic for \$2.3 million, less the \$400K from the Foundation. Mr. Simonsen motions to approve the loan closure, Mrs. Marsh seconds, motion approved.
- IX. HR Committee Report**
Nothing to report.
- X. Executive Session**
None
- XI. Adjournment**
Meeting adjourned at 8:45 am.

Next BOT meeting September 25, 2025, at 7:00 am at RVMC conference room.

Minutes respectfully taken and typed by Robin Stafford