Ruby Valley Medical Center
Corporate Meeting Minutes
Thursday, September 25, 2025

Board Members Present: Kassie Marsh, Tony Simonsen (Teams), Dustin Tetrault, Cleve Witham.

Others: Dr. Bartoletti , Jim Gillhouse, Kelly Johnston (JFS -Teams), Jamy Kraai, Amy Pack-Young, Tony Pfaff, Kari Reintsma, Elaine Salsbury (Auxiliary), 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 August 28th meeting, motion was made by Mr. Simonsen to approve minutes; Mr. Tetrault seconds; all in favor; minutes accepted as presented.

III. Public Comment on Matters not on Agenda — **Mr. Gilman**

None

IV. Credentialing — **Dr. Bartoletti**

The presented credentials have been reviewed by Medical Staff and approved: motion made by Mr. Tetrault to approve the credentialing of the submitted providers, motion seconded by Mrs. Marsh, all in favor, motion passed.

Carlos Albrecht, MD
Hope Beatte, MD
Alicia Bennett, DO
Nikki Buck, FNP-C
Scott Caganap, MD
David Delman, MD
Venkata Durga Prassad Diddi, MD
Christopher Fanale, MD
Adam Graham, MD
Matthew Grantz, MD
Jonathan Kleinman
Saad Mir, MD
Zachary Norman, MD
Elizabeth North, DO
Ali Samee, MD
Gurjeet Singh, MD
Byron Spencer, MD
Jeffrey Wagner, MD
Jingxin Wang, MD
Robert Weir, MD
Samuel Wittekind, MD

V. Reports and Updates

A. CFO — **Full Report Attached** — **Kelly Johnston**

Focusing on payors honoring their contracts. We are finding that they aren't. Almost complete on Audit. Courteny and her team are diligently working on aging. July/Aug – CMS – some line items were not reimbursed, that will be reflected in next month's financial report Working with GPO to get the most cost savings and benefits. Exceeded expectations with volumes. New Pharmacist hired to help Carly so she can focus on missed revenue opportunities. Ambulance is still at a loss. Pharmacy as well but working on maximizing 340B rebates that we aren't getting. 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**

Patient care activity is going well. Swing beds available for local end of life care is very important. Excellent swing bed program here. Clinical balance – we are doing well and getting exposure to a variety of situations. Neonatal resuscitation training is this month. Trauma review happens today. State trauma reviews our processes. Process improvements on transfers of care for nursing home patients. Mrs. Marsh moves to accept CMO report as presented, Mr. Tetrault seconds, all approved. CMO Report accepted as presented.

C. Foundation **Full Report Attached** **Jamy Kraai**

No current requests. Kari is looking into a new AED for the Twin Bridges Clinic that the Foundation could assist with. We are anticipating another large check next year for the Twin Bridges Clinic. Next Fall will be our Round Barn Event.

D. Auxiliary **Elaine Salsbury**

Things are going very well. Still waiting on our official status. We need more volunteers; our average age of current volunteers is 80. We have an AIC request for the Twin Bridges Clinic for $3700.00 Also a large request of $150K for the telemetry system for the hospital. Scholarships haven’t happened for a while, need to get out there.

E. QA/Risk **Full Report Attached** **Jim Gillhouse**

Focusing on tracing our referral appointments. Sydnee in Imaging is doing a fantastic job of tracking data, specifically repeats because of something that went wrong. Radiology read times standardization to be under 24 hours 90% of the time. Mr. Tetrault 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**

Three major traumas took a toll on staff. Critical incident debriefing helped. We have hired a new scrub tech. Scopes has new staff that were trained on 9/15/25. Paula Kruzich is leaving us full time but will remain as a PRN for education. In the process of hiring her replacement. We are currently in the process of NRP recertification. Harmonie in Infection Control is getting all the FIT testing taken care of.

G. CEO **Full Report Attached** **Jim Gillhouse**

Denials Committee is part of the Strategic Plan. Our goal of days in AR mid to high 40s. Part of “Good to Great”. Termed contract with 406RX and hired a second pharmacist to allow Carly to dig into the financial side of 340B program. Our new pharmacist has a lot of experience with 340B. We have also canceled the retainer contract for Massive Studios but they will continue a case by case basis. Payroll is transitioning to Paylocity. Our 401K platform is changing to Empower. We have changed the 401K eligibility to 90 days instead of a year.

VI. Building Committee Report **Tony Simonsen**

Windows have not been replaced yet; the target date is October 6th. The monument sign has been installed. A little shorter than expected but it is to specs. Waiting on final pay application.

VII. Water Main Easement (Approval) **Jim Gillhouse**

The Town of Sheridan is ready to go, waiting on approval from the Board. The contractor was approved by the Commissioners to redo the road but not until next year. Mrs. Marsh motions to approve the Water Main Easement, Mr. Tetrault seconds, all in favor, motion approved.

VIII. Capital Purchase Request (Approval) **Jim Gillhouse**

We are ready to purchase the new servers at $73K but need Board approval. Cash payment or lease agreement still to be decided. Mr. Tetrault motions to approve and purchase servers in full, Mrs. Marsh seconds, all in favor, motion approved to purchase servers outright.

IX. **HR Committee Report**

Nothing to report.

X. **Executive Session**

Personnel related.

XI. **Adjournment**

Meeting adjourned at 8:48 am.

Next BOT meeting October 31, 2025, at 12:00 p.m. at the Healing Waters Lodge.

Minutes respectfully taken and typed by Robin Stafford