

**Ruby Valley Medical Center
Corporate Meeting Minutes
Thursday, September 26, 2024**

Board Members Present: Mr. Gilman, Mr. Witham, Mr. Tetrault, Mr. Simonsen, Mrs. Braach

**Ali Wahl, Jamy Kraai, Amy Pack-Young, Kari Reintsma, Dr. Bartoletti, Tony Pfaff, Jim Gillhouse,
Courtney Wood (via Zoom), Kelly Johnston (via Zoom), Dave Argenzio (via Zoom)**

I. Call meeting to order **Mr. Gilman**

Meeting called to order at 7:07

II. Approval of Previous Meeting Minutes **Mr. Gilman**

Mr. Tetrault makes the motion to approve the corporate meeting minutes form August; motion seconded by Mr. Simonsen; all in favor; minutes approved as presented

III. Public comment on matters not on Agenda **Mr. Gilman**

None

IV. Credentialing **Dr. Bartoletti**

Dr. Bartoletti presented credentialing:

-Provider from ERMCAH

-Dr. Bartoletti for credentialing of endoscopies and colonoscopies; was provided temporary for yesterday

Re-Approval:

-Kathy Tetrault, FNP

-Dr. Kerins, MD

CRNA's: Group that come to assist

Lab Medical Director and Pathologist

Two more from radiologist group

All of 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. Braach; all in favor; motion passed

V. Reports and Updates **Mr. Gilman**

A. CFO **Kelly Johnston**

Two weeks ago was on site with Barbie Miller and did a deep dive into revenue cycle; learned of a lot of opportunities to optimize cycle.

Anticipate days in AR to come down

Days cash on hand have gone up

Please refer to Financial Reports for details

Gross revenue came down a little from July to August; the expenses also came down but not at the same pace

This month the pharmacy has moved into profitability due to the rebates
Mr. Simonsen makes the motion and Mr. Tetrault seconded to approve the financial report as presented; all in favor; motion carried.

B. CMO

Dr. Bartoletti

- Started endoscopy yesterday; had 4 different cases. Had lots of people present; had probation, Olympus staff, CRNA, scrub tech, had an ER case during the morning. All went smoothly and the equipment worked well.
- Swing beds have been full for 3-4 months with quick turnover
- The PA students have been good
- Continue to need transport and have been working on various options
- Case management may need support as have been very busy
- Will need to address OT shortage at the end of the year as Dorothy DeHart will be retiring
- Dr. Bartoletti was at an Access training for PICC/PIV US course in Billings which was very informative
- Trauma symposium in Missoula which also was very good
- Thrive continues to work with issues that continue
- There have been no issues with UR

C. Foundation

Jamy Kraai

- Miranda Wheeler is reportedly preparing a letter to submit to the foundation which will then come to the board for approval
- The clinic and PT received AED's and have been installed

D. Auxiliary

E. CNO

- Ted has been off for a few days due to his daughter getting married. Please see CNO report for details
 - Still using some traveling nurses to cover shift
 - Have had a couple of cases of C-Diff

F. CEO

Mr. Gillhouse

- Please refer to CEO reports for details
 - ii. Chargemaster Review Project
 - Have not had one since 2016.
 - Have 3 bids. Will be about 22 ½ months of work but feel that would be worth it as behind in the market.

RVMC is experiencing high demand for our swing bed program; have a fair number of patients that want to come back here for their recovery

All other volumes have been steady; OP volume and charges have been relatively steady but there is room for growth

Sign was installed yesterday with power yet to come. Pharmacy sign was also installed yesterday. New sign coming in today for Registration.

- i. Employee Engagement Survey Review
 - Please refer to 2024 Employee Engagement Survey Summary and Plan
 - Increased from year to year on every question

- The plan will be working on teamwork: will ask department heads to meet with their departments to see what they can impact
- ii. Strategic Planning Retreat
Looking at November 1; working on getting some information out from Community needs assessment. Looking at BOT meeting noon to 1:00 and from 1:00 to 8:00 PM to work on strategic plan.

Had lab survey; action plan has been submitted. The surveyor is reviewing it.

QAPI Update:

Have started doing monthly department presentations as well as Toolbelt sessions twice a month.

Each department has a process improvement board with metrics that are tracked daily.

VI. Building Committee Report

Mr. Simonsen

Still hoping to start October 1. Had over 100 subcontractors submit bids.

The BOT requests that the Foundation raise 1 million. Mr. Simonsen makes the motion for the request to the Foundation for 1 million dollars for the Twin Bridges Medical Clinic; motion was seconded by Mr. Witham; all in favor; motion carried.

VII. HR Committee Report

Mr. Tetrault

VIII. Executive Session

Mr. Gilman

IX. Adjournment

Mr. Gilman

Meeting adjourned at 8:47

Minutes respectfully taken and typed by Jamy Kraai