

<h1>Madison Valley Medical Center</h1>			
MINUTES	DATE: 12/16/2020	8:00 A.M.	MADISON VALLEY MEDICAL CENTER UPSTAIRS CONFERENCE ROOM & CONFERENCE CALL
APPROVED _____			
<b>MEETING CALLED BY</b>	Dorothy Fossel, Chairman		
<b>TYPE OF MEETING</b>	Monthly Board Meeting		
<b>FACILITATOR</b>	Dorothy Fossel		
<b>NOTE TAKER</b>	Judi Stonebraker		
<b>TRUSTEES PRESENT</b>	Dorothy Fossel, Bryant Harp. Via Conference Call: Jim Hageman, Jeff Montag, Mary Oliver		
<b>STAFF PRESENT</b>	Allen Rohrback, Maura Davenport MD Chief of Staff, Allison Treloar CNO, Mady Speck Administrative Assistant. Via Conference Call: Charley Able COO, Dawn Conklin Foundation ED, Alicia Nicholson Controller,		
<b>GUESTS PRESENT</b>	Via conference call: Susan Metzger Foundation President		

Meeting called to order at 8:00 a.m.

<b>MINUTES REVIEW</b>	DOTTIE FOSSEL
	<p>Due to increased hospital Covid activity a November Board Meeting was not held however items were emailed to the Trustees with one action taken.</p> <p style="text-align: center;">Madison Valley Medical Center November 18, 2020</p> <p>Via email: Dottie Fossel, Mary Oliver, Bryant Harp, Jeff Montag, Jim Hageman Update on the following strategic issues:</p> <ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Pharmacy</li> <li>• Hospital Furniture Upgrade</li> <li>• Big Sky Services Development</li> <li>• Updating Outside Hospital Signage</li> <li>• 2020 Community Health Needs Assessment Strategies</li> <li>• Employee Compensation increases with finance committee recommendation</li> </ul>
<b>MOTION</b>	<p><i>Trustee Montag moved that the 2.49% overall annual employee compensation proposal reviewed by the Finance Committee with Allen and Alicia be approved. They've done their usual thorough and thoughtful job. Trustee Hageman seconded. All MVMC members voted in favor. Motion passed November 18, 2020</i></p>
<b>MOTION</b>	<p><i>Trustee Oliver moved to approve the October 22, 2020 minutes Trustee Hageman seconded. All voted aye. Motion passed.</i></p>

	<ul style="list-style-type: none"> <li>• Dr. Davenport reported a grant was received for a Diabetic retinopathy camera</li> <li>• The clinic is going well.</li> <li>• Covid – Dr. Davenport reported on an article regarding the burden on small hospitals caused by Covid. We have created an isolation wing for Covid patients. Due to some exposure to staff in the hospital from an undetermined source, admission protocols have been tightened. The nurses have been doing an awesome job.</li> </ul>
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**FINANCIALS**

ALICIA NICHOLSON

<b>EMPLOYEE RECOGNITION AND APPRECIATION AWARD</b>	<p>Allen explained that the Appreciation Awards this year would be a little different due to the challenges and responsibilities caused by the Covid virus. Alicia explained the process and the template used. Discussion: The Trustees wanted the employees to know how much they were appreciated as it has been a stressful and challenging year for all. They support a 75% increase over the award base from last year plus an additional award for those who had the highest risk for exposure to Covid through their job description</p>
<b>MOTION</b>	<p><i>Trustee Montag made a motion to accept the finance committee’s recommendation for the above award recognition and allocation for 2020. Trustee Hageman seconded. Chairman Fossel thanked everyone for their hard work. All voted aye.</i></p>
<b>OCTOBER AND NOVEMBER</b>	<p>Alicia reviewed the power point slides with the key indicator report, graphs, balance sheet, profit and loss and trending graphs with questions from Trustees as the slides were being presented.</p>
<b>FINANCE COMMITTEE</b>	<p><u>Agenda and Minutes of the Finance Committee November 17, 2020</u>                  Participating: For the Board, Jeff Montag and Jim Hageman. For MVMC Allen Rohrback and Alicia Nicholson.                  1. Reviewed 2020 year-end performance review process and compensation proposal.                  2. Discussed ambulance transition process.                  3. Discussed Big Sky partnership with Bozeman Health.                  Strategic Issues                  4. Discussed pharmacy status.</p> <p><u>Agenda and Minutes of the Finance Committee December 15, 2020</u>                  Participating: For the Board, Jeff Montag and Jim Hageman. For MVMC Allen Rohrback, Alicia Nicholson and Ken Fortier.                  1. Reviewed October and November financial information.                  2. Evaluated funds available for additional investment and discussed possible uses of funds.                  3. Discussed compliance with Federal hospital relief programs, including sources and uses of funds, internal documentation, protocols and Federal reporting requirements, particularly:                      a. Status of PPP filing                      b. Status of Covid grant reimbursement filing.                  4. Reviewed 2020 year-end Appreciation Award proposal and gift card program.                  5. Discussed ambulance transition process.                  6. Discussed Big Sky partnership with Bozeman Health.                      Strategic issues.                  7. Discussed pharmacy status.</p>
	<p>As a result of discussion at the December 15, 2020 Committee Meeting: <i>Trustee Montag moved that the board authorize the finance committee to transfer 1M from our Madison Valley checking account into the Morgan Stanley investment</i></p>

<b>MOTION</b>	<i>program and also to coordinate and direct the investment of such money over the course of the next two months under the authorized terms of the investment program. Additional funding would be restricted as previously directed by the Board for this program. Trustee Hageman seconded. All voted aye.</i>
<b>MOTION</b>	<i>Trustee Montag made a motion to accept the October and November Financial Reviews and the November and December Financial Committee Reports as presented. Trustee Oliver seconded. All voted aye.</i>

**QUALITY COMMITTEE REVIEW**

ALLISON TRELOAR

<b>QUALITY SCORECARD</b>	Allison covered the October and November data on the quarterly scorecard and explained individual scores in more depth.
<b>QUALITY COMMITTEE</b>	<p>Quality Committee Review Meeting Minutes 12/15/2020 Present: Randy Meador, Savannah Wood, Charley Able, Melinda Tichenor, Andy Thomas, Allison Treloar, Mady Speck, Allen Rohrback, Shane Overturf*, Dawn Conklin*, Ken Fortier*, Alicia Nicholson*, Janine Clavadetscher* (*via teleconference)</p> <ol style="list-style-type: none"> <li>1. Reviewed Spreadsheet of quality measures Savannah – Getting signature on consent forms is at 80% and call backs are at 87%. Melinda – Lab is a little behind on faxes and are making progress in secure messaging. Randy – 75% on using the trouble ticket vs. other forms of communication. Bev – One late report due to faxed paperwork getting lost. Have measures in place to make sure that does not happen again. Soft contoured paddles for mammography machine are being installed. Andy – working on measures they would use when a dashboard is headed their way. Charley – 1 phone outage this month, starting to look into a new ticketing system for the IT department. Ken – November was a challenging month. Coding for hospital and clinic went up while inpatient and swing bed went down. Alicia – was not able to close by the 7<sup>th</sup>. Tiffany – Supplies not being logged out was high. Allison – 2 patient falls for October and 2 patient falls for November, 2 staff members still on restricted work duty. FEMA training at 75%.</li> <li>2. Quality Round Table Discussion.</li> </ol>
<b>MOTION</b>	<i>Trustee Fossel made a motion to accept the Quality Report as presented. Trustee Harp seconded. All voted aye.</i>

**OPERATIONS**

CHARLEY ABLE COO

	<ul style="list-style-type: none"> <li>• We put together a Covid wing.</li> <li>• We implemented a rapid Covid test.</li> <li>• IT completed their HIPAA security assessment.</li> <li>• Shane is working with Lab and Imaging on call back items</li> <li>• Dr. Svingen started in November.</li> </ul>
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	<ul style="list-style-type: none"> <li>Working on being able to give immunizations that are normally provided through the County Health under Help Montana Kids.</li> <li>Currently expanding our search for a lab tech.</li> <li>We are hiring a CT tech.</li> <li>Health Needs Assessment (Allen): Process completed identifying our strategic goals and after discussion with the leadership team have a draft of the goals.. Discussion: Options for housing needs for new employees.</li> <li>Gary Hadley, our resident Pharmacist in charge is moving. Pat Tolson will be replacing him.</li> </ul>
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**BUSINESS OF THE BOARD**

DOTTIE FOSSEL

	<ul style="list-style-type: none"> <li>Chairman Fossil received a letter from the Madison County Clerk and Recorders office notifying her that the terms of Mary Oliver and Bryant Harp will be open for election in May. February 10 is the deadline for filing.</li> <li>Due to Covid gathering restrictions the Christmas Dinner provided by the Trustees for employees could not be held this year. In leu of the party the Trustees are giving each employee a \$50 gift card.</li> <li>As noted in the October minutes Atty Justin Cole was to do a talk at the December regarding the two Boards we have (the Board of Trustees of the MVMC and the Hospital District Board) which, at this time, are the same. This has been delayed for various reasons and is now tentatively scheduled for the January 2021 meeting.</li> </ul>						
<b>CREDENTIALING</b>	<p>The Medical Staff approved the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Dr. Shree Shah</td> <td style="width: 33%;">Reappointment</td> <td style="width: 33%;">Direct Radiology</td> </tr> <tr> <td>Jessica Svingen DO</td> <td>New</td> <td>MVMC</td> </tr> </table>	Dr. Shree Shah	Reappointment	Direct Radiology	Jessica Svingen DO	New	MVMC
Dr. Shree Shah	Reappointment	Direct Radiology					
Jessica Svingen DO	New	MVMC					
<b>MOTION</b>	<p><i>Trustee Montag made a motion that we accept these credentials based on the recommendation of the Medical Staff for privileges at MVMC. Trustee Oliver seconded. All voted aye.</i></p>						

**FOUNDATION EXECUTIVE DIRECTOR REPORT**

DAWN CONKLIN FOUNDATION ED

	<ul style="list-style-type: none"> <li>The Annual Appeal Letter was sent out.</li> <li>At this time of year during open enrollment employees are given the opportunity to have direct donations made to the Foundation from their paycheck.</li> <li>Foundation Treasurer Joe Dilschneider was featured in a newspaper picture/article presenting the Foundation’s annual contribution to the Medical Center. This year it was \$250,210.</li> <li>Gail Arvanites and Beth Hageman are working on grant strategies.</li> <li>Ann Alstead has been coming up with some creative fundraising ideas.</li> <li>A new project will be Donor Surveys and we will be promoting a new Legacy Giving Plan.</li> </ul>
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**ADMINISTRATIVE REPORT**

ALLEN ROHRBACK

	<ul style="list-style-type: none"> <li><u>COVID Vaccination Update</u> – Allison Treloar Allison covered the vaccines approved, the phases of disbursement, and the mandatory training required for administering. We have hired a nurse to coordinate the vaccine distribution.</li> <li><u>Patient Room Furniture</u> – Our priority is to provide much better patient recliner and family sleeping options in the hospital rooms and replace furniture in the lobby and waiting room areas that are much better from an infection control aspect. We are presently waiting for the recliners/sleepers for the patient rooms.</li> </ul>
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	<ul style="list-style-type: none"> <li>• <u>Big Sky Services Update</u>: Signed letter of intent with Bozeman Health and Big Sky Medical Center to partner in and develop Behavioral Health and Substance abuse services in Big Sky as we have Madison County residents living and working in Big Sky. An initial planning meeting is to be scheduled.</li> <li>• <u>Ambulance Update</u> We have begun the recruiting process for a manager. Safe Tech has our project plan and adding more detail to it. Our attorney is completing the process for a resolution to create an ambulance district.</li> <li>• <u>Pharmacy</u> We have signed an Agreement with and met with Neenan Architects. Having looked at options for internal changes or an external modular unit the committee recommended the internal change to include enlarging the PT department. Allen will get the details out to the Board by email next week so a decision can be made soon on the plans.</li> </ul>
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**PUBLIC COMMENT/NON-AGENDA ITEMS**

SUSAN METZGER, FOUNDATION PRESIDENT

	<p>Appreciate what you are doing for the bonuses for the Medical Center. Shout out to Charley Able for what he is doing to getting the Business and Foundation Offices set up in the Moonlight Basin Building. Susan also inquired as to plans for a marketing plan as to the why and the benefits for the Pharmacy.</p>
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**ADJOURN**

<b>MOTION</b>	<p><i>Trustee Montag made a motion to adjourn the meeting at 11:08 a.m. Trustee Oliver seconded. All voted aye</i></p>
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Minutes submitted by Judi Stonebraker

Approved by:

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Dorothy M. Fossel Chairman

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Date