

<h1>Madison Valley Medical Center</h1>			
MINUTES	DATE: 02/25/2021	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>	Via conference call: Dorothy Fossel, Bryant Harp, Jim Hageman, Jeff Montag, Mary Oliver		
<b>STAFF PRESENT</b>	Allen Rohrback, Maura Davenport MD Chief of Staff, Mady Speck Administrative Assistant, Charley Able COO. Via conference call: Dawn Conklin Foundation ED, Alicia Nicholson Controller,		
<b>GUESTS PRESENT</b>			

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

<b>MINUTES REVIEW</b>	DOTTIE FOSSEL
<b>MOTION</b>	<i>Trustee Oliver moved to approve the January 28, 2021 minutes as circulated. Trustee Harp seconded. All voted aye. Motion passed.</i>

<b>MEDICAL STAFF REPORT</b>	MAURA DAVENPORT MD
	<ul style="list-style-type: none"> <li>• Dr. Davenport reported that Dr. Svingen will start next week in the clinic and integrate into the ER.</li> <li>• We interviewed a second-year resident recently. We will have a resident from the UofM program for a month and we are also starting to get requests again from both med and PA students.</li> <li>• We created a Pharmacy and Therapeutics committee.</li> <li>• Dr. Davenport expressed the staff's gratitude for the Board's support this past year.</li> </ul>

<b>FINANCIALS</b>	ALICIA NICHOLSON
<b>JANUARY</b>	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><u>Agenda and Minutes of the Finance Committee February 9, 2021</u></p> <p>Participating: For the Board, Jeff Montag and Jim Hageman. For MVMC Allen Rohrback and Alicia Nicholson.</p> <ol style="list-style-type: none"> <li>1. Reviewed the accompanying Stockman Bank Loan proposal and other possible services the Bank could provide with Brenton Melton and Kyle Jeffrey.</li> </ol>

<p><b>FINANCE COMMITTEE</b></p>	<p><u>Agenda and Minutes of the Finance Committee February 18, 2021</u>                  Participating: For the Board, Jeff Montag and Jim Hageman. For MVMC Allen Rohrback, Alicia Nicholson and Ken Fortier.                  1. Reviewed January 2021 financial information.                  2. Evaluated funds available for additional investment and discussed possible uses of funds.                  3. Discussed 2020 Cost Report with Brent Wing                  4. Discussed finalizing 2020 audit.                  5. Discussed compliance with Federal hospital relief programs, including sources and uses of funds, internal documentation, protocols and Federal reporting requirements, particularly status of Covid grant reimbursement filing.                  6. Discussed ambulance transition process.                  7. Discussed pharmacy matters including bank loan status.                  8. Discussed Big Sky partnership with Bozeman Health.</p>
<p><b>MOTION</b></p>	<p><i>Trustee Montag made a motion to accept the January 2021 Financial Review and the February 2021 Financial Committee Reports as presented. Trustee Hageman seconded. All voted aye.</i></p>

**QUALITY COMMITTEE REVIEW**

<p><b>QUALITY SCORECARD</b></p>	<p>Allen covered the January data on the quarterly scorecard and explained individual scores in more depth.</p>
<p><b>QUALITY COMMITTEE</b></p>	<p>Quality Committee Review Meeting Minutes 02-18-2021                  Present: Shane Overturf*, Dawn Conklin*, Tiffany Myers, Anya Pearce, Dottie Fossel, Mady Speck, Savannah Wood, Charley Able, Alicia Nicholson*, Bryant Harp*, Lynn Foremen*, Janine Clavadetscher*, Melinda Tichenor. (*vis teleconference)                  1. Reviewed Spreadsheet of Quality Measures                  Melinda-Making progress on secure messaging, all areas of measure are meeting our goals.                  Allison and Anya – everything is going well, all goals were met for the 4<sup>th</sup> quarter.                  Randy – All measures 100%, Trouble ticket reporting 65%                  Bev – No Present                  Shane – Bad click rate went down, Zabbix is really close to being completed, new ticketing that can be used by employees as well as IT staff.                  Ken – average days to code in hospital is 15.0, clinic is 9.4. Clean Claim Rate was 85% this month.                  Alicia – was not able to close on the 7<sup>th</sup>, but did close on the 10<sup>th</sup>, 3 posting errors and only 1 payroll error.                  Tiffany – Billable supplies not being scanned (Do these need to be looked at closer)., 1 out of date item missed.                  Mady – will be able to report at next meeting, our quarterly meeting is the 24<sup>th</sup>. Anya – No AMAS, 1 medication events, 0 patient falls, not drug reactions, 1 hospital and 3 ER readmissions.                  Savannah – Yearly consents that being signed has increased a little bit, call back times were lower (calling 72 hours instead of the 48 hour goal time)</p>

	<p>Janine – no new staff injuries for January 2021. 1 employee on restrictive duty and another released to full duty for a total of 51 restricted workdays in January.</p> <p>2. Quality Scorecard for Board of Trustees Allen shared and discussed with the committee the 4<sup>th</sup> quarter Quality Scorecard that will be presented to the Board of Trustees.</p> <p>3. Round Table Discussion Janine talked about working on safety training and how that will look with the Covid restrictions (more of a virtual training possibly)_ Dawn – updated everyone about the next activity that the foundation is working on, Adirondack Chairs that will be auctioned off this summer. Ken – let everyone know Heather Hansen was re-hired and working remotely from Florida. Savannah – gave a COVID Vaccine update. We have given 600 1<sup>st</sup> does and 190 2<sup>nd</sup> doses. Allen – let everyone know who was hired for the ambulance manager position as well as for the Human Resource Director.</p>
<p><b>MOTION</b></p>	<p><i>Trustee Oliver made a motion to accept the Quality Report as presented. Trustee Hageman seconded. All voted aye. Motion Passed</i></p>

**OPERATIONS**

CHARLEY ABLE COO

	<ul style="list-style-type: none"> <li>• Pharmacy – Moving ahead. Cardinal Health is in the hiring process for a pharmacist.</li> <li>• Have been preparing for move to the Moonlight Bldg. We did an install of a firewall and will need to upgrade the phone system to handle new extensions.</li> <li>• The search for a lab tech continues as well as for a CT tech.</li> <li>• Every year have to attest to a number of standards which has now been accomplished.</li> <li>• We are now giving shots under the Healthy Kids Montana program.</li> <li>• We have been doing IT upgrades.</li> <li>• We are upgrading our CT with some new equipment and software. An applications engineer will be on-site for a week to train.</li> </ul>
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**BUSINESS OF THE BOARD**

DOTTIE FOSSEL

	<ul style="list-style-type: none"> <li>• Another thank you note was received signed by a great number of nurses for the extra recognition they received for Covid related patient care.</li> <li>• Trustee Oliver shared an article about tele-health with Chairman Fossel which she will share with the other Trustees.</li> <li>• <u>Health Needs Assessment</u> The community health needs assessment implementation plan was included in the agenda packet. Chairman Fossel expressed the Board’s appreciation to the leadership team for all of their hard work on this project.</li> </ul>
<p><b>MOTION</b></p>	<p><i>Trustee Oliver moved to accept the Community Health Needs Assessment Implementation plan as presented. Trustee Fossel seconded. All voted aye. Motion passed.</i></p>
	<ul style="list-style-type: none"> <li>• <u>Emergency Preparedness Plan</u> Jillian Acosta, our emergency preparedness coordinator, has updated and organized our plan which the Board has reviewed. The Board express kudos to Jillian for her extensive work to bring this plan up to date.</li> </ul>

<b>MOTION</b>	<p><i>Trustee Bryant moved to accept the Emergency Preparedness Plan as currently written.</i></p> <p><i>Trustee Montag seconded. All voted aye. Motion passed.</i></p>
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**FOUNDATION EXECUTIVE DIRECTOR REPORT**

DAWN CONKLIN FOUNDATION ED

	<ul style="list-style-type: none"> <li>• Their auditor presented the completed audit report for FY 2020.</li> <li>• For our stewardship program, in January we received \$44,446 in donations and pledges for an annual report total of \$80,303.</li> <li>• We are now sending out a Donor Survey to find out where donors interests are.</li> <li>• A legacy giving brochure is in its final stage of completion.</li> <li>• Fundraising activities are on hold.</li> <li>• We are reaching out to hospital room sponsors for the new furniture for the rooms.</li> <li>• Discussing more help for raising money for the ambulance services.</li> </ul>
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**ADMINISTRATIVE REPORT**

ALLEN ROHRBACK

	<ul style="list-style-type: none"> <li>• <u>Facilities Planning</u> Allen explained the finalized design portion of the renovation for the pharmacy portion along with offices for EMT's, Care Coordinator, Ambulance Manager and a shared office space. The Physical Therapy remodel will add another (smaller) gym, treatment room and office space.</li> <li>• <u>Covid Report Update</u> – We have given 824 vaccines to date and after today will have 259 fully vaccinated. We have 177 left to vaccinate in phase 1b.</li> <li>• <u>Patient Room Furniture</u> – Allison Treloar, Andy Thomas and a nurse are in Helena today looking at options for new patient room furniture.</li> <li>• <u>Ambulance Update</u> We now have five people who are MVMC employees. Three EMT's, two full time with more interviews coming. SafeTech is proceeding with clinical procedures and guidelines. There will be some EMT training conducted here at MVMC this weekend. Allen covered the objectives and goals for the ambulance service.</li> <li>• <u>Land Purchase Annexation update</u> We have a meeting set up to understand the process of annexation with the Town of Ennis.</li> <li>• <u>Big Sky Services Update</u> We are closer to a final agreement regarding expense and revenue sharing. We should be able to have behavioral health specialists start in April.</li> </ul>
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**PUBLIC COMMENT/NON-AGENDA ITEMS**

	None
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**INVESTMENT REPORT**

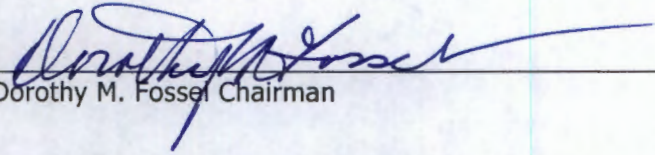
	Via conference call Brian Bentley from Morgan Stanley gave the Board an update on the investments as of February 5.
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**ADJOURN**

<b>MOTION</b>	<p><i>Trustee Montag made a motion to adjourn the meeting at 10:04 a.m. Trustees Oliver and Hageman seconded.</i></p> <p><i>All voted aye</i></p>
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Minutes submitted by Judi Stonebraker.

Approved by:

  
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Dorothy M. Fossel Chairman

3 / 25 / 21  
Date