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| <h1>Madison Valley Medical Center</h1> | | | |
| MINUTES | DATE: 07/22/2021 | 8:00 A.M. | MADISON VALLEY MEDICAL CENTER UPSTAIRS CONFERENCE |
| APPROVED _____ | | | |
| MEETING CALLED BY | Dorothy Fossel, Chairman | | |
| TYPE OF MEETING | Monthly Board Meeting | | |
| FACILITATOR | Dorothy Fossel | | |
| NOTE TAKER | Judi Stonebraker | | |
| TRUSTEES PRESENT | Dottie Fossel, Jim Hageman, Jeff Montag, Bryant Harp, Mary Oliver | | |
| STAFF PRESENT | Allen Rohrback CEO, RD Marks MD, Charley Able COO, Dawn Conklin Foundation ED, Allison Treloar CNO, Bonnie O'Neill HR, Shane Overturf IT (for his presentation only), Nick Efta EMS Director., Bonnie O'Neill HR, Conference Call: Alicia Nicholson Controller | | |
| GUESTS PRESENT | Via conference call: Susan Metzger Foundation President | | |

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

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| MINUTES REVIEW | DOTTIE FOSSEL |
| MOTION | <i>Trustee Oliver moved to approve the June 24, 2021, minutes as presented. Trustee Harp seconded. All voted aye. Motion passed.</i> |

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| MEDICAL STAFF REPORT | RD MARKS MD |
| | <ul style="list-style-type: none"> • Very, very busy in ER and clinic. The hospital was full last week. • The EMS crew has been learning and is enthusiastic about helping. • Discussion of upcoming EMR issues. |

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| FINANCIALS | ALICIA NICHOLSON |
| JUNE | 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. |
| FINANCE COMMITTEE | <p><u>Agenda and Minutes of the Finance Committee July 21, 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"> 1. Reviewed the June 2021 financial information. 2. Evaluated funds available for additional investment and discussed possible uses of funds. 3. Discussed 2020 annual report preparation. 4. 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. 5. Discussed annexation process. 6. Discussed ambulance operations – billing and collections, City funds, vehicle purchase, communication plan. 7. Discussed pharmacy matters. 8. Discussed employee housing. |

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| | 9. Discussed Big Sky partnership with Bozeman Health. |
| COMPLIANCE WITH COVID-19 FUNDING | By September we will be filing for our Covid related expenses. We have also received an additional \$200,000 for Covid expenses. |
| MOTION | <i>Trustee Montag made a motion to accept the June 2021 Financial Review and the July 21, 2021, Financial Committee Report as presented. Trustee Oliver seconded. All voted aye. Motion Passed</i> |

QUALITY COMMITTEE REVIEW

ALLISON TRELOAR CNO

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| QUALITY SCORECARD | Allison covered the Quality Scorecard with more in-depth explanation of score results. |
| QUALITY COMMITTEE | <p><u>Quality Meeting 07/15/2021</u> Spreadsheet Review</p> <ul style="list-style-type: none"> • Clinic (Savannah): 4 goals met, annual consents slightly down, communicating test results within 48 hours slightly down, will discuss this at next provider meeting. • Lab (Melinda): met all goals, Lippincott training really helping, no re-draws. • Facility (Dan): no measures yet • IT (Shane): all goals met, training at 90%, no outages. • Hospital/Safety (Anya & Janine): BMA low, AMA'S 1, one patient fall in PT, 3 hospital readmissions, no staff injuries reported, staff safety training 85% • Financial (Alicia): second day back from maternity leave, closing year end. • Imaging (Bev): Out • Physical Therapy (Andy): Out • Nursing (Allison): Out • Peer Review (Mady): Out <p>Roundtable Highlights</p> <ul style="list-style-type: none"> • Savannah: Sports Physicals at the school August 23rd 9-430. • Melinda: Greg here until end of August, Interview next week for phlebotomist position. • Dan: Clearing storage units of files, furniture, etc. • Shane: Kaseya is back up, we were not affected by national ransomwear • Janine: Mock OSHA survey 09/15.. • Alicia: Catching up. • Bonnie: Patient Access Coordinator for PT interview Monday, new tabs have been added to website, Jacob Meek 1st year WAMI student will start the 27th with Dr. Davenport. • Allen: Hospital renovation construction starts September 1st, employees have started using the area North of the helipad for parking, Dan will place 4 "patient and visitor parking only" signs in the ER parking lot, will review "cyber security" insurance policy. • Dottie: Remind each department head to remind their staff about BBQ July 29. Reach out to Harrison about sports physicals. |
| MOTION | <i>Trustee Hageman made a motion to accept the Quality Report as presented. Trustee Fossel seconded. All voted aye. Motion Passed</i> |

OPERATIONS

CHARLEY ABLE COO

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| | <ul style="list-style-type: none"> • Our new facilities manager has started. • We are busy preparing for the Rx, PT and hospital remodel. |
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| | <ul style="list-style-type: none"> • Discussion of options for EMR. • Charley and Shane are working on "cyber security" and issues needing to be addressed. • We are looking to hire an additional phlebotomist. • Working with Bonnie O'Neill on a policy for cell phones as they may be required for two factor authentication to computer access. • EMS did a great job coming up to speed quickly • The Auxiliary is back on duty. |
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BUSINESS OF THE BOARD

DOTTIE FOSSEL

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| | <ul style="list-style-type: none"> • Chairman Fossel passed around a letter to the editor in the Madisonian from a person thanking all of MVMC for her care. • There was an ad for the Ambulance Celebration on July 29 to introduce the new EMT's. There will be food, music and Billings Clinic helicopter. • Chairman Fossel acknowledged the donation of five prints of original artwork for hanging in the MVMC as a special thank you for the care of a loved one. |
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FOUNDATION EXECUTIVE DIRECTOR REPORT

DAWN CONKLIN FOUNDATION ED

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| | <ul style="list-style-type: none"> • Stewardship for the month of June: \$28,725 in donations from different appeals (pledges from the Out of Africa event, some restricted to ambulance funds and honorariums). • Working on fund raising events for the summer. To date the mid-summer dinners have raised about \$2,400. A new entry "Fishing on O'Dell Creek with Dinner at the Double R Ranch" sold. On the Greater Yellowstone Run Series where we sponsored Cory Hardy we raised \$15,000. • Dawn and Allen have been working with Brickhouse on the Annual Report. |
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At this point of the meeting Dr. Marks left.

ADMINISTRATIVE REPORT

ALLEN ROHRBACK

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| | <ul style="list-style-type: none"> • <u>Facilities</u> September 1, 2021 is the planned start date for the pharmacy, rehab and hosital remodel |
| MOTION | <ul style="list-style-type: none"> • <u>Ambulance Purchase– Nick Efta</u> Nick presented to the Board the cost of the new four-wheel drive ambulance: \$205,371. Planned delivery date of November 2021. On the recommendation of the Finance Committee: <i>Trustee Montag made a motion to proceed with signing the commitment letter for the purchase of the ambulance.</i> <i>Trustee Hageman seconded. All voted aye. Motion passed.</i> |
| | <ul style="list-style-type: none"> • <u>Cyber Protection Policy – Shane Overturf IT</u> Shane, Charley and Allen met with Yellowstone Insurance for explanation on how we are covered for cyber security. In addition to the insurance they offer prebreach management assistance and services after an incident occurs. The Board and Administration concluded MVMC is adequately covered. |
| MOTION | <ul style="list-style-type: none"> • <u>Triplex</u> MVMC has been renting two units of a triplex which has now been listed for sale. The Finance Committee recommended the purchase of the triplex: |

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| | <p><i>Trustee Fossel made a motion to approve the purchase of the triplex for \$570,000 and to give CEO Allen Rohrback the authority to sign the buy-sale agreement contingent on an acceptable inspection and acceptable title approval. Trustee Harp seconded. All voted aye. Motion passed.</i></p> |
| | <ul style="list-style-type: none"> • <u>Annexation</u> Discussions are progressing. • <u>Vaccination Policy Review</u> – postponed to the August Meeting |

At this point of the meeting Nick Efta left.

INVESTMENT REPORT

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| | <p>Via conference call Brian Bentley from Morgan Stanley gave the Board an update on the investments as of the second quarter 2021.</p> |
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PUBLIC COMMENT/NON-AGENDA ITEMS

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| | <p>None</p> |
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ADJOURN

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| <p>MOTION</p> | <p><i>Trustee Oliver made a motion to adjourn at 10:35 a.m. Trustee Hageman seconded. All voted aye. Motion passed.</i></p> |
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Minutes submitted by Judi Stonebraker.

Approved by:



 Dorothy M. Fossel Chairman

8 / 26 / 21

 Date