

<h1>Madison Valley Medical Center</h1>			
MINUTES	DATE: 10/28/2021	8:00 A.M.	MADISON VALLEY MEDICAL CENTER DOWNSTAIRS CONFERENCE
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>	Dottie Fossel, Jeff Montag, Mary Oliver, Via Conference call: Bryant Harp Jim Hageman		
<b>STAFF PRESENT</b>	Allen Rohrbach CEO, Maura Davenport MD (for her portion), Charley Able COO, Allison Treloar CNO, Dawn Conklin Foundation ED Conference Call: Alicia Nicholson CFO		
<b>GUESTS PRESENT</b>	None		

Meeting called to order at 8:06 a.m.

<b>MINUTES REVIEW</b>	DOTTIE FOSSEL
<b>MOTION</b>	<i>Trustee Oliver moved to accept the September 23, 2021, minutes as presented. Trustee Montag seconded. All voted aye. Motion passed.</i>

**MEDICAL STAFF REPORT**

MAURA DAVENPORT MD

	<ul style="list-style-type: none"> <li>• There have been challenges caring for COVID and non-COVID patients in our setting. We continue to have difficulty transferring both COVID and non-COVID patients as are all facilities in the State.</li> <li>• We have hired PA Sean Simmons who will start in early November. We have interviews scheduled for mid-level providers and physicians.</li> <li>• The Billings Clinic outpatient physician started two Mondays ago and working out great. This weekend we will have our first Billings Clinic physician locums for the ER.</li> <li>• COVID cases are going down in the school. They had a flu shot clinic and administered 50 shots.</li> <li>• Moderna booster vaccines are being scheduled and we have also given 450 flu shots which is more than all of last year.</li> <li>• We have a med student here from Tulane for six weeks and a PA student from the Med EX program.</li> </ul>
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**FINANCIALS**

ALICIA NICHOLSON

<b>SEPTEMBER</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.
<b>FINANCE COMMITTEE</b>	<p><b>MVMC</b>  <b>Agenda and Minutes of the Finance Committee</b>  <b>October 27, 2021</b>  <b>9:00 AM</b></p>

	<p><b>Participating:</b> For the Board, Jeff Montag and Jim Hageman. For MVMC, Allen Rohrback, Alicia Nicholson and Bonnie O'Neill.</p> <p style="text-align: center;"><b>Agenda and Minutes</b></p> <ol style="list-style-type: none"> <li>1. Reviewed September 2021 financial information.</li> <li>2. Evaluated funds available for additional investment and discussed possible uses of funds.</li> <li>3. Discussed Morgan Stanley relationship with Brian Bentley.</li> <li>4. Discussed 2020 annual report status.</li> <li>5. Discussed final accounting for Federal hospital relief grant programs, including sources and uses of funds.</li> <li>6. Discussed annexation process status.</li> <li>7. Discussed ambulance operations, including comparison of actual revenues and expenses to budget, plans to collect funds owed from City, mill levy process and timing, vehicle winter storage plans and 2 w/d ambulance plans, billings and collections, delivery of new ambulance.</li> <li>8. Discussed pharmacy matters, including reporting actual project costs to budget and bank loan status.</li> <li>9. Discussed employee matters, including housing policies and job search status.</li> <li>10. Discussed year end personnel processes, including performance evaluations, compensation and appreciation awards.</li> <li>11. Discussed status of CEO performance evaluation process.</li> </ol>
<b>MOTION</b>	<p><i>Trustee Montag made a motion to accept the September 2021 Financial Review and the October 27, 2021, Financial Committee Report as presented.</i></p> <p><i>Trustee Oliver seconded.</i></p> <p><i>All voted aye. Motion Passed</i></p>

**QUALITY COMMITTEE REVIEW**

ALLISON TRELOAR CNO

<b>QUALITY SCORECARD</b>	<p>Allison covered the 3<sup>rd</sup> Quarter Quality Report for data from the last three months with further discussion on items.</p> <p>Med Errors 5, Patient Falls 2 (no injury); FROAI 3; Dept. Rotating survey continuing in the Lab; Allison scheduled for training on the new HCAHPS platform, Hospital Readmissions 1; ER Readmissions 22; Test result communication 87%. EMS Director Nick Efta has come up with some quality measures for the EMS service:</p> <ul style="list-style-type: none"> <li>✓ Roll time for 911 Calls separated by Emergency Calls or Facility to Facility transfer Calls.</li> <li>✓ Time on the scene.</li> <li>✓ Appropriate use of interventions</li> </ul> <p>In approximately five months they have handled 200 calls so are on track to reach 400 by a years' time.</p>
<b>MOTION</b>	<p><i>Trustee Montag moved to accept the Quality Report as presented.</i></p> <p><i>Trustee Fossel seconded.</i></p> <p><i>All voted aye. Motion Passed</i></p>

**OPERATIONS**

CHARLEY ABLE COO

	<ul style="list-style-type: none"> <li>• We have hired an IT for desktop support and a new CT Tech.</li> <li>• The lab has received the new Vidas 3 Immunoassay machine.</li> </ul>
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MOTION	<ul style="list-style-type: none"> <li>• New software installed to track and update COVID booster vaccines.</li> <li>• Updated outdoor signage has been ordered.</li> <li>• Construction is proceeding well. Charley explained the need to upgrade our badge lock system for the doors due to new security requirements necessary for the pharmacy. <i>Motion: Trustee Montag moved to approve the \$20,000 cost of this upgrade. Trustee Fossel seconded. All voted aye. Motion passed.</i></li> <li>• The search for a new EMR system has been narrowed down. Demos will be scheduled.</li> </ul>
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**BUSINESS OF THE BOARD**

DOTTIE FOSSEL

	<ul style="list-style-type: none"> <li>• Articles from the Madisonian: Vaccine Clinics, Breast Cancer Awareness Month. A letter to the Editor from the providers encouraging prevention measures by everyone to help stop the spread of COVID.</li> <li>• Chairman Fossel brought to attention the term of Trustee Hageman is expiring this year.</li> <li>• Date for the Hospital District Annual Meeting confirmed for January 27, 2022, at 7:00 p.m. with the regular MVMC Trustee Meeting at 3:00 p.m.</li> <li>• In lieu of the Christmas Party which the Trustees personally provide for the employees they will give Gift Cards in appreciation of everyone's hard work.</li> </ul>
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**D&O/EPL POLICY**

	Via conference call: Kelly Casey, Underwriter and VP of Yellowstone Insurance explained to the Trustees the D&O/EPL Policy for the Medical Center.
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**INVESTMENT UPDATE**

	Via conference call: Brian Bentley of Morgan Stanley reported the 3 <sup>rd</sup> quarter update on the Medical Center Investments.
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**FOUNDATION EXECUTIVE DIRECTOR REPORT**

DAWN CONKLIN FOUNDATION ED

	<ul style="list-style-type: none"> <li>• The Foundation reimbursed the Medical Center \$330,077 which included \$205,000 raised by the community for the new four-wheel drive ambulance, Covid appeal donations re-restricted to the EMS \$68,725, \$2,540 of the COVID donations, Hospital Room upgrades \$50,000.</li> <li>• Adina vomBerg has joined as the new Foundation Assistant.</li> <li>• In September the Foundation received payment from the Medical Center from the employee giving program.</li> <li>• The Annual Report is in print process.</li> <li>• The Annual Appeal will be sent out November 19.</li> <li>• The Foundation will have a two-page spread in the Madisonian in gratitude for all who have given to the Foundation the past decade.</li> <li>• The Foundation Audit next week.</li> </ul> <p><i>The Trustees expressed their thanks to the Foundation for their support.</i></p>
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**ADMINISTRATIVE REPORT**

ALLEN ROHRBACK

	<ul style="list-style-type: none"> <li>• <u>Ambulance District</u> The Resolution of Intent to create the Madison and Ruby Valley Rural Ambulance District has been signed by the County Commissioners. A hearing date has been assigned January 4<sup>th</sup>. An election date would be with the School Election on May 3, 2022. We will be receiving a property owner mailing list for direct information mailings. Sometime by February we should be able to call for a resolution to hold an election for that mill lev request.</li> <li>• <u>Annexation Update</u> Still proceeding. We submitted the sewer and water requirements for a new hospital to Cushing Terrell per their request.</li> <li>• <u>Recruiting Update</u> Allen summarized the work Bonnie has done with candidates for mid-level provider positions. We have just mailed a job announcement from our hospital to 5500 physicians who have a home address in MT, ID, WY, WA, OR and Alaska. Ultimately the goal is to add two more mid-levels and two physicians.</li> </ul>
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**PUBLIC COMMENT/NON-AGENDA ITEMS**


	None
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**ADJOURN**

<b>MOTION</b>	<i>Trustee Montag made a motion to adjourn at 10:52 a.m. Trustee Oliver seconded. All voted aye. Motion passed.</i>
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Minutes submitted by Judi Stonebraker.

Approved by:

  
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 Dorothy M. Fossel Chairman

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 12/17/21  
 Date