

(Amended October 25, 2019)

MADISON VALLEY MEDICAL CENTER
Regular Board Meeting
September 25, 2019
8:00 a.m.

Trustees Present: Dottie Fossel, Mary Oliver, Jeff Montag, Bryant Harp
Trustee Absent Jim Hageman

Others Present: Allen Rohrback CEO, Maura Davenport MD Chief of Staff, Dawn Conklin Foundation ED, Susan Metzger Foundation President, Alicia Nicholson Controller, Allison Treloar CNO, Bailey Greenwell Administrative Assistant, Judi Stonebraker Volunteer Scribe.

Call to Order: Chairman Fossel called the meeting to order at 8:00 a.m.

Approval of the Minutes: *Trustee Oliver made a motion to approve the minutes of the August 28, 2019 meeting as corrected. Trustee Montag seconded. Motion passed by all.*

MEDICAL STAFF REPORT – Maura Davenport MD

- ✓ Flu season has begun.
- ✓ We recently received ventilator management training from one of our air ambulance crews.
- ✓ Dr. Newton has begun leadership training through the Montana Medical Association
- ✓ Dr. Davenport has been made a clinical instructor for the University of Washington which will give her access to all of their data bases.
- ✓ Dr. Davenport has been in discussion with Bozeman Health regarding improving our patient transfer process.
- ✓ Dr. Davenport explained the “Guide Education Day” for fishing guides to be held on December 7. Subjects to be covered will include wilderness medicine, being on the river and First Aid training.
- ✓ Patients are being scheduled for Tele Psych for next week.
- ✓ Tele Stroke went live last week.

FINANCIAL REPORT

- August Financial Report – Alicia Nicholson
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.
- Agenda and Minutes of the Finance Committee September 23, 2019
Participating: For the Board, Jeff Montag and Jim Hageman. For MVMC, Allen Rohrback, Alicia Nicholson and Ken Fortier.
 1. Reviewed August 2019 financial information.
 2. Evaluated funds available for additional investment.
 3. Discussed preliminary 2020 operating and capital budget.
 4. Discussed new liquidity disclosures and operating reserve policy.
 5. Discussed pharmacy matters, including 340(b) status.

Motion: *Trustee Montag moved to establish the Capital Reserve Fund as a Board-restricted fund balance set aside for future facilities expansion, major projects and new services, equipment purchases, depreciation recovery, and any related expenditures, including operation, the Board determines is necessary. The Capital Reserve Fund amount will be equal to the ongoing Morgan Stanley Investment account balance, plus \$400,000 of the Operating Reserve Fund. Trustee Oliver seconded. All voted aye.*

- **FY2020 Budget**

Alicia presented the FY2020 Budget and the assumptions and process used to prepare it. The finance committee is prepared to recommend this operating and capital budget to the Board for approval.

Alicia was thanked for all of her work to prepare the budget.

Motion: *Trustee Montag made a motion to accept the operating and capital budget as presented. Trustee Oliver seconded. Motion passed by all.*

Motion *Trustee Montag made a motion to accept the August 2019 Financial Review and the August 2019 Financial Committee Reports as presented. Trustee Harp seconded. All voted aye.*

QUALITY REPORT

Quality Committee Review

Meeting Minutes – September 16, 2019

Present: Alicia Nicholson, Charley Able, Tiffany Myers, Bailey Greenwell, Savannah Wood, Allison Treloar, Janine Clavadetscher, Melinda Tichenor, Allen Rohrback, Ken Fortier, Bryant Harp, Dawn Conklin, Dottie Fossel.

1. Reviewed Spreadsheet of Quality Measures
Discussion led by Allison and Allen.
2. A-3 Projects
Project discussions were held by project leaders. Discussion was led by Allison
3. Roundtable
Department leaders discussed happenings and events in their departments.

Submitted by Bailey Greenwell

Motion: *Trustee Oliver made a motion to accept the Quality Committee Report as presented. Trustee Montag seconded. All voted aye.*

BUSINESS OF THE BOARD – Dottie Fossel

- ✓ Chairman Fossel passed around the Conflict of Interest Policy and Confidentiality Agreements to be signed by the Trustees.
- ✓ She handed around an article forwarded to her on a short history of American Medical Insurance, an ad appearing in the Madisonian for the Medical Center and a long article about Chair Fossel and her dedication and involvement in the community.
- ✓ The Home Tour sponsored by the Auxiliary has raised \$138,649 over the past ten years.
- ✓ Sue Heald, is starting a Mental Health Peer Support Group with a plan to start in Oct.
- ✓ The joint meeting with the Ruby Valley Hospital Trustees is on September 26.
- ✓ Beginning January 2020, the monthly Board of Trustees Meeting will return to the fourth Thursday of the month at 8:00 a.m.

FOUNDATION EXECUTIVE DIRECTOR REPORT – Dawn Conklin ED

- ✓ Dawn reported they have been busy finalizing their FY2020 Budget.
- ✓ She introduced Susan Metzger as the new Foundation President. Other officers are Ann Alsted Vice President, Gail Arvanites Secretary, and Tim Combs Treasurer.
- ✓ Dawn has been doing preliminary audit work.
- ✓ She will be attending a Montana Non-Profit Conference next week.

ADMINISTRATION REPORT – Allen Rohrback

- Marketing Plan
A draft of the marketing plan developed by Brickhouse was presented. It covered a year of goals and objectives by FY quarter which will include social media, print ads and web page utilizing Brickhouse creative and technical support.
- Manor
County Commissioner Jim Hart has contacted Allen to meet in regard to the potential of the Medical Center helping with the manor.
- Ambulance Update
Erin Reiner of Safetech is working up two proformas to present.
- Big Sky Report
Nothing new.
- Facilities Planning – deferred to executive session.
- Pharmacy Services Update – deferred to executive session.

PUBLIC COMMENT/NON-AGENDA ITEMS

Susan Metzger asked the Trustees if they felt the Foundation should increase their annual commitment toward capital equipment. The Trustees feel the present amount is sufficient for now.

ADJOURN: *Trustee Oliver made a motion to adjourn the meeting to executive session at 10:00 a.m. Trustee Montag seconded. Motion passed by all.*

RETURN TO OPEN SESSION: 10:22 a.m.

ADJOURN: *Trustee Harp made a motion to adjourn the regular meeting at 10:23 a.m. Trustee Montag seconded. Motion approved by all.*

Minutes submitted by Judi Stonebraker.

Approved by:



Dorothy M. Fossel Chairman



Date

