

<h1>Madison Valley Medical Center</h1>			
MINUTES	DATE: 09/23/2021	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, Mary Oliver, Bryant Harp		
STAFF PRESENT	Allen Rohrback CEO, Maura Davenport MD, Charley Able COO, Allison Treloar CNO, Bonnie O'Neill HR, Mady Speck Administrative Asst., Conference Call: Alicia Nicholson Controller, Dawn Conklin Foundation ED		
GUESTS PRESENT	Foundation President Susan Metzger		

Meeting called to order at 8:001 a.m.

<b>MINUTES REVIEW</b>	DOTTIE FOSSEL
<b>MOTION</b>	<i>Trustee Hageman moved to accept the August 26, 2021, minutes as presented. Trustee Harp seconded. All voted aye. Motion passed.</i>

<b>MEDICAL STAFF REPORT</b>	MAURA DAVENPORT MD
	<ul style="list-style-type: none"> <li>• We have locum coverage for the ER one weekend a month and one clinic shift a week.</li> <li>• Bonnie O'Neill is working on recruiting.</li> <li>• We have the flu shots and are administering them.</li> <li>• Working on a program to get the Moderna COVID booster shots going.</li> <li>• PA Martin DeGroot is now advising the school nurse.</li> <li>• Dr. Davenport recommends cancelling the Christmas Party again this year due to COVID concerns and added that she has canceled their guide education day.</li> </ul>

<b>FINANCIALS</b>	ALICIA NICHOLSON
<b>AUGUST</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>FY2022 CAPITOL AND OPERATING BUDGETS</b>	<p><u>Capital Budget:</u> Alicia explained the process used to determine the Capital Budget based on the requests from the department heads. Proposed Capital Budget expenditures total \$356,500.</p> <p><u>Operating Budget:</u> Alicia presented the FY2022 Budget along with the assumptions and processes used to prepare it.</p> <p>Alicia also went over the Ambulance and Pharmacy portions of the budget as they are new and have become a part of our overall budget for the coming year.</p>

<p><b>MOTION</b></p>	<p>As a member of the finance committee Trustee Montag wanted to, again, comment that Alicia does an awesome job on these budgets. It is very complicated, and she does a very comprehensive job pulling everything together.</p> <p><i>Trustee Montag moved to accept the proposed FY2022 Capitol and Operating Budgets as presented with the understanding that we will update this every quarter. Trustee Hageman seconded. All voted aye. Motion passed.</i></p>
	<p><u>Agenda and Minutes of the Finance Committee</u> September 16, 2021 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 August 2021 financial information.</li> <li>2. Evaluated funds available for additional investment and discussed possible uses of funds.</li> <li>3. Discussed 2020 annual report preparation.</li> <li>4. Discussed final accounting for Federal hospital relief grant programs, including sources and uses of funds.</li> <li>5. Discussed annexation process plans.</li> <li>6. Discussed ambulance operations, including comparison of actual revenues and expenses to budget, plans to complete asset conveyance from City, mill levy process and timing, vehicle winter storage plans and 2 w/d ambulance plans.</li> <li>7. Discussed pharmacy matters, including reporting actual project costs to budget and bank loan status.</li> <li>8. Discussed employee housing, including housing policies.</li> <li>9. Discussed year end personnel processes, including performance evaluations, compensation and appreciation awards.</li> <li>10. Discussed 2022 operating and capital budgets.</li> </ol>
<p><b>MOTION</b></p>	<p><i>Trustee Montag made a motion to accept the August 2021 Financial Review and the September 16, 2021, Financial Committee Report as presented. Trustee Hageman seconded. All voted aye. Motion Passed</i></p>

**QUALITY COMMITTEE REVIEW**

ALLISON TRELOAR CNO

<p><b>QUALITY SCORECARD</b></p>	<p>Allison covered the Quality Scorecard with more in-depth explanation of score results. No Med errors; one patient fall (no injury); one staff injury with no lost work days; HCAHPS training for the new platform they will be using; one hospital readmission; ER readmissions 10 (these are under to peer review); no never events. We did receive the Cardiac recognition grant award we applied for.</p> <p>MVMC Quality Committee Review Meeting Minutes 09/16/2021 Present: Shane Overturf*, Savannah Wood, Bonnie O’Neill, Nick Efta, Dan Karlsgodt, Allison Treloar, Janine Clavadetscher, Dottie Fossel, Mady Speck, Charley Able, Alicia Nicholson*, Bryant Harp*, Allen Rohrback (* via teleconference) Next Meeting: May 20, 2021, 2:00 pm, Board Room 1. Reviewed Spreadsheet of Quality Measures</p>
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	<p>Melinda- Added new measure. # Of redraws/ # of patients. Has been a great measure to add and the rest of the lab is doing great.                  Savannah- Yearly consent down still, but otherwise staying consistent.                  Dan- Everything looks great other than a few doors that need to be kept closed being left open.                  Bev- 2 late reports. Everything else is staying on track.                  Shane- Bad click rate has gone up, employees are still not wanting to complete trainings even with Chamber Bucks incentive.                  Alicia- was not able to close on the 7th, did end up closing a few days after, Days to code still climbing as of now but should start to go down in the next few months.                  Mady- Had two providers that did not complete their reviews and will send out again for them to complete.                  Anya- 4 AMA's All ER Patients, BCMA's we had the best month to date, 1 staff injury, 10 ER readmits (Allison will elaborate on all of these during the meeting on Thursday).</p> <p><b>2. Quality Scorecard for Board of Trustees</b></p>
<b>MOTION</b>	<p><i>Trustee Harp moved to accept the Quality Report as presented. Trustee Oliver seconded.</i>  <i>All voted aye. Motion Passed</i></p>

**OPERATIONS**

CHARLEY ABLE COO

	<ul style="list-style-type: none"> <li>• We finished prep for reconstruction. 90% of the demo is completed.</li> <li>• Board discussion on options for updating our EMR system.</li> </ul>
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**BUSINESS OF THE BOARD**

DOTTIE FOSSEL

	<ul style="list-style-type: none"> <li>• With the cancellation of the Christmas Party the Trustees discussed their appreciation gift to the employees.</li> <li>• Chairman Fossel passed around the article appearing in The Madisonian explaining the pharmacy &amp; PT expansion.</li> <li>• At a recent meeting on the Jack Creek Rd construction, Chairman Fossel questioned road closures during the day causing access problems for emergency vehicles such as the ambulance and fire trucks. Should one of these needs arise there is a plan in place to provide passage ASAP.</li> <li>• Gerry Mooney photos have been hung, Tim Irwin has some new images and we still have the prints from Gary Fusey which will be a nice addition to the pharmacy.</li> <li>• The December Trustee Meeting will be moved up one week to Friday, December 17.</li> <li>• The Fishing Guide Education Day which Dr. Davenport and Nurse Jillian Acosta had planned has been canceled due to COVID concerns.</li> </ul>
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**FOUNDATION EXECUTIVE DIRECTOR REPORT**

DAWN CONKLIN FOUNDATION ED

	<ul style="list-style-type: none"> <li>• Stewardship for August: \$107,310 in ambulance fundraising. There was an anonymous \$30,000 gift for the ambulance service. We are now above and beyond the \$205,000 for the ambulance. The balance will be available for ambulance operations and maintenance needs.</li> <li>• We are finalizing our operations budget and will be making our year end donation to the Medical Center in the amount of approximately \$300,000.</li> </ul>
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	<ul style="list-style-type: none"> <li>• The last of mid-summer dinners has been held with the Mexican Dinner and Trip still available. The Barn Dance and BBQ was cancelled due to COVID.</li> <li>• Director Conklin thanked Susan Metzger for her two-year term as Board President. She will remain a Board Director.</li> <li>• The Grant Program is being developed and moving forward.</li> </ul>
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**ADMINISTRATIVE REPORT**

ALLEN ROHRBACK

	<ul style="list-style-type: none"> <li>• <u>EMR Update</u> Charley explained options available for a new system and a time-line for a decision on selection and on implementation.</li> <li>• <u>Ambulance District</u> Allen presented the proposed service area for the new Ambulance District. From this a property assessment can be calculated. He also covered the processes and timeline for placing the resolution on a ballot in May 2022. At this point of the meeting Trustee Harp left.</li> <li>• <u>Annexation Update</u> We have completed the submittals requested by Cushing Terrell (the planners for future town growth) that will be used to determine our sewer and plumbing needs for a new hospital.</li> <li>• <u>Lisa Brubaker</u> has begun her orientation to begin her behavior health services at Big Sky.</li> <li>• <u>Draft of Annual Report</u>; was sent out to the Trustees yesterday.</li> <li>• <u>Directors and Officers Insurance Review</u> – moved to the October Meeting.</li> </ul>
<b>MOTION</b>	<ul style="list-style-type: none"> <li>• <u>Vaccination Policy</u> Bonnie O'Neill handed out the proposed Vaccination and Immunization Policy, Code Number 9.100. It follows the guidelines we presently have and move forward under guidelines as they are now. <i>Trustee Montag made a motion to approve this draft version of the Vaccination and Immunization Policy knowing we may have to make changes as we go on. Trustee Oliver seconded. All voted aye. Motion passed.</i></li> </ul>

**PUBLIC COMMENT/NON-AGENDA ITEMS**

	None
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**ADJOURN**

<b>MOTION</b>	<p><i>Trustee Montag made a motion to adjourn at 10:17 a.m. Trustee Oliver seconded. All voted aye. Motion passed.</i></p>
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Minutes submitted by Judi Stonebraker.

Approved by:

Mary Oliver  
Mary Oliver, Secretary

Mar. 3, 2022  
Date