



**GOVERNING BOARD  
REGULAR MEETING**

The Campbell County Hospital District Board of Trustees met in the Hospital's Fifth Floor Classrooms on Thursday, September 24, 2020.

Members present:

- Dr. Ian Swift
- Mr. Alan Stuber
- Ms. Ronda Boller
- Mr. Adrian Gerrits
- Dr. Sara Hartsaw
- Ms. Lisa Harry
- Mr. Dustin Martinson

Also present:

- Ms. Colleen Heeter, CEO
- Dr. Nick Stamato, Chief of Staff
- Mr. Jerry Klein, COO
- Ms. Mary Lou Tate, CFO
- Ms. Misty Robertson, CNO
- Ms. Noamie Niemitalo, Vice President of Human Resources – by Web Ex
- Ms. Jonni Belden, Vice President of Continuing Health Services – by Web Ex
- Mr. Matt Sabus, Vice President of Information Technology – by Web Ex
- Ms. Karen Clarke, Community Relations Director
- Ms. Natalie Tucker, Director Professional Development – by Web Ex
- Mr. Tom Lubnau, CCH Attorney
- Ms. Ellen Rehard, Recorder
- Public

**OPENING**

Call to Order

Dr. Swift, Chair, called the meeting to order at 5:00 p.m.

Roll Call

Ms. Ellen Rehard called the roll of the Trustees of the Board of Campbell County Memorial Hospital District, Dr. Swift, Ms. Boller, Mr. Stuber, Mr. Gerrits, Dr. Hartsaw, Ms. Harry and Mr. Martinson are present.

Approval of Agenda

**Dr. Hartsaw moved, seconded by Mr. Stuber, to approve the agenda as presented. Dr. Swift, Ms. Boller, Mr. Stuber, Mr. Gerrits, Dr. Hartsaw, Ms. Harry and Mr. Martinson voted aye. Motion carried.**

Consent Agenda

The following items were approved as part of the Consent Agenda.



Approval of Minutes

Minutes from August 27, 2020 Regular Board meeting (copies appended to minutes).

Administrative Policy Review

Four Administrative policies, Electrical/Mechanical Items Belonging to Patients/Residents/Staff, Government Investigation or Legal Inquiry, Portable Heating Devices and Workplace Violence, Management and Prevention. (copies appended to minutes). **No motion required.**

Finance Meeting

Items requiring Board Action from the September 21, 2020 Finance Committee Meeting as amended (copy appended to minutes).

Committee Reports

- Healthcare Foundation
- Quality Committee
- Joint Conference
- Legacy Advisory Board

**Mr. Gerrits moved, seconded by Dr. Hartsaw, to approve the Consent Agenda as presented. Dr. Swift, Ms. Boller, Mr. Stuber, Mr. Gerrits, Dr. Hartsaw, Ms. Harry and Mr. Martinson voted aye. Motion carried.**

**RECOGNITION ITEMS**

Employee Recognition

Thanks for Working Here Thursday

Brittany Johnson	Rehab
Kim Lambert	Cardiology

2020-2021 LITE Participants

Amanda Teppo	Robin Ferguson
Catherine Gifford	Rosanna Knight-Parker
Erin Arnio	Shannon Frederick
Jamie Black	DeShannon Shore
Megan Wiard	Shawna Hupke-Likeness
Misty Garcia	Zack Fouch

**PUBLIC QUESTIONS OR COMMENTS**

Dr. Swift asked if there were any comments or questions from the public at this time. There were none.

**ACTION ITEMS**

Medical Staff Appointments

Dr. Stamato recommended approving the following medical staff appointments as recommended by the appropriate Department Chairman, Credentials Committee, and Executive Committee.



**New Appointments:**

**Courtesy:**

Department of Surgery	
Roberta J. Pritchard, M.D.	Emergency Medicine
Neil Anand, M.D.	Radiology
Edward A. Hobart, M.D.	Radiology
Andrew J. Martin, M.D.	Radiology
Gregory L. Thalken, M.D.	Radiology

**Limited Health Care Practitioner (Dependent):**

Department of Surgery	
Susan Wigetman, CRNA	Anesthesia
<i>Primary Supervising Physician: Nita Engineer, M.D.</i>	

Department of Surgery and Powder River Surgery Center	
Teri Y. Alberty, CRNA	Anesthesia
<i>Primary Supervising Physician: Nita Engineer, M.D.</i>	

**Reappointments:**

**Active:**

Department of Surgery	
Margaret "Peg" Chilvers, M.D. (October)	Orthopedic Surgery

**Limited Health Care Practitioner (Dependent)**

Department of Medicine	
Jennifer Frary, PA-C (October)	Family Medicine - Ambulatory
Amy Hawk, APRN (October)	Internal Medicine - Ambulatory

**Privilege extension requests – 30 days**

**Active:**

Department of Medicine	
Kelly McMillin, M.D.	Family Medicine

Department of Maternal Child	
Michael Pettersen, M.D.	Pediatric Cardiology

Departments of Surgery and Powder River Surgery Center	
Jacob Rinker, M.D.	

**MEDICAL STAFF RESIGNATIONS**

**Limited Health Care Practitioner (Dependent):**

Department of Medicine		
Julie Jones, PA-C	Family Medicine – Amb	Effective October 24, 2020
Darlene Shafer, PA-C	Family Medicine – Amb	Effective September 19, 2020



**Dr. Hartsaw moved, seconded by Mr. Martinson, to approve the recommendation from Med Exec. for Medical Staff appointments as presented. Dr. Swift, Ms. Boller, Mr. Stuber, Mr. Gerrits, Dr. Hartsaw, Ms. Harry and Mr. Martinson voted aye. Motion carried.**

#### Board Succession

Dr. Swift explained that three members of the Board will no longer be on the Board in November. The next meeting is the October 22 retreat. The following meeting will be held the first week of December creating a period with no Board leadership. It would behoove the Board to have an interim chairman assigned for that time period. Board members agreed they would like to vote on an interim tonight rather than waiting until the October meeting.

**Ms. Boller moved, seconded by Ms. Harry, to nominate Adrian Gerrits as Interim Board Chairman beginning October 23, 2020 through the December Board meeting. Dr. Hartsaw called for the question. Dr. Swift, Ms. Boller, Mr. Stuber, Mr. Gerrits, Dr. Hartsaw, Ms. Harry and Mr. Martinson voted aye. Motion carried.**

### **INFORMATIONAL ITEMS**

#### Chairman's Report

Dr. Swift reported that the fall Board retreat is scheduled for October 22. He has asked Board Members to send him a couple of topics for round table discussion.

#### Chief of Staff Report

Dr. Stamato reported that the Medical staff general meeting is October 6<sup>th</sup> at the Gillette College Tech Center. A new Chief of Staff Elect will be elected. Dr. Mansell will begin his term as Chief of Staff on January 1<sup>st</sup>. Are working on a process in the medical staff office on how to credential providers using core privileges. Core procedures or privileges are those within a particular specialty or subspecialty that the provider should be competent to perform upon completion of postgraduate training.

#### CEO Report

##### **Events in September**

September 8 – Gillette Area Leadership Institute (GALI) graduation.

September 18 - 15<sup>th</sup> Annual Black Cat Ball at CAM-PLEX Energy Hall

CCH nominees for the Outstanding Healthcare Awards:

Val Amstadt, PA-C, CCMG Pediatrics

Sherry Bailey, Director, Medical Surgical and ICU

Dr. Attila Barabas, CCMG Urology and Chief Medical Officer

Christie Boer, Occupational Therapy, the Legacy

Steve Crichton, former Vice President of Facilities and Plant Operations

Employee Health/Infection Prevention department

Holly Hink, APRN, Kid Clinic

Kyla Kimball, RN, Surgical Services

Dr. Bob Neuwirth, CCMG Nephrology and Complex Medicine

Caity Riggs, RN, Employee Health

Dr. Nick Stamato, CCMG Cardiology and Chief of Staff

Dr. Mike Stolpe, Emergency department



### Congratulations to the Winners!

Dr. Kirti Patel, Internal Medicine, Public Health  
 Dr. Kris Canfield, General Surgery  
 Dr. Robert Neuwirth, Nephrology & Complex Medicine  
 Kyla Kimball, RN, CCH Surgical Services  
 Julie Centner, APRN, CC Sheriff's Department

### Upcoming Events in October

- October 6-7 Employee flu vaccinations from 7 am to 5 pm at the hospital (hallway between Radiology and WIC, and via drive-up in the ED/WIC parking lot). Medical staff and volunteers are eligible to receive the vaccine.
- October 19 Wellness Services and Audiology open in their new location at 1405 W. 4<sup>th</sup> Street.
- October 22 Blood Drive at the Health Science Education Center at Gillette College from 10 am to 4 pm. Make an appointment online @ [www.bloodhero.com](http://www.bloodhero.com) and enter the code *college*.

### Other information

- Construction has begun on the new Kid Clinic with site clearing and dirt work. The clinic is slated to be completed in spring 2021.

### Strategic Focus

#### **People**

LITE Program

Ms. Tucker reported the following:

#### *Strategic Goal:*

Employees involved in the LITE program will improve their assessment scores taken at the beginning compared to the ending of the program. That goal is for composite scores to increase by 5%. The LITE program meets monthly for 2 hours for a total of six sessions. Each participant has three assignments. Mentors are assigned to each participant and meet monthly with their assigned participant.

#### **Care**

#### Legacy Living & Rehabilitation Services Quality of Life

Ms. Jonni Belden reported the following on the impact of COVID-19 on LTC residents:

- The Legacy has seen six months of NO transmission of COVID-19. Currently, only window visits and compassionate care visits are allowed which is frustrating for families and residents.
- CMS has issued new guidelines related to visitation in nursing homes however, the State of Wyoming must provide guidance as well.
- The Legacy has formed a Connection Team that is composed of four staff who rotate between visits and activities, answer calls, schedule visits and assist in screening on the weekends.
- Each window/outdoor visit takes approximately 1.25 hours in total.
- Requirements for outdoor visitation:
  - 6 feet distance
  - Visitors bring their own masks
    - Residents wear procedure masks
    - Secure units, visitors wear procedure masks as it is very difficult to



- maintain all precautions.
  - All visitors screened, temperature taken and acknowledgement form signed.
  - Screener is wearing eye protection due to increase exposure as well as procedure mask.
- Indoor visitation and expended compassionate care visits
  - The Wyoming State Health Officer, Dr. Harrist, is still drafting guidance related to indoor visitation and expanded compassionate care visits.
  - Evidence states that a 6 feet distance and universal source control is best to limit exposure. No hugging, touching and kissing.
  - When indoor visitation and expanded compassionate care visits occur, those evidence based core principles will be applied to visitation. This may include testing requirements for visitors.
  - Inclement weather is coming. Supplies are on order to modify a room to allow for traffic control and provide safe visitation per guidelines as soon as approved.
- Residents are dependent upon Legacy staff in every department and this also requires our community to do all they can to assist in avoiding exposure and preventing transmission.

## **Service**

### CCH Patient Portal & Wyoming Frontier Information (WYFI)

Ms. Heeter presented the following:

- The CCH patient portal, My Health Home, allows patients to have access to their own results, medications, health summary, reports, visit history, allergies, conditions and messages.
- Campbell County Health, Campbell County Medical Group and Campbell County Memorial Hospital participate in and contribute to Wyoming Frontier Information, which is a secure electronic health information exchange. WYFI allows other participating healthcare providers access to patient records.
- Because CCH and its entities participate in WYFI, patients are automatically included and that health information is available for providers to securely access across Wyoming as well as some providers in Colorado, Utah and South Dakota.
- Patients can choose not to participate in WYFI medical information exchange by completing an opt-out form which is available on the CCH website or at a CCH registration desk.

## **Business**

### Business

Ms. Mary Lou Tate provided the following financial report:

August 2020:

- BHS inpatient admissions were 8 under budget.
- OB admissions were 16 over budget.
- Acute admissions were 13 under budget.
- Observation patient admissions were 1 under budget from the month and decreased by 1 from last year.
- The Legacy average daily census was at budget at 144 and increased from one from last year.
- Outpatient visits were 678 over budget and increased by 639 from last year.
- Clinic visits were 1235 under budget and decreased by 866 visits compared to last year.



- Walk-In Clinic visits were 560 under budget and decreased by 430 from last year.
- Emergency room visits were 232 under budget and decreased by 240 from last year. The number of visits classified as advanced and high level have increased over time, suggesting that patient acuity in the Emergency department has been increasing.
- Inpatient and outpatient surgeries were 21 under budget and decreased by 71 from last year.
- PRSC surgeries were 52 under budget and decreased by 71 from last year.
- Net patient revenue was \$2M under budget.
- The payor mix is changing. Medicaid has grown from 8% in 2020 to 12% in 2021. Blue Cross has decreased from 28% in 2020 to 26% in 2021. Self pay has grown from 9% in 2020 to 11% in 2021.
- Operating expenses were under budget by \$1,770,000 in August. FTEs are 51 under budget and contract labor is 6 over budget.
- Excess revenue over expenses was more than budget by \$1M.
- EBIDA was \$925K over budget and increased \$1M compared to last year.
- Days cash on hand increased by 6 to 170. Cash balances increased by \$1.9M.
- Accounts receivable days decreased to 67 days.

**EXECUTIVE SESSION**

The regular meeting recessed into Executive Session at 6:20 p.m.

The regular meeting reconvened at 8:16 p.m.

The next regularly scheduled Board meeting and retreat is October 22, 2020 at 8:00 a.m.

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Alan Stuber, Secretary

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Ellen Rehard, Recorder