

**Ruby Valley Medical Center  
Corporate Meeting Minutes  
Thursday, March 28, 2024**

**Board Members Present:** Les Gilman, Cleve Witham, Carol Braach, Tony Simonsen, Dustin Tetrault (Zoom)

**Others:** Jim Kaatz, Jean Prough, Courtney Wood, Jamy Kraai, Kari Reintsma, Amy Pack-Young, Tony Pfaff, Rebecca Larson, Karen Pulliam with one guest, Ted Woirhayne, Dena Miller, Andy Baugh, Kristy Gill, Elaine Salisbury, Becky DeBoer, Cori Keonig, Jim Campbell, Dr. Bartoletti

**Guests Via Zoom:** Jennifer Oliver-Li (CFO), Erin MacLean (Legal)

- I. **Corporate Meeting Call to Order** **Mr. Gilman**  
Meeting called to order at 7:07.
- II. **Approval of Previous Minutes** **Mr. Gilman**  
Tony makes the motion to approve the minutes of the corporate meeting; motion seconded by Dustin; motion carried; minutes approved as presented.
- III. **Public Comment on matters not on the Agenda** **Mr. Gilman**  
Karen Pulliam-prior lab employee (MLT); started as a traveler. Reads her statement...asks for her job to be reinstated; she is a permanent resident in the community and has a good work ethic.  
Dena Miller questions where the CMS survey is and reiterates what both Rebecca and Karen have stated. Mr. Gilman reports that the survey is in process and the final copy was just distributed. Whether employees get to see it will be up to the RVMC Attorneys.  
Jim Kaatz comments that he appreciates everyone's input; both positive and negative. But when one side is overwhelming, he feels that something should be done.  
Rebecca asks if Tony Pfaff will be involved. Mr. Gilman reports that yes, he is a paid consultant and will be involved. Jean Prough asks when the contract is up; was just renewed a year ago.
- IV. **Reports and Updates**
  - A. **RVMC Chief Medical Officer** **Dr Bartoletti**  
Swing bed numbers are good; clinic is busy. Two new students just started.  
Feels that staff need to get back to normal board meetings. Respect is number one at RVMC, on the floor as well as in the boardroom. The primary need of the workforce is board meetings need to be run more effectively.  
Everyone is excited that the Wagon Wheel building is being torn down. Started doing mock codes for training. Thrive and Meaningful Use is a continuing concern, and we are considering bringing in an auxiliary piece.  
Instead of I CARE maybe make it more personal with RVMC:  
Respect  
Valor-great courage  
M  
C  
MedStaff meetings have been moved to Thursday so that more providers could be present. Having MedStaff meetings every month instead of every other month.  
Renewed Amy Braaksma, FNP for her med privileges. UR Committee-feels RVMC could use a Crib. Continue to review the formulary-almost through that.  
Would like to leave board meetings by 8:00 am for morning huddles.
  - B. **Foundation** **Kristi Gill**  
No new financials; remain at \$209,310.00.  
Have about 5 years of minutes stored and available if needed.
  - C. **Auxiliary** **Elaine Salisbury**  
Patty Bates is out of the country; no news to report.

**C. CNO**

**Ted Woirhaye**

Noted that he is also the disaster preparedness coordinator. We had 5 transfers and 3 life lights. Only had 18 traveler shifts in February. Rebecca Larson is back on night shift. Has one RN that he is trying to recruit; she is out of Missouri and wants to return to Montana. Had 3 CNA students who have completed and passed their skills. Had an active shooter drill on March 5; found some weaknesses. To mitigate damage, Jerry in maintenance will get some quotes for an overhead paging system. High risk areas are the front registration area, the ED and the business office. Looking at locking the internal doors between the clinic area and the hospital when the Alert button is pushed. Colby Davis-staff educator; helping with Quality reporting and dealing with Thrive reports. Our system is not set up well to document on the clinical side to pull information to run reports. I 2 I is a system that does pull the data into the report; can create new reports through the software. I 2 I on the clinic side also can track \$3,000.00 per month. Mr. Tetrault feels that maybe just piecing the system together isn't great and asks if there is a system out there that provides it all. Mr. Woirhaye states that the bigger systems like Epic have extra fees for all those add-ons. Mr. Kaatz asks about tech support with Thrive; Colby states that there is still tech support but can be cumbersome and time consuming to find the right person to assist.

**D. RVMC Quality/Risk**

The report is in the packet. Incident reporting: had a staff fall while transporting breakfast. Have the maintenance department spreading sand and ice melt on path to TRMCC for trays. Tony makes motion to accept quality report; seconded Mrs. Braach; no discussion ; all in favor; Quality Report accepted.

**E. Chief Financial Officer**

**Jennifer Oliver-Li (Zoon)**

Reports that February was a good month; had positive operating income. IP revenue is up from November, but slightly down from January. OP revenue is growing-highest month for Fiscal year. Swing beds higher than Nov and Dec and slightly down from January. Contractual adjustments look funny due to Medicare settlement. 2022 Audit; continue to provide them with information. They want to do testing on zero balance accounts. Current hold up for the audit. Jennifer will be on site on May 6-10; hoping to do the 2023 audit then. Also wants to work with department heads to work on budgets. The cost report is due but needs to be amended; going to file with what we have then update the numbers with the audit completion. Mr. Kaatz asks about the understanding of the 2022 audit; asks if Jennifer has reached out to prior CFO; states that she has not but that he did leave good documentation. Tony makes the motion to accept the Feb financial report; motion seconded by Mrs. Braach; all in favor; motion carried.

**F. RVMC Chief Executive Officer**

**Landon Dybdal**

Last day is April 10; trying to get things wrapped up for his exit. Erin MacLean is on the phone; asks if he can give context to Karen Pulliam. Suggests that all employee related matters occur in the executive session.

Have providers who have been renewed by Med staff:

Alan Itkin, MD

Andrew Ferguson, MD

Jayesh Patel, MD

Amy Braaksma, FNP

Jessica Simmons, CRNA

Tony makes the motion to accept the credentials, motion seconded by Mrs. Braach; no discussion; all in favor; motion carried.

Jean asks what is going on with Massive Marketing; Landon recently spoke with Ben and will be ready to roll out in about a month.

**G. Building Committee Update**

**Tony Simonsen**

The building in Twin Bridges is down; continuing to clean that up. They have until May 1 to finish. There was a geotechnical crew on site yesterday for test pits. Found water at 32 inches. Would like to save the foundation of that building. Surveyors will come in and do the elevations within the next 2 weeks. Structural engineers will come in and look at the existing foundation. SMA finalizing design; will send to Tony for review. They are looking at the bid process-GCCM General Construction Contract Management-will interview potential contractors who are interested in project. This process has become an industry standard. Mr. Tetrault feels that going forward with that plan and suggest hiring an owner's rep to be the middleman with Mr. Dybdals departure. Tony Simonsen volunteers to be the owner's rep as a non-paid volunteer. Tony would like to see some local contractors able to work on this project. Mr. Witham makes the motion to go forward with GCCM for the Twin Bridges clinic; motion seconded by Mrs. Braach; all in favor; motion carried.

**H. Overhead Paging System**

Tabled for now.

**I. Executive Session**

**Mr. Gilman**

Meeting moved into Executive Session for personnel issues at 9:30  
Executive session adjourned at 11:15

Mr. Simonsen made the motion to create a Personnel/HR committee to consist of Dustin Tetrault, the RVMC CEO and RVMC HR; motion was seconded by Mr. Witham; all in favor; motion carried.

Next BOT meeting April 25<sup>th</sup> at 7:00 am

**J. Adjournment**

**Mr. Gilman**

Meeting adjourned at 11:16 am

Minutes respectfully taken and typed by Jamy Kraai