



# Hospital District Meeting

Monday, November 9, 2009 • 5:30 p.m.

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## AGENDA

- I. CALL TO ORDER
  - II. INTRODUCTION OF GUESTS
  - III. APPROVAL OF MINUTES
    1. Minutes for Meeting, September 28, 2009
  - IV. REPORTS
    1. Medical Staff Report
      - Approve Medical Staff By-Law changes.
    2. Finance Report
      - TMC financial review
      - TMC statistical review
    3. DON Report-Cindy Forseth, RN, DON
      - Extended Living update
      - Nursing staff update
    4. Administrator Report-Ray Gibbons, Administrator
      - Work session review
  - V. PUBLIC INPUT
  - VI. ADJOURN
- Next Board meeting, November 23, 2009. Thanksgiving holiday is this week.

### MISSION STATEMENT

Mission Statement: Teton Medical Center is an institution which provides a quality, stable, efficient, and caring healthcare environment to all those we serve.

### VISION

We will be the finest rural health service provider in Montana.

### VALUES

We value our employees and promote a positive working environment through respect and team work.  
We value our patients and residents by providing compassionate high quality care, respecting their dignity and enhancing quality of life.

★ Annual Meeting October



Hospital District Board Meeting  
Monday, November 9, 2009 at 5:30 p.m.

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**Location:** Teton Medical Center Board Room  
**Present:** Board Members: Gretchen Fitzgerald; Loren Solberg; Justin Lee; Dan Lindseth and Marsha Hinch.

**Also Present:** TMC Staff: Shirley Johnson; Susan Murphy; Ray Gibbons; Cindy Forseth; Dr. Robert Cale; Kathy Duffner and Joyce Lindgren.

Public present: Nancy Thornton, Acantha; Tim Sinton, PA-C; Caralynn Moore, FNP-C; Debbie Saylor; Pat Saylor; Eva Anseth; Jackie Weist;; Marjorie Cannon; Leona Hauer; Kelley Price, PA-C; Sally Lee; Nancy Semenza; Ruth Reiquam and D. Drydahl.

**I. CALL TO ORDER**

President Gretchen Fitzgerald called the meeting to order at 5:30 p.m.

**II. WELCOME/INTRODUCTIONS**

President Gretchen Fitzgerald welcomed all staff and visitors to the meeting.

**III. APPROVAL OF MINUTES**

President Fitzgerald asked if the board had reviewed the September board minutes; there were no corrections or questions, so a motion was requested. *Justin made a motion to accept the September minutes as presented. Loren seconded the motion. All voted in favor and the motion passed.*

**IV. REPORTS**

**MEDICAL STAFF REPORT**

Dr. Cale stated that the clinic and hospital have been light considering the H1N1 flu and seasonal flu going around. He also has met with the county health officer and health department on preparations for mass epidemic plans. Dr. Cale was confident that if an epidemic was to occur that the county health department and health care providers would be prepared and ready.

President Gretchen Fitzgerald asked Susan Murphy to review the Medical Executive Committee's recommendations for the by-law changes. The board agreed they reviewed the recommendations. The Medical Executive Committee recommends to the board approval of these changes.

President Fitzgerald called for a motion to approve the changes as stated. *Loren made the motion to approve the changes as recommended by the Medical Staff. Marsha seconded the motion all voted in favor and the motion unanimously passed.*

President Fitzgerald reported that last week the Great Falls Clinic leadership and TMC leadership met to discuss medical provider recruitment topics. We all agreed that miscommunications, mistakes, misunderstandings, misperceptions occurred on both sides. Apologies were made and accepted with open and honest dialogue. GFC and TMC leadership further agreed that those events are a nonissue. GFC and TMC again agreed to move forward to create a single rural

health clinic model for Choteau by February, 2010. Additionally, GFC and TMC have agreed to meet with Melody Martinsen of the Choteau Acantha to answer any questions.

#### **FINANCE REPORT** *Attachments 1 & 2*

Loren Solberg reviewed the most recent financial report, stating that the revenues and expenses look good for the period. We do not yet have the cost report and the audit due to delays at CMS. We do not know yet how this will affect our financial statement. TMC will be reimbursing CMS from the cost report but at this time we do not know what that will be. TMC continues to look good at this time. Controlled expenses have made a considerable difference on the year to date expenses. TMC has not put any money into plant and building improvements which will change in the coming year as there are improvements needed. Loren stated that at this time we can be cautiously optimistic with our financial condition.

Ray reviewed statistics from the dashboard. Overall we are okay for the first quarter of the year. The length of stay for acute and extended living days are up which is monitored because that is how we are paid by CMS. Visits for x-ray and physical therapy are up however lab continues to be down.

Ray also informed the board that TMC is continuing to recruit for a CFO; we are utilizing Jenny Nightingale off site for our financial and computer software system needs. In response to the sequence of the financial process by President Fitzgerald, Ray summarized that the cost report has been delayed due to other facilities with the same fiscal year by CMS. TMC has the cost report completed in addition to the audit so that a true picture of the past year is an inclusive report. Doug Wilson, CPA will probably not be ready to report at the November 23<sup>rd</sup> meeting. Will probably be the December meeting.

#### **DON REPORT**

Cindy reported that the residents and staff that wanted and needed the H1N1 and seasonal flu shots have received them. Also, Cindy reported that she is wearing 2 name tags today as she started the clinical training for our nursing students. Cindy's new name tag states that she is "Clinical Adjunct Instructor" for the LPN students. This saves those students from travel to complete their clinical training in Great Falls. There are 3 students in the training.

#### **ADMINISTRATOR REPORT**

Ray reported that John Kinna of GFC and himself are having weekly phone conferences to review progress and keeping each other apprised of any new developments to keep moving forward.

Ray reported that a letter of support to 3 Rivers Communications on stimulus money to expand fiber optic lines to TMC. This helps with our Clarus as a Windows based system and the internet service. TMC also has been approved for grant of MHRF in the amount of \$15,000 in a 2 part distribution for emergency and hospital preparedness. Ray also updated that TMC is extending our clinic services to Augusta. The RV is going to Augusta every Tuesday to see patients there and also lab is drawing for blood testing as needed. This service began October 13<sup>th</sup>, stated Susan and we have been very well received.

Ray reported on new Federal Regulations regarding identity theft. Now all requests for records will require a proof of identity to conform to the HIPPA Federal regulations. They will implement substantial fines if found in violation of any of the identity regulations.

Security Breach Operations Policy will be implemented in February, 2010. Ray explained that this is a red flag policy. This policy comes from the Federal Reserve, Federal Treasury, FDIC, National Credit Union administration and Federal Trade Commission that addresses the problems of medical identity theft and fraud. Just today Ray says they have extended the implementation

out further in 2010. This will result in requiring identification for testing and therapies TMC offers. Marsha questioned how this would affect those people that have medical power of attorney. Susan stated that authorization by you, the individual, would have to give permission and have that on file before any information could be given out.

Ray said that Information Technology consultants spent about 2 to 3 days reviewing the clinic and hospital systems to complete an analysis of the systems and the future recommendations for electronic medical records. The final recommendations will be back to us by the December meeting. This was made available by the NorthCentral Healthcare Alliance which TMC is a member of.

November 4<sup>th</sup>, both TMC and Pondera Medical Center have agreed to be pilot sites for the group which includes Northwest Energy Efficiency Alliance a non-profit funded by energy companies and Northwestern Energy of Great Falls, 3 consultant engineers inspected the entire building for a thorough review of our energy usage. They will come back to TMC and PMC with recommendations to be more energy efficient. They will also provide contact information for funding options of any energy efficient changes to the building.

Also, the back parking lot has been graveled by the county road crew to fill the holes and smooth out the employee parking and ambulance building. TMC thanks the county for doing a fabulous job.

Power Point presentation by Ray summarized the major points of the October 8<sup>th</sup> work session. *Attachment #3.*

**V. PUBLIC INPUT**

President Fitzgerald opened the meeting to public comment. Marge Cannon asked for clarification of the situation with GFC. President Fitzgerald repeated that TMC and GFC leadership met and discussed at length the problems and misunderstandings that have occurred. Apologies were expressed by both parties that there is nothing that can be done about the past. Agreement by GFC and TMC that going forward with open communication will benefit the community.

Additional interest was voiced about a situation with a recruitment candidate by Great Falls Clinic. Loren explained to the best of his knowledge with what information he is aware of regarding the situation that arose with a recruitment effort. TMC and GFC at the meeting President Fitzgerald mentioned discussed this situation and agreed that both parties made mistakes. The decision was then made to move forward and leave the past in the past with a more open communication effort between GFC and TMC.

**VI. ADJOURNMENT**

President Fitzgerald entertained a motion to adjourn. *Loren made a motion to adjourn meeting. Justin seconded the motion. All favored and motion passed. The meeting adjourned at 6:40 p.m.*

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President

  
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Clerk