

## Lost Rivers Medical Center

### BOARD MEETING MINUTES

**LRMC's Mission Statement: Lost Rivers Medical Center will provide high-quality, compassionate primary and preventative health care and emergency services to meet the needs of the Lost River Valleys and surrounding communities.**

**LRMC conference room 2/28/24 6:00pm**

**Attendees:** LeeAnn Betzer, Cindy Kimball, Jamie Gilchrist, David Callister Howard Wood, Sherlene Traughber, Jared Lambson, Brad Huerta, Lacy Thorngren, Hal Jardine, Travis Andersen, Kami Matzek

Topic	Information and/or Motions	Motion By	Seconded by	Carried- yes or no
Called to order: Chairman- David Callister	7:00PM  Discussion about the new time of 4 <sup>th</sup> Wednesday at 6:00PM passes All thought the new packet format was a good change.	Sherlene Traughber	Howard Wood	Pass- All vote Yes
Visitor-				
Approval of January 30, 2024 meeting minutes	Motion to approve meeting minutes	Hal Jardine	Jared Lambson	Pass- All vote Yes
Foundation report	Plan to hold the annual Golf Tournament June 24 <sup>th</sup> - playground equipment A meeting will be held in March			
Auxillary report	No Report			
Credentialing- Chris Richmond	Joshua Kunz- CRNA  Stephen Savioli- MD	Travis Andersen	Hal Jardine	Pass- All vote Yes
Policies and Procedures - Jamie Gilchrist	February Policy and Procedure List Sterile Processing Policy and Procedure Manual- Minor edits Infection Control Scabies and Lice -- New Bedbugs -- New Refrigerator Monitoring Forms Covid Nursing Services Policy and Procedure Manual PICC Line Removal Policy	Sherlene Traughber	Hal Jardine	Pass- All vote Yes

**Lost Rivers Medical Center**

**BOARD MEETING MINUTES**

	<p>PICC Central Line Dressing Change          Internal Tube Feedings          Nursing Care Plan          Skin Care Treatment Guidelines          Special Procedures – Who Which What          Wound Care treatment          Staffing Nursing – Edit for response time to 30 minutes          Pain Assessments          Crash Carts          Autopsy Coroner          Blood Bank Policy and Procedures          Blood Bank Refrigerator QC          Radiology Policy          MRI Patient Screening Protocol          Pharmacy          Range of dosing          Compliance/Risk          Practitioner Treatment of Self and family – edit to add nursing          Disaster Plan – Chain of Command Chart          Patient non-discrimination          HIPAA Policy and Procedure Manual          Lab Policy and Procedure Manual          Job Description and Responsibilities General Supervisor          Job Description and Responsibilities Laboratory Director          Job Description and Responsibilities Technical Supervisor          Lab Sysmex XN1000 Hematology Controls          CTHG Labco Urinalysis Policy          Form – Covid Standing Order          Informed Consent – New          Medical Record Policy and Procedure Manual          Electronic Signature Policy          PHI Authorization to Access          Inpatient Charge Sheet          Request for revised diagnosis          Medical Staff          Bylaws – minor edits, updated “physician” to “independent licensed practitioner” where applicable. Removed CRNA needing oversight from a physician section.          Peer Review policy – full edits to align with our process.          Timeliness of Documentation policy – excluded nurse visits and visits re-opened by medical records from the 72-hour rule.</p>			
--	--	--	--	--

**Lost Rivers Medical Center**

**BOARD MEETING MINUTES**

	<p>Rules and Regulations – minor edits, updated “physicians” to “independent licensed practitioner” where applicable and made formatting changes to align with Bylaws.</p> <p>Med Management vaccine reaction children and teens - New</p> <p>Health screenings policy and procedure – removed references to OSCAR program and updated with new dates.</p> <p>Human Resources</p> <p>New Hire Policy</p> <p>Hep B Vaccination</p> <p>Intro to LRMC</p> <p>Benefits following retirement</p> <p>HR Employee Benefits</p> <p>Performance Evaluation – Form</p> <p>Social Media Policy</p> <p>Social Media Policy Guidelines</p> <p>Guest Services Acceptable Use Policy</p> <p>Public Social Media Guideline</p>			

**Lost Rivers Medical Center**

**BOARD MEETING MINUTES**

LRMC's Mission Statement: Lost Rivers Medical Center will provide high-quality, compassionate primary and preventative health care and emergency services to meet the needs of the Lost River Valleys and surrounding communities.

LRMC conference room 2/24/24 6:00pm

Zoom link provided

Topic	Information and/or Motions	Motion By	Seconded by	Carried- yes or no
<p><b>Administrative Report- Brad Huerta, CEO</b></p>	<p>LRMC continues to gather data and prepare its application for its new STEMI (heart attack) designation. Once the application is approved and the subsequent survey passed, LRMC will be both a designated rural Trauma and STEMI Center. Additionally, LRMC will now be able to count and bill for additional trauma designated cases due to a policy designation change by both the state and national accrediting agencies.</p> <p>This past month LRMC underwent its annual DNV survey. On February 13th DNV surveyors undertook their yearly inspection of LRMC, its services lines, clinical processes and overall facility operation, infrastructure, and quality. All categories were assessed and once again, LRMC passed with only minor issues found (most of which were facility based; ie.... an old building). Of special note, LRMC remains one of the first rural hospitals in Idaho to obtain this certification and still maintains this status as "Best in Class". The distinction, (aside from independently verifying LRMC as one of the best rural facilities in the state) also allows for LR</p> <p>The surgical volume for the month of February remained stable, with all available slots being filled and 90% of March already full as well. April dates are being booked now. In February, LRMC switched to a new CRNA group (anesthesia) due to the existing group's loss of staff. The move is cost neutral and will allow for more scheduling flexibility. Additionally, there has been enough of a volume increase in the service line that LRMC is now doing two surgical days a month MC to forgo once again any and all state surveys.</p> <p>This past month, LRMC also completed its annual unemployment benefit audit. Once again, through diligent application of both our policies and state guidelines for employment, LRMC had zero payouts in 2023. (This is the equivalent savings of \$37,318.00 this past year)</p> <p>This past month, LRMC received its semi-annual tax levy payment from Butte County. This payment was reflected in the January financial report. Custer County's payment is forthcoming and will be counted in the February financials (reported in March) NOTE: All county levy payments are due by January 31st.</p> <p>LRMC, once again, has been selected to participate in a statewide grant in the approximate amount of \$125,000.00 this year. The pilot project will entail the concept of "prescription produce" that will distribute weekly cash payments for up to 50 low-income families in the area for fresh</p>			

**Lost Rivers Medical Center**

**BOARD MEETING MINUTES**

	<p>produce. The grant is made possible due to a funding source from the Idaho Department of Health and Welfare. UPDATE: The new grant, if awarded, would be administered through the “The Hospital Cooperative” (THC) organization in Pocatello. At this time, THC has reapplied for the grant since last year and remains hopeful that it will be successful this year.</p> <p>LRMC has begun the evaluation process of updating its “Charge Master”. This is the overall document that sets facility prices for the medical services we provide. Done every three years and benchmarked against all of the other hospitals in Idaho (with weighted interest given to regional rural CAHs in the COOP), the document serves as the primary source of LRMCs pricing policies and practices so as to keep up with adjusted inflation and operational costs. The process should be complete by 2024.</p> <p>LRMC has seen continued and significant growth over the last several months in its reference lab operations. The new addition of several key accounts has jumped our month-over-month sample size (in the past few months) by over an additional 70 plus samples a month. The program continues to be a revenue leader at the facility and is running smoothly. LRMC finished the month of January with over 883 samples completed. End of month numbers for February are also trending towards over 945 samples as well.</p> <p>LRMC is currently in the process of updating and replacing two of our operational computer servers to better secure “cloud” operations and increase redundancy in protected HIM. Full implementation should be realized by the end of February.</p> <p>LRMC continues the process of evaluating a new service line. In January, LRMC began the initial planning for offering on-site dialysis and determine its feasibility. It is (at this time) very likely that this new service would be possible with recent advances in portable technology improving both area patient care and convenience. If successful, LRMC could launch this new program in the summer of 2024 and be the first and only hospital in Idaho to offer this service.</p>			
<p>Capital Expenditures - LeeAnn Betzer CFO</p>	<p>Refrigerant Detector - \$5953.00</p>	<p>Jared LAmbson</p>	<p>Travis Andersen</p>	<p>Carried- All voting Yes</p>

**Lost Rivers Medical Center**

**BOARD MEETING MINUTES**

<p>Financial Performance- LeeAnn Betzer CFO</p>	<p>Financial Review was presented, by LeeAnn Betzer</p> <p>Financial performance was presented and the November and December write offs were approved:</p> <p>Hospital- \$121,710.66</p> <p>Clinic\$1,466.82</p>	<p>Hal Jardine</p> <p>Travis Andersen</p>	<p>Howard Wood</p> <p>Hal Jardine</p>	<p>Carried- All voting Yes</p> <p>Carried- All voted Yes</p>
<p>Adjourn- Chairman David Callister</p>	<p>A brief discussion about the idea of how useful hospital brag ad in the Arco advertiser and its benefit to the community to know what we have been accomplishing, and 2 bills in legislature and the potential effects on LRMC, we adjourned at 8:30PM</p>	<p>Hal Jardine</p>	<p>Sherlene Traugher</p>	<p>Carried- All vote Yes</p>

*David R. Callister*  
 \_\_\_\_\_  
 David Callister- Chairman

*3/27/24*  
 \_\_\_\_\_  
 Date:

*Hal Jardine Vice Chair*  
 \_\_\_\_\_  
 Travis Andersen- Treasurer/ Secretary

*3/27/2024*  
 \_\_\_\_\_  
 Date: