

**Morton County Health System
Board of Trustees Meeting
Minutes of April 16, 2024**

1. **Call to Order:** Dr. Todd Johnson DC, FASA, Chairman of the board, called the meeting to order at 12:00 pm.

Attendees:

Lisa Swenson, CFO
Richard Adams, CFO
Troy Barnett, Vice Chairman
Karen Gates, Secretary
Ron Rich, Treasurer
Jennifer Pearlstein, Administrative Assistant/minutes
Amy Caddick, Quality/Risk
Michele Ruest, Controller
Sharmilla Hall, Infection Prevention
Aubrey Winegarner, Director of Nursing

2. **Approve Agenda:** Todd asked for motion to approve the agenda for the meeting. Ron made a motion to approve the agenda as written, seconded by Troy, motion carried.
3. **Approval of Minutes:** Board members read the March 19, 2024, regular meeting minutes. Todd asked for a motion to approve the minutes as written. Karen made a motion to approve the minutes, seconded by Troy, motion carried.
4. **CFO Report Richard:** Presented financials. Cash on hand number continues to increase. P&L for Jan – March not closed yet we have been doing 2 cost reports and an audit. Clinic patient encounter numbers are down, swing bed numbers are up. Working on the aging report. We are doing very good moving forward still watching what we spend. Auditors will zoom in for the May meeting. 340B program will be starting in about a week.
5. **CEO Report Lisa:** We are looking into partnering with a couple of different companies to help with our swing bed program and case management. Both companies will work with our staff to make sure we are in compliance. We will have more doctors visiting on Thursday, April 18th. Applying for the HRSA Grant. Risk Management Survey last week was very educational, and we will be getting on the right path now. We will be getting quotes from companies for the IOP (Intensive Outpatient Program).

6. **Other Business:** Updates to the following Policies & Procedures

Pharmacy Policy & Procedures

Management of Sample Medications

OVERSITE:

The MCHS Pharmacist-in-Charge (PIC) shall inspect all medication storage areas at least quarterly.

Todd asked for a motion to approve the changes to the Pharmacy Policy and Procedures. Troy made a motion to approve the changes, seconded by Ron, motion carried.

Employee Personnel Policy & Procedures:

010 Employee Welcome Message

Updated CEO

040 Employee Acknowledgement Form

A copy of the Personnel Policies and Procedures are in each department as well as online on the Relias Learning Website. I understand that I am expected to read the entire manual.”

123 Time Entry/Verification

Employees will be issued a new one with a replacement fee of \$10.00.

215 Family Medical Leave (FMLA)

Family Medical Leave added the Calendar year to protect the employee and employer and made it more detailed.

318 Personal Appearance

MCHS dress shall be business casual to include denim jeans (denim jeans must not have any rips, frays, or destruction that show skin). No spaghetti strap tank tops, backless shirts, crop top shirts/blouses are allowed to be worn.

Todd asked for a motion to approve the changes to the Employee Personnel Policy and Procedures. Ron made a motion to approve the changes, seconded by Troy, motion carried.

7. **Infection Prevention/lab:** This week is lab week we will be celebrating with games and a luncheon. Will be doing more competency check sheets to meet minimum standards. Working with Marco & Amy on promoting interoperability.
8. **Quality/Risk Management:** Quality report was emailed to the members of the board. Risk Management emailed to members of the board. We had a Risk Management Survey last week. We are on the right track with a few changes, should have the findings back anytime and then must return the corrective action plan within 10 days.
9. **Public Comments:** Nothing currently.
10. **Executive Session:** Nothing currently.
11. **Adjournment:** Todd asked for a motion to adjourn the meeting. Karen made a motion to adjourn the meeting, seconded by Troy, motion carried. Meeting adjourned at 1:02 pm

Karen Gates

Karen Gates, Secretary

5 - 21 - 2024

Date