

RiverStone Health
Board of Health Meeting Minutes
December 08, 2022

John Dorr, Chairperson of the Board, Presiding

Members Present: John Dorr; Debbie Davis; Brent Cromley; Michael Dennis; Anne Giuliano; Jim Harris; Don Jones; Bea Ann Melichar; Lionel Tapia; Casey Wheeler

Members Absent: Ryan Nordlund; Steve Wahrlich; K.C. Williams

Staff Present: John Felton, President & CEO/Health Officer; Jeff Hert, Vice President, Human Resources; Bob Janicek, Chief Information Officer; Megan Littlefield, Chief Medical Officer; Carrie Ludwig, Executive Assistant; Eric Owen, Vice President – Public Health Services; Shelli Ritz, Executive Vice President & CFO; Barbara Schneeman, Vice President, Communication & Public Affairs / Public Information Officer; Judy Stewart, Vice President of Culture and Innovation

Guests Present: Stewart Kirkpatrick, Legal Counsel – Crowley Fleck; Jeana Lervick, Yellowstone County Attorney – via Zoom

CALL TO ORDER

Chairperson Dorr called the December 8, 2022 Board of Health meeting to order at 7:00 AM.

PUBLIC COMMENT

Chairperson Dorr invited members of the public to address the Board. Upon hearing no comment, Chairperson Dorr proceeded to the next item on the agenda.

APPROVAL

October 27, 2022 meeting minutes: Chairperson Dorr requested a motion to approve the **MINUTES** (copy on file) of the October 27, 2022 Board of Health meeting that were previously distributed in the December 8, 2022 Board of Health meeting packet.

M O T I O N

Upon a motion duly made (Cromley), seconded (Melichar), and unanimously carried, it was

VOTED: TO APPROVE THE MINUTES OF THE OCTOBER 27, 2022 BOARD OF HEALTH MEETING AS PRESENTED

December 8, 2022 Consent Agenda: Chairperson Dorr requested a motion to approve the **CONSENT AGENDA** (copy on file) of the December 8, 2022 Board of Health meeting that was previously distributed in the December 8, 2022 Board of Health meeting packet.

M O T I O N

Upon a motion duly made (Melichar), seconded (Cromley), and unanimously carried, it was

VOTED: TO APPROVE THE CONSENT AGENDA OF THE DECEMBER 8, 2022 BOARD OF HEALTH MEETING AS PRESENTED

CEO REPORT

John Felton provided updates and answered questions on the CEO “HELP” report (copy on file) that was previously distributed in the December 8, 2022 Board of Health meeting packet.

- RiverStone Health recently lost an employee when the individual took their own life. We are providing emotional support to staff, and we have decided to honor any staff members who pass away for any reason while actively employed with a plaque on the planters in the community garden. To the extent of our recollection, we have had one other case but will be taking measures to identify any other employees who should be honored in this way.
- RiverStone Health will sponsor the Holiday Care program again this year. This program allows staff to purchase gifts for homeless / at risk students in SD2 as well as some of our own patients and clients. In addition, we will hold the annual wrapping party in our first floor conference rooms on Friday December 9. Last year RiverStone Health staff provided over 1,000 gifts to some 125 individuals. All Board members are welcome to attend and wrap gifts.
- In response to staff safety in relation to increased crime and violence in our community, a security consulting firm, Franklin Global, was retained to complete a comprehensive safety and security assessment of RiverStone Health and its main campus, including physical security and security of electronic records and transactions. The analysis has been completed and a report has been issued outlining its findings and recommendations. We are currently developing a job description for a new Safety & Security Manager / Director role, which will be the first step in implementing the security recommendations along with consideration of electronic locks and other access control options.
- We have seen some real benefits with the integration of public health and CHC under Eric Owen’s leadership and have opted to keep this structure in place with Eric as VP of Public Health Services and Clinical Operations. We are working to build an infrastructure of subordinate operational leadership roles under his direction.
- After several months with very limited response to our open RiverStone Health Foundation Executive Director (ED) position, the Foundation Board met on October 21 and agreed with a proposal to place the Foundation under the leadership of Barbara Schneeman, RiverStone Health’s Vice President of Communication and Public Affairs / Public Information Officer. The new structure will better integrate the communication functions of RiverStone Health and

RiverStone Health Foundation. We will replace the Executive Director position with a “pure fundraising” role as the leadership and Board relations will fall to Barbara.

- After a long break due to the pandemic, the annual joint boards’ dinner has been tentatively scheduled on February 21, 2023. The meeting is a gathering of the BOH, CHC Board, MFMR Board, and Foundation Board that provides an opportunity for board members to interact and represents a chance for us to express our gratitude to them for volunteering their time as board members. Dinner will be followed by a short presentation from Clark Stirgus, Senior Director - Justice, Equity, Diversity, and Inclusion, on the JEDI work undertaken thus far.
- The CHC Board approves virtually all the medical staff privileges for the CHC but cannot approve privileges for medical health functions outside of the CHC, namely homecare / hospice and public health. We are in the final stages of developing a process by which privileges for medical staff working in homecare / hospice and public health will be brought before the Board of Health for final approval after the medical executive review committee (CEO, Medical Director, Residency Director) completes its final review.
- John informed Board members that beginning in January, Board of Health meetings will be relocated back to the third floor Administration Boardroom.

GOVERNANCE COMMITTEE

Chairperson Dorr requested a motion to accept the meeting notes (copy on file) of the October 27, 2022 meeting that were previously distributed in the December 8, 2022 Board of Health meeting packet.

MOTION

Upon a motion duly made (Tapia), seconded (Cromley), and unanimously carried, it was

VOTED: TO ACCEPT THE MEETING NOTES OF THE OCTOBER 27, 2022 GOVERNANCE COMMITTEE MEETING AS PRESENTED

Chairman Dorr requested a motion to accept Governance Committee nomination recommendations, of Michael Dennis and Jim Harris, for reappointment to the Board of Health for a three-year term beginning January 1, 2023.

MOTION

Upon a motion duly made (Melichar), seconded (Cromley), and unanimously carried, it was

VOTED: TO ACCEPT GOVERNANCE COMMITTEE NOMINATION RECOMMENDATIONS, MICHAEL DENNIS, AND JIM HARRIS, FOR REAPPOINTMENT TO THE BOARD OF HEALTH FOR A THREE-YEAR TERM BEGINNING JANUARY 1, 2023

Chairman Dorr requested a motion to accept the Governance Committee’s proposed slate of officers for election to the Board of Health for a one-year term beginning January 1, 2023:

- Chair: John Dorr
- Vice-Chair: Steve Wahrlich
- Secretary-Treasurer: Jim Harris

There was no response to a call for BOH officer nominations from the floor.

M O T I O N

Upon a motion duly made (Tapia), seconded (Cromley), and unanimously carried, it was

VOTED: TO ACCEPT GOVERNANCE COMMITTEE PROPOSED SLATE OF OFFICERS, AS PRESENTED, FOR ELECTION TO THE BOARD OF HEALTH FOR A ONE YEAR TERM BEGINNING JANUARY 1, 2023

FINANCE COMMITTEE REPORT

Chairperson Dorr requested a motion to accept the December 7, 2022 finance committee meeting notes, the July 2022 financial statements, and the August 2022 financial statements that were distributed electronically the day before the meeting and made available in hard copy at the December 8, 2022 Board of Health meeting.

M O T I O N

Upon a motion duly made (Cromley), seconded (Tapia), and unanimously carried, it was

VOTED: TO ACCEPT THE DECEMBER 7, 2022 FINANCE COMMITTEE MEETING NOTES AS PRESENTED

M O T I O N

Upon a motion duly made (Cromley), seconded (Tapia), and unanimously carried, it was

VOTED: TO ACCEPT THE JULY 2022 FINANCIAL STATEMENTS AS PRESENTED

M O T I O N

Upon a motion duly made (Tapia), seconded (Cromley), and unanimously carried, it was

VOTED: TO ACCEPT THE AUGUST 2022 FINANCIAL STATEMENTS AS PRESENTED

SAFETY AND QUALITY COMMITTEE

Chairperson Dorr requested a motion to accept the meeting notes (copies on file) of the November 1, 2022 safety and quality committee meeting that were previously distributed in the December 8, 2022 Board of Health meeting packet, and the December 6, 2022 safety and quality committee

meeting that were distributed electronically the day before the meeting and made available in hard copy at the December 8, 2022 Board of Health meeting.

M O T I O N

Upon a motion duly made (Jones), seconded (Cromley), and unanimously carried, it was

**VOTED: TO ACCEPT THE MEETING NOTES OF THE NOVEMBER 1, 2022
SAFETY AND QUALITY COMMITTEE MEETING AS PRESENTED**

M O T I O N

Upon a motion duly made (Harris), seconded (Jones), and unanimously carried, it was

**VOTED: TO ACCEPT THE MEETING NOTES OF THE DECEMBER 6, 2022
SAFETY AND QUALITY COMMITTEE MEETING AS PRESENTED**

PUBLIC HEALTH POLICY DEVELOPMENT COMMITTEE REPORT

Chairperson Dorr requested a motion to accept the meeting notes (copy on file) of the November 15, 2022 public health policy development committee meeting that were previously distributed in the December 8, 2022 Board of Health meeting packet, and the December 6, 2022 public health policy development committee meeting that were distributed electronically the day before the meeting and made available in hard copy at the December 8, 2022 Board of Health meeting.

M O T I O N

Upon a motion duly made (Melichar), seconded (Cromley), and unanimously carried, it was

**VOTED: TO APPROVE THE REVISED SEPTIC SYSTEM APPLICATION AND
PERMIT FEES AS PRESENTED AND RECOMMENDED BY THE
COMMITTEE**

M O T I O N

Upon a motion duly made (Cromley), seconded (Giuliano), and unanimously carried, it was

**VOTED: TO ACCEPT THE MINUTES OF THE NOVEMBER 15, 2022 PUBLIC
HEALTH POLICY DEVELOPMENT COMMITTEE MEETING AS
PRESENTED**

M O T I O N

Upon a motion duly made (Cromley), seconded (Dennis), and unanimously carried, it was

**VOTED: TO ACCEPT THE MINUTES OF THE DECEMBER 6, 2022 PUBLIC
HEALTH POLICY DEVELOPMENT COMMITTEE MEETING AS
PRESENTED**

CHIEF MEDICAL OFFICER REPORT

Megan Littlefield provided an update of activity in the CHC and the Chief Medical Officer Report (copy on file) that was distributed at the December 8, 2022 Board of Health meeting.

- Dorothy Sizemore, DO, a graduate of our residency program, has accepted a core faculty physician position and will be starting in January 2023.
- The Montana Family Medicine Residency (MFMR) recruitment interview season is underway and going well.
- Working with IT to explore opportunities to optimize eCW and also patient interface tools and the patient portal over the next several months. We are also exploring other telehealth platforms for use in clinic and across other service lines.
- Public health and CHC directors are working together to outline objectives for a strategic plan. We continue to explore areas where continuum of care can be expanded thus creating opportunities for to integrate many of our services across divisions.

OLD BUSINESS

No old business discussed.

NEW BUSINESS

Discussion of CEO transition plans / process: John Felton discussed the transition and onboarding plan for RiverStone Health's new incoming CEO and President, Jonathan Forte, upon his arrival January 3, 2023.

MEETING SCHEDULE

The next scheduled meeting will be Thursday, January 26, 2022, beginning at 7:00 AM in the first floor conference center of the Lil Anderson Center.

MEETING ADJOURNMENT

The December 8, 2022 Board of Health meeting was adjourned at 8:55 AM.

Respectfully Submitted,

James D. Harris
Secretary/Treasurer, Board of Health

John Felton
President & CEO/Health Officer

cc: Leadership Team, County Commissioners, hd\BOH\2022\minutes\12.08.22