

RiverStone Health
Board of Health Meeting Minutes
April 28, 2022

John Dorr, Chairman of the Board, Presiding

Members Present: John Dorr; Brent Cromley; Deborah Davis; Michael Dennis; Anne Giuliano; Jim Harris; John Hedge – on telephone; Don Jones; Bea Ann Melichar; Lionel Tapia; Steve Wahrlich – on telephone; K.C. Williams

Members Absent: Ryan Nordlund

Staff Present: Garth Brand, Program Director, Montana Family Medicine Residency (MFMR); John Felton, President & CEO/Health Officer; Adam Harris, Registered Sanitarian / Program Manager - Division of Health Protection; Melissa Henderson, Director of Health Promotion Services; Megan Littlefield, Chief Medical Officer; Carrie Ludwig, Executive Assistant; Shelli Ritz, Executive Vice President & CFO; Barbara Schneeman, Vice President of Communications and Public Affairs; Judy Stewart, Vice President of Culture and Innovation

Guests Present: Jeana Lervick – Deputy Yellowstone County Attorney – on telephone

CALL TO ORDER

Chairman Dorr called the April 28, 2022 Board of Health meeting to order at 7:01 AM.

PUBLIC HEARINGS - RULE #5 VARIANCE REQUESTS

Chairman Dorr opened the public hearing at 7:01 AM to hear a variance request pertaining to local Rule #5, Rules and Regulations for Body Art (e.g., tattoo and piercing), submitted on behalf of three local body artists (artist license numbers A87544, A6891, and A3447).

Environmental Health Registered Sanitarian Adam Harris provided information on the variance requests pertaining to the requirement of local Rule #5, Section 11.7, which provides that after a tattoo is completed a sterile absorbent bandage must cover the site. Adam discussed the proposed alternative dressings pertinent to the requests and noted that use of the alternative dressings meets the intent of Section 11.7 and represents a reasonable and safe alternative to a sterile absorbent bandage.

John Felton, Yellowstone County Health Officer, recommended that the RiverStone Board of Health approve the variance requests as proposed, based on review of the information provided, the basis of Section 11.7 of local Rule #5, and the recommendation of a qualified sanitarian.

Chairman Dorr opened the public comment portion of the public hearing and after hearing no comment, closed the public comment session and public hearing at 7:09 AM. The Board then resumed the regular Board meeting to take action on the variance request.

M O T I O N

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

VOTED: TO APPROVE THE VARIANCE REQUESTS SUBMITTED ON BEHALF OF THREE LOCAL BODY ARTISTS (ARTIST LICENSE NUMBERS A87544, A6891, AND A3447), PERTAINING TO SECTION 11.7 OF LOCAL RULE #5 AS PRESENTED

PUBLIC COMMENT

Chairman Dorr invited members of the public to address the Board. Upon hearing no comment, Chairman Dorr moved to the next item on the meeting agenda.

MEETING MINUTES

Chairman Dorr requested a motion to approve the **MINUTES** (copy on file) of the March 24, 2022 Board of Health meeting previously distributed in the April 28, 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 MARCH 24, 2022 BOARD OF HEALTH MEETING AS PRESENTED

CEO REPORT

John Felton provided updates and answered questions regarding the CEO “HELP” report (copy on file) that was previously distributed in the April 28, 2022 Board of Health meeting packet, and provided information on the current status of the COVID-19 pandemic in Yellowstone County.

- COVID-19 cases are down considerably. There were 38 cases reported last week as opposed to the 15 or 16 cases reported per day last summer.
- The RiverStone Health Foundation held its first “annual” Volunteer Appreciation Luncheon since 2019. The event was held on Friday, April 22 at the Northern Hotel where Board of Health Chair, John Dorr, was recognized as volunteer of the year.
- The HR project focused on reviewing our systems related to staff structure that began pre-pandemic has resumed. The project, funded with CHC grant funds from earlier federal COVID-19 relief funding, includes consideration of our compensation philosophy, our job description structure and format, and the number and scope of job titles.

- In response to the far more competitive market in which we find ourselves for recruiting and retaining talented employees, we are undertaking an Organizational Innovation project that will examine and seek to improve our processes related to Human Resources, from advertising to screening to interviewing to selection and finally onboarding.
- Bob Janicek has accepted our offer for the new Chief Information Officer (CIO) position and will begin on May 23.
- Kristie Asay has resigned as Executive Director of the RiverStone Health Foundation effective May 6, 2022. We will be working with the Foundation Board, Foundation staff, and HR staff to develop key elements for the successful recruitment of a new Executive Director.
- Nancy Taylor, RiverStone Health's Vice President of Clinical Operations, has announced her retirement effective September 2, 2022. Recruitment efforts are anticipated to begin later this summer.
- RiverStone Health has experienced significant growth over the last several years, creating the need to build additional infrastructure (e.g., IS, finance, HR, communications, etc.) to accommodate the expanded needs of the organization. The infrastructure needs, along with a very competitive and tight job market will likely impact our FY23 operating budget in very significant ways. The Finance Committee discussed these matters to provide guidance to staff as we go through the FY23 budgeting process.
- RiverStone Health is working with Rocky Mountain Performance Excellence (RMPEX, our regional Baldrige agency) on its new "Expedition to Excellence" (E2E) program that is designed to move organizations toward excellence by creating a cohort of three organizations that are early in their Baldrige journey to work together on applying the Baldrige Excellence Framework criteria to develop key integration systems. We are underway and anticipate, along with our fellow E2E cohort members, submitting a Foothills application later this year. As systems are developed, they will be rolled out and implemented, with the objective of starting with simple, effective, and executable processes upon which to build over time.
- One of the E2E measures we are working on is "How do you conduct your strategic planning?" Unfortunately, for the last two years, the daily challenges of the pandemic have kept us busy and we have not done any strategic planning. We have developed a new process that starts with a review of mission, vision, and values – which essentially creates the foundation by which RiverStone Health operates – by the Board of Health and the RiverStone Health Clinic Board. We would like to schedule a two-hour meeting, prior to the end of June, for the two boards (ideally but not necessarily at the same time) to review the new planning process and the foundational statements of mission, vision, and values. Please be on the lookout for more information in the coming weeks.
- Jeana Lervick informed the Board that efforts to engage the parties of the interlocal agreement to work together to develop a process addressing the requirements of HB121 are progressing. Jeana noted that the Billings City Attorney and Yellowstone County Attorney are working to develop a memorandum of understanding (MOU) between the local government bodies, outlining an approval process. Jeana indicated that the MOU should be completed sometime before next month's Board of Health meeting.

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 previously distributed in the April 28, 2022 Board of Health meeting packet.

- Staff are focused on developing a strategy to increase patient access and encounters that have decreased over the last several years in RiverStone Health's clinics. First steps include actively evaluating the causes for the decline in encounters and then addressing the issues on a case-by-case basis.
- Dr. Littlefield addressed a question regarding the potential creation of a rural track in Miles City for our residency via a planning grant that is pending. The planning grant is intended to develop the rural training track rather than fund additional residents.

Dr. Littlefield briefly discussed the MFMR recruiting process and asked Dr. Garth Brand to provide an overview. Dr. Brand discussed the recruiting process and difficulties experienced by the Montana Family Medicine Residency (MFMR) while recruiting residents for the incoming class of 2025. Dr. Brand noted that even though the MFMR successfully matched its next class of 10 residents, the match process was challenging and exposed some vulnerabilities in the MFMR recruiting process. An evaluation of the MFMR recruiting process is underway to help identify areas for improvement. First steps included sending a survey to applicants who did not match; among the 60% that responded, reasons for not choosing the MFMR included location of the residency and the local political environment.

JOINT BOARD CEO SEARCH COMMITTEE

John Felton provided a review of committee activities and the committee's recommendation to make an offer to candidate, Andrew Jones, MD for the RiverStone Health President and CEO / Health Officer position. Board members engaged in discussion before deciding to go into executive session to continue the discussion without staff or guests present.

EXECUTIVE SESSION

At 8:02 AM, Chairman Dorr announced that the Board would go into executive session to discuss personnel matters for which the individual's right to privacy supersedes the public's right to know. All staff and guests were excused from the executive session with the exception of John Felton.

Chairman Dorr ended the executive session at 8:12 AM and the Board returned to regular session.

JOINT BOARD CEO SEARCH COMMITTEE (CONTINUED)

Chairman Dorr requested a motion to accept the recommendation of the Joint Board CEO Search Committee to extend an offer to Andrew Jones, MD for the Riverstone Health President and CEO / Health Officer position.

M O T I O N

Upon a motion duly made (Cromley), seconded (Giuliano), abstained (Dennis), it was

VOTED: TO ACCEPT THE JOINT BOARD CEO SEARCH COMMITTEE RECOMMENDATION TO EXTEND AN OFFER FOR THE RIVERSTONE HEALTH PRESIDENT AND CEO / HEALTH OFFICER POSITION TO ANDREW JONES, MD. SALARY OFFER TO BE DETERMINED BY THE EXECUTIVE COMMITTEE.

FINANCE COMMITTEE REPORT

Committee chair Jim Harris provided an update and discussed highlights of the April 20, 2022 finance committee meeting and the February 2022 financial statements (copies on file) that were previously distributed in the April 28, 2022 Board of Health meeting packet.

- The February statement of revenue and expenses reflects net operating *income* totaling approximately \$106,000, as compared to a budgeted operating *loss* of \$122,000 for the month. The main reason for this notable favorable variance was the recognition of approximately \$240,000 catch-up revenue in our public health emergency preparedness and disease control programs. Multiple contract amendments containing additional funding were received from the state's distribution in the prior year of American Rescue Plan Act (ARPA) funding, and we were finally just able to reconcile this information and determine that we had been under accruing revenue.
- Through eight months of FY22 an operating *loss* of approximately \$604,000 is reflected, about \$113,000 more than the \$491,000 *loss* budgeted for the period. Net non-operating income, however, reflects a notable positive margin of \$129,000 compared to the budgeted *loss* of \$78,000. This favorable variance in non-operating activities results largely from the proceeds related to the sale of the Morgan Ave property (previously used Q&I site) received from YHP to support public health's COVID-related activities. As such, on a bottom line basis, net results are actually \$94,000 ahead of budget through either months of the fiscal year. *It was pointed out, however, that our 12-month budget reflects a bottom-line positive amount of \$554,000 while our 8-month budget reflects a negative amount of \$569,000, indicating considerable positive monthly margins are budgeted during the later few months of the fiscal year.*

MOTION

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

VOTED: TO ACCEPT THE APRIL 20, 2022 FINANCE COMMITTEE MEETING NOTES AS PRESENTED

MOTION

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

VOTED: TO ACCEPT THE FEBRUARY 2022 FINANCIAL STATEMENTS AS PRESENTED

PUBLIC HEALTH POLICY DEVELOPMENT COMMITTEE REPORT

Chairman Dorr requested a motion to accept the meeting notes (copy on file) of the April 4, 2022 public health policy development committee meeting that were previously distributed in the April 28, 2022 Board of Health meeting packet.

MOTION

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

VOTED: TO ACCEPT THE MINUTES OF THE APRIL 4, 2022 PUBLIC HEALTH POLICY DEVELOPMENT COMMITTEE MEETING AS PRESENTED

PATIENT SAFETY AND QUALITY COMMITTEE REPORT

Anne Giuliano provided an overview of the April 4, 2022 committee meeting and noted that she would like the committee to begin meeting in person again starting with next month's meeting on Tuesday, May 3, 2022.

Chairman Dorr requested a motion to accept the meeting notes (copy on file) of the April 4, 2022 patient safety and quality committee meeting that were previously distributed in the April 28, 2022 Board of Health meeting packet.

M O T I O N

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

VOTED: TO ACCEPT THE MEETING NOTES OF THE APRIL 4, 2022 PATIENT SAFETY AND QUALITY COMMITTEE MEETING AS PRESENTED.

OLD BUSINESS

Follow-up on marketing discussion of last month: Barbara Schneeman provided follow-up information to last month's marketing discussion and provided an overview of a public relations model that outlines all of the elements necessary to create a strong and effective outreach plan.

NEW BUSINESS

Possible BOH meeting date change to June 30, 2022: Chairman Dorr informed the Board that John Felton will be out of the country on a long-planned vacation from June 15 until June 27 and will not be available to attend the June 23 Board of Health meeting. Chairman Dorr proposed delaying the meeting to the following week, Thursday, June 30, when John is available to attend, and Board members concurred with the proposed date change.

Overview of Population Health Programs:

Melissa Henderson, Public Health Services Director of Health Promotion, provided an overview (presentation on file) of the programs and services offered by the health promotion division of RiverStone Health's public health services department.

Melissa informed the Board that the health promotion division within RiverStone Health's public health services department seeks to develop programs and services intended to promote a healthy and vibrant community. Melissa discussed and provided examples of priority areas, identified as true upstream drivers of a healthy and vibrant community, set by Healthy People 2030, the nation's 10-year plan for addressing our most critical public health priorities and challenges, including Economic Stability, Education Access and Quality, Health Care Access and Quality, Neighborhood and Built Environment, Social and Community Context.

Melissa provided an overview of the various programs and services offered by RiverStone Health's health promotion division that are intended to improve the health and well-being of our community.

ROUNDTABLE DISCUSSION

No roundtable discussion held.

MEETING SCHEDULE

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

MEETING ADJOURNMENT

The April 28, 2022 Board of Health meeting adjourned at 9:01 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\4.28.22