

RiverStone Health
Board of Health Meeting Minutes
September 22, 2022

John Dorr, Chairperson of the Board, Presiding

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

Members Absent: Anne Giuliano; Ryan Nordlund; Lionel Tapia; Casey Wheeler

Staff Present: John Felton, President & CEO/Health 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 September 22, 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 moved to the next item on the meeting agenda.

APPROVAL

August 25, 2022 meeting minutes: Chairperson Dorr requested a motion to approve the **MINUTES** (copy on file) of the August 25, 2022 Board of Health meeting that were previously distributed in the September 22, 2022 Board of Health meeting packet.

M O T I O N

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

VOTED: TO APPROVE THE MINUTES OF THE AUGUST 25, 2022 BOARD OF HEALTH MEETING AS PRESENTED

August 25, 2022 Joint Board meeting minutes: Chairperson Dorr requested a motion to approve the **MINUTES** (copy on file) of the August 25, 2022 Joint Board meeting (Board of Health and RiverStone Health Clinic Board) that were previously distributed in the September 22, 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 MINUTES OF THE AUGUST 25, 2022 JOINT BOARD MEETING AS PRESENTED

September 22, 2022 Consent Agenda: Chairperson Dorr requested a motion to approve the **CONSENT AGENDA** (copy on file) of the September 22, 2022 Board of Health meeting that was distributed electronically the day before the meeting and made available in hard copy form at the September 22, 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 CONSENT AGENDA OF THE SEPTEMBER 22, 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 September 22, 2022 Board of Health meeting packet.

- At the special joint board meeting held August 25, the CHC Board and the Board of Health each unanimously selected Jon Forte as the next CEO of RiverStone Health. Jon accepted an offer and will assume his new role as CEO of RiverStone Health on January 3, 2023. A press release was sent on September 7 to announce his appointment and inform media outlets that he will be available for interviews when he arrives in January 2023. A comprehensive onboarding plan is in the works to more fully introduce Jon to RiverStone Health and the community.
- Recruiting efforts for senior leadership positions, including Executive Director of RiverStone Health Foundation, VP for Clinical Operations (Nancy Taylor retired September 2), are ongoing. The timing of these vacancies is made more challenging by the arrival of a new CEO in early 2023, as we want to allow him some latitude in creating his own structure while still assuring adequate operational leadership resources.
- Yellowstone County is experiencing a decline in the number of new COVID-19 cases. We expect that the pattern of increasing and decreasing disease prevalence will continue over time.

- We continue to closely monitor the transmission of monkey pox across the United States. To date, there have been no confirmed cases in Yellowstone County and only a handful of confirmed cases in Montana. Efforts to inform and educate the public and healthcare providers are ongoing.
- Staff safety has always been a top priority for RiverStone Health. In addition to the increased level of social anxiety and upset that seems to have come out of the pandemic, we are seeing increased crime and violence in our community. We have engaged a consulting firm to complete a comprehensive safety and security assessment of our organization and main campus, including physical security and security of electronic records and transactions.
- The remodel project on the Worden Clinic facility is slowly moving forward, but our initial bid requests exceeded available funding by more than \$100,000. We received approval from HRSA to use the ARPA CHC capital funds to make improvements to the facility but this particular grant will pay nothing if the total cost of the project exceeds \$500,000 so we are trimming the project by removing the parking lot work prior to awarding the contract.
- Rocky Vista University's Medical College of Montana (MCOM), received a positive outcome from their virtual accreditation site visit in March of this year, thus clearing the way for the osteopathic medical school to accept students for admission in 2023. MCOM is in the process of interviewing medical student candidates for their initial class of 86 first-year medical students that will commence next July.
- RiverStone Health was approached by the City of Billings to discuss possible ways to deploy some public safety mill levy funds for public health prevention activities. Eric Owen, Vice President of Public Health Services, and Shannon Hauck, RN Supervisor, Family Health Services, supported by SD2 Superintendent Greg Upham and child psychiatrist Eric Arzubi made an impactful presentation to Billings City Council to explain the Nurse-Family Partnership program as a possible prevention option.

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 September 22, 2022 Board of Health meeting packet.

- Chris Baumert, MD has accepted the position of Clinic Medical Director. Dr. Baumert is currently a full-time faculty member and serves as Assistant Medical Director of Inpatient Medical Services. Dr. Baumert will fully transition to his new role in mid-November.
- The Montana Family Medicine Residency (MFMR) will begin interviewing medical students for its three-year family medicine residency program. In contrast to a pandemic-related period of virtual interviews only, Interviews will be scheduled mostly on-site with the option to conduct some interview sessions virtually. Interviews are slated to begin in early November.
- Staffing challenges have hampered efforts to increase patient encounters and access in the clinic to the point that some provider / patient encounters have had to be cancelled. Several staff members have resigned in the last six months to accept positions in other healthcare facilities that are offering hiring incentives and paying higher wages. Recruiting and hiring efforts to replace those positions have been slow but a move to increase wages has helped to recruit six

medical assistants, several nurses, and some other support staff. These new staff members will start in mid-September. Continued staffing shortages are anticipated until new staff members are fully trained at approximately six weeks after their start date.

EXECUTIVE SESSION

At 7:41 AM, Chairperson Dorr called the Board 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 Stewart Kirkpatrick and Jeana Lervick.

Chairperson Dorr ended the executive session at 7:52 AM and the Board returned to regular session.

CEO CONTRACTS

Ratification of CEO Contract – Jon Forte: Chairperson Dorr asked for a motion to ratify the CEO employment contract that was developed by the Joint Board CEO Search Committee for Jon Forte that was negotiated and signed by both parties.

Brent Cromley made a motion that was seconded by Steve Wahrlich, to ratify the CEO employment contract that was developed by the Joint Board CEO Search Committee for Jon Forte, and signed by both parties. Action on the motion was delayed until Monday, September 26 in order to allow Board members time to review the CEO contract and then vote on the motion via email.

MOTION

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

**Via Email VOTED: TO RATIFY THE CEO EMPLOYMENT CONTRACT
THAT WAS DEVELOPED BY THE JOINT BOARD
CEO SEARCH COMMITTEE FOR JON FORTE, AND
SIGNED BY BOTH PARTIES**

Approval of CEO Contract Modification – John Felton: Chairperson Dorr asked for a motion to approve the modification of John Felton's CEO contract.

MOTION

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

**VOTED: TO APPROVE THE MODIFICATION OF THE CEO CONTRACT
FOR JOHN FELTON**

PUBLIC HEALTH POLICY DEVELOPMENT COMMITTEE REPORT

Chairperson Dorr requested a motion to accept the meeting notes (copy on file) of the September 13, 2022 public health policy development committee meeting, that were previously distributed in the September 22, 2022 Board of Health meeting packet.

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 SEPTEMBER 13, 2022 PUBLIC HEALTH POLICY DEVELOPMENT COMMITTEE MEETING AS PRESENTED

SAFETY AND QUALITY COMMITTEE

Chairperson Dorr requested a motion to accept the meeting notes (copies on file) of the September 13, 2022 safety and quality committee meeting that were previously distributed in the September 22, 2022 Board of Health meeting packet.

M O T I O N

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

VOTED: TO ACCEPT THE MEETING NOTES OF THE SEPTEMBER 13, 2022 SAFETY AND QUALITY COMMITTEE MEETING AS PRESENTED

FINANCE COMMITTEE REPORT

Committee chair Jim Harris provided an update and discussed highlights of the September 21, 2022 finance committee meeting, the April 2022 financial statements, and the May 2022 financial statements (copies on file) that were distributed electronically the day before the meeting and made available in hard copy at the September 22, 2022 Board of Health meeting.

Committee Chair Jim Harris informed the Board that the committee listened to a presentation made by a representative of Communication & Management Services, LLC (CMS), the consulting firm retained by RiverStone Health's Human Resources department to perform an external classification and compensation analysis, and help redesign the current HR system configuration. Jim noted that the committee engaged in extensive discussion of the results and resources available to bring all employees up to their target market ratio (TMR), or at the very least, bring all employees who are not currently at their minimum market wage up to the minimum wage level. The committee agreed that with the limited resources available, a total of up to \$500,000 should be directed first to move all employees at least to their new range minimum and then increase employees in grades 1 – 9 as close to their target market ratio as possible. Board members discussed the options and cost of doing so and concurred with the finance committee's recommendation.

M O T I O N

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

VOTED: TO APPROVE SPENDING UP TO AN ADDITIONAL \$500,000 TO INCREASE WAGES OF ALL STAFF TO AT LEAST TO THEIR NEW RANGE MINIMUM AND THEN INCREASE EMPLOYEES IN GRADE 1 – 9 TO AS CLOSE TO THEIR TARGET MARKET RATIO AS POSSIBLE

Chairperson Dorr requested motions to accept the September 20, 2022 finance committee meeting notes, the April 2022 and May 2022, financial statements

M O T I O N

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

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

M O T I O N

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

VOTED: TO ACCEPT THE APRIL 2022 FINANCIAL STATEMENTS AS PRESENTED

M O T I O N

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

VOTED: TO ACCEPT THE MAY 2022 FINANCIAL STATEMENTS AS PRESENTED

OLD BUSINESS

No old business discussion held.

NEW BUSINESS

Overview of Leadership RiverStone Program: Judy Stewart, Vice President of Culture and Innovation, provided an overview (presentation on file) of RiverStone Health's Leadership RiverStone Program.

Judy reported that LeaderShip RiverStone started in 2010 and has provided advanced leadership training to 53 employees from all across the organization. The nine-month program is designed for RiverStone Health employees interested in pursuing official leadership roles within the organization. Judy noted that the program has evolved from a focus of creating leaders at all levels within the

organization to a focus on succession planning that offers participants the opportunity to learn from, and interact with, strong organizational, community, and regional leaders. Participants receive guidance and support to apply those concepts to strengthen their leadership skills & abilities.

The Leadership RiverStone framework includes five areas of concentration: Inspire, Connect, Innovate, Enjoy, and Problem Solve. The curriculum is designed to strengthen participants' skills and abilities in all five areas through presentations and facilitated discussions on how to apply the information to real-life scenarios through the lens of Arbinger, DiSC, JEDI, and Lean Six Sigma.

Judy reported that eligibility requires applicants to be in good standing (no current corrective action plans or performance improvement plans) and have participated in ROCT orientation prior to September 1, 2022 and received DiSC, Arbinger, and White Belt training. Applications are reviewed by Senior Leadership and the class is defined, with an emphasis on creating a diverse class.

The Program culminates in a team project that must be compatible with RiverStone Health's mission, vision, and values and must be "doable" (e.g. people and financial resources). The Leadership RiverStone Class of 2023 will present their team project to the Board of Health in May 2023.

MEETING SCHEDULE

The next regularly scheduled meeting will be Thursday, October 27, 2022, beginning at 7:00 AM in the first floor conference center of the Lil Anderson Center.

MEETING ADJOURNMENT

The September 22, 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\9.22.22