

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on January 19th, 2017 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, <i>Vice Chairperson</i>	Jenny Peters, <i>Secretary/Treasurer</i>
Tom Bennett, <i>Trustee</i>	Katie Rein, <i>Trustee</i>
Don Amundson, <i>Trustee</i>	

EXCUSED MEMBERS:

June Voldseth, *Chairperson*.

OTHERS PRESENT:

Vern Carda, <i>Billings Clinic</i>	Allison Fenley, <i>DON</i>
Kyle Gee, <i>Billings Clinic</i>	Peggy Hiner, <i>HR Director</i>
Brad Howell, <i>CEO</i>	Jane Moe, <i>Foundation Director</i>
Clint Seger, <i>MD, Billings Clinic</i>	Becky Sturdevant, <i>FNP</i>
Kayla Tellock, <i>Executive Secretary</i>	

WELCOME AND INTRODUCTION

Ms. Peters called the meeting to order at 6:04 pm.

DECEMBER MINUTES

The December Board Minutes were presented. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Rein the December Board Minutes were adopted as presented.*

CONSENT AGENDA

- a. CEO Report, COS Report, DON Report, Clinic Report, Operational/Foundation/Marketing Report and HR Report. *The motion was made by Ms. Rein and seconded by Mr. Amundson to accept the December consent agenda.*

REGULAR AGENDA

II. Information Report to Board

- a. First 120 Days Studer Presentation
 - i. Presentation link was sent to Board Members to watch at home.
 - ii. Mr. Howell discussed the Studer Leaders who will be guiding us. Studer has asked where we are with our strategic planning to help keep us on track and meet our goals. They would like to get a feel of where we are at this time, so they will be sending us a survey to take. After the survey is complete there will be a goal setting session. For the goal setting session we will get both facilities together; probably meeting up in Ryegate.
 - iii. The Board had asked if there will be feedback from staff later in the future to see how they feel things are going. Mr. Howell said there is an employee engagement tool that Studer will use for feedback.

III. Financials

a. December Financials

- i. For December, we posted a profit of \$45,000. This was favorable to budget by \$64,000. Total Operating Revenues were positive against budget by \$163,000.
- ii. Our Operating Expenses were unfavorable to budget by \$126,000. Unfavorable results were: Salaries due to legal settlement. Professional Fee expenses were unfavorable to budget by \$21,000 due to traveling staff. Supply Expenses were unfavorable to budget by \$12,000 due to flooring being replaced. Other expenses were unfavorable to budget by \$30,000 due to traveling staff housing and CT rental.
- iii. Year to date, through 12 months; we have a loss of \$249,000. This loss is unfavorable to budget by \$158k. Total Operating Revenues are positive against budget by \$239k (4%). Our inpatient volumes (mostly due to lower nursing home census earlier in the year) were lower than budget by \$51,000 (1.6%), but outpatient is better than budget by \$448,000 (19.5%), and clinic revenues are unfavorable to budget by \$173k (16.1%).
- iv. Year to date, Total Expenses are unfavorable to budget by \$375,000 (5.8%). Most of the expense variances is due to Other Professional Fees for traveling Staff, Supplies due to increasing drug costs, and the CT rental.
- v. On a positive note; year-over-year we \$234k as a result of Operating Revenues increasing \$526k (9.7%), though Expenses increased \$750k (12.2%)
- vi. Balance Sheet, we ended the month with \$265,000 in Cash and short term deposits. Cash decreased by \$68,000 from the prior month resulting in 15 days of cash on hand. The decrease of cash was a result of slower collections from insurances during the holidays. Year-over-year cash decreased by \$37,000.
- vii. We have \$2.1m in Restricted Funds, and \$1,080,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$571,000 and is 32 days outstanding which is a good level to maintain, though we seem to be getting behind with some vendors.
- viii. We are expecting an additional hit to cash for the estimated Cost Report payable of \$75k.
- ix. Accounts Receivable days ended the month at 69; this was a 9 day increase from the prior month balance of 60 days. We are seeing an improvement to this indicator in January.
- x. Other Activities:
- xi. We finished working with department managers on their annual fiscal year 2017 budgets. Budget was presented at the finance committee for their approval.
- xii. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson the December Financial Statements were approved as presented.*

b. Fiscal Year 2017 Budget

- i. Mr. Gee walked through the 2017 budget with the Financial Committee before the Board meeting and asked if there were any questions.
 1. Mr. Amundson asked if we were still interested in putting houses on the empty lot. Ms. Moe and Ms. Hiner discussed the housing situation. The Board would like to discuss housing at the next Board meeting.
 2. On the wish list there is a request for a used maintenance truck. It was suggested to contact the ranchers in the community would donate a truck to the facility.
- ii. *The motion was made by Mr. Amundson and seconded by Mr. Bennett to accept the Fiscal Year 2017 Budget.*

IV. Discussion Topics

a. Policy and Procedure Review

- i. Ms. Tellock reviewed the fourth quarter of 2016 Policy and Procedure report with the Board. Due to the new system upload, Compliance 360, the policies listed in the report have already

been approved by the Board during the November and December meetings. The first quart of 2017 will included any new policies, revisions, or changes.

ii. Questions were asked about DOT physicals policy and procedure. After discussion it was decided to have an education article in the paper for the community.

b. Rural Health Clinic Advisory Group Policy

i. Ms. Tellock informed the Board that Ms. Holiway was wondering if they would like to be a part of the advisory group or if they would like a community member. The RHC advisory group would only be once a year. The Board would like to be a part of it and Ms. Peters will attend the meeting.

c. Strategic Planning

i. Mr. Howell informed the Board that Ms. Dale announced her retirement. This has set us back a little bit, but we have requested more quotes from the leasing company per Billings Clinic recommendation.

d. State Survey

i. WMH was resurveyed for the Life Safety. There were some issues the surveyor saw and Ms. Moe was able to fix them on the spot without getting any further citations. Mr. Moe was thanked for her hard work.

e. Studer Group

i. Discussed earlier under Board Education.

f. Billings Clinic IT Cerner Issue

i. Dr. Seger discussed what he knew about the Cerner issues, but didn't know all the details. The Billings Clinic IT team does a plan started, but with some of the new things that will be rolled out for next year they are working on reporting system with all the facilities that will be easier to maintain with meaningful use and PQRS. The Board would like to hear a quarterly report from Billings Clinic on the status.

g. Pharmacy Cabinet

i. This will probably be Ms. Moe's last time talking about the Pharmacy Cabinet from this point will be under Ms. Fenley's care. Ms. Moe informed the Board that the pharmacy cabinet transition will take five to six months.

h. Legislative Update

i. Mr. Howell discussed upcoming bills for Medicaid. The Department of Public Health and Human Services budget could impact us, because they are looking at cutting a few programs. There are bills out there for nurses. The bill will allow nurses to file assault charges on a patient. At this time nurses are unable to do this and it is just considered a job hazard.

i. US Bank Signature Cards

i. Everything has been received by the US Bank. US Bank has been working on end of year things so it may take a while before everything is switched over.

V. Other Topics

a. Credentialing

i. Ms. Tellock presented radiologist, Jason Akrami, to be credentialed. *Upon motion that was duly made Mr. Bennett and seconded by Ms. Peters the radiologist were approved as presented.*

b. Committees

- i. Finance Committee – Jenny Peters, Tom Bennett, and Don Amundson
- ii. Recruitment Committee – June Voldseth and Katie Rein
- iii. Med-Staff – Don Amundson
- c. The letter to remove the tree has been received and a copy will be sent to Tom Bennett.

VI. Announcements

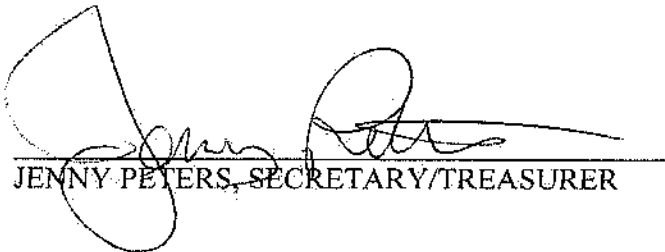
- a. Next WMH Board meeting will be held on February 16th, 2017. Executive session at 5:00 PM and Regular Meeting at 5:45 PM in the HEC room.
- b. Next Med-Staff meeting will be held on February 8th, 2017 in the HEC room.
- c. Next Provider/Med-Staff meeting will be held on March 28th, 2017 at 5:00 PM in the HEC room.

VII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:35 pm.

VIII. Executive Session

- a. The executive session began at 7:35 pm.


JENNY PETERS, SECRETARY/TREASURER