

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on February 16th, 2017 in the Health Education Center.

MEMBERS PRESENT:

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

EXCUSED MEMBERS:

Tom Bennett, *Trustee*

OTHERS PRESENT:

Tina Barnhart, <i>Admin Assistant</i>	Kary Engle, <i>PA-C</i>
Allison Fenley, <i>DON</i>	Peggy Hiner, <i>HR Director</i>
Gia Holiway, <i>Clinic Director</i>	Brad Howell, <i>CEO</i>
Kathy Jutila, <i>MD, COS</i>	Michelle Lawson, <i>CSR Manager</i>
Jane Moe, <i>Foundation Director</i>	Becky Sturdevant, <i>FNP</i>

EXECUTIVE SESSION

The executive session began at 5:00 pm.

WELCOME AND INTRODUCTION

Ms. Voldseth called the meeting to order at 6:35 pm.

JANUARY MINUTES

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

CONSENT AGENDA

- a. CEO Report, COS Report, DON Report, Operational/Foundation/Marketing Report and HR Report.
- b. Clinic Report— Ms. Holiway recognized the Clinic staff on a job well done for the month January. The clinic saw 377 patients for January. This is the most patients seen in the clinic since 2010.

REGULAR AGENDA

II. Information Report to Board

- a. CSR
 - i. Ms. Lawson presented a brief description of what she does in Central Supply and Receiving department (CSR). Ms. Lawson's duties included stocking, ordering, and receiving supplies for the Clinic and the Hospital. Ms. Voldseth asked if WMH is getting better prices for supplies, since we started working with Billings Clinic. Ms. Lawson has noticed a lot of prices jumping.

III. Financials

- a. January Financials
 - i. For January, we posted a profit of \$95,541. This was favorable to budget by \$85,000. Total Operating Revenues were positive against budget by \$112,000.
 - ii. Our Operating Expenses were favorable to budget by \$7,600. Supplies expenses were unfavorable to budget by \$8,000 due to increased revenues and services. Utilities expenses were \$7,000 unfavorable to budget due mainly to internet fees as well as natural gas expenses being more than expected. These were offset by benefit expenses and repairs and maintenance expenses that were favorable to budget by \$9,600 and \$4,700, respectively. Other expenses were favorable to budget by \$3,000 due to bank fees, postage costs, and fund raising expenses all being less than budgeted.
 - iii. Year to date: January is the first month of the new fiscal year so the year to date information is the same as the January results already reviewed.
 - iv. Balance Sheet, we ended the month with almost \$348,000 in Cash. Cash increased by \$82,000 from the prior month resulting in 20 days of cash on hand. The increase of cash was a result of better cash collections from insurances.
 - v. We have \$2.2m in Restricted Funds, and \$1,170,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$600,000, resulting in 35 days outstanding payables, which are just a couple days higher than the 30 days we want to maintain.
 - vi. Accounts Receivable days ended the month at 66; this was a 3 day decrease from the prior month balance of 69 days.
 - vii. Mr. Miller requested information on the damage claim on the Travelers House. Ms. Moe explained the sewage issue at the Travelers House. The insurance paid \$4,822 for the cleanup and repairs.
 - viii. Mr. Amundson recommended to the Board that WMH build eight efficiency apartments or check into the Armory to provide housing for the traveling nursing staff. Ms. Voldseth requested for Mr. Howell to get quotes for the eight efficiency apartments and the armory.
 - ix. *Upon motion that was duly made by Ms. Peters and seconded by Mr. Amundson the January Financial Statements were approved as presented.*

IV. Discussion Topics

- a. Strategic Planning: CT
 - i. Mr. Howell is continuing to work with the vendor for a new CT scanner.
- b. Studer Group
 - i. The Studer Group survey has been send out to the department heads and is due next week.
- c. MHA Winter Meeting
 - i. Mr. Howell discussed the quality initiatives that were presented at the winter meeting. The initiative's discussed were "P in Performance", HIMM, and MIPS.
- d. MHN Update
 - i. Mr. Howell informed the Board of the several house bills that could affect the hospital. Mr. Howell has been encouraging everyone to contact their senator and representative to voice their opinions on the house bills and the negative impact the bills will have on Wheatland Memorial Healthcare.
- e. Pharmacy Cabinet
 - i. Ms. Fenley announced the time line for the Pharmacy Cabinet starting with the go live date around the end of June or the first week of July. The pharmacy cabinet is being built for us and will be brought to us when it is finished. Ms. Fenley will be working with the pharmacist

and the providers on the formulary to make sure everything is entered correctly. There will be a half a day down time for the cabinet to be installed and the interface with Billings Clinic to go through.

- f. LTC Module
 - i. Ms. Moe has requested a updated quote for the LTC module. The quote she received in 2015 was for \$155,000. Once the updated quote is received she will share it with everyone. Ms. Moe hopes to receive the quote soon, so it can be put on the grant request that is due March 31st.
 - ii. Ms. Moe will also add a new Gurney with a scale for the ER to the grant request.
- g. Quality Reports
 - i. Mr. Howell Stated the Board should start receiving Infection control, UR Committee, and Pharmacy reports monthly.
- h. Plaques
 - i. Mr. Howell presented appreciation plaques for Mr. Miller, Ms. Voldseth, and Mr. Amundson for their service during the year 2015 and 2016.
- i. US Bank Signature Cards
 - i. Ms. Hiner presented the US signature cards to the Board to have signed by the CEO and Officers.

V. Other Topics

- a. Thank You Cards
 - i. Ms. Moe presented thank you cards for the Board to sign for the donations made to the resident bathroom remodels.
- b. Mr. Miller had requested the status of the tree issue. The letter has been received with permission to remove the tree. Work to remove the tree will begin when weather permits.

VI. Announcements

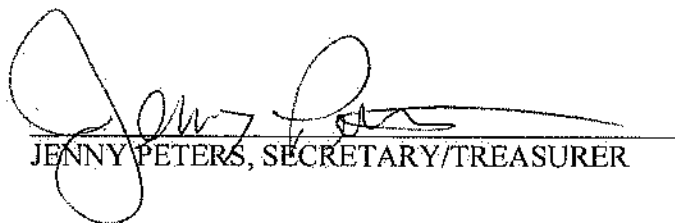
- a. Next Med-Staff meeting will be held on March 14th, 2017 in the HEC room.
- b. Next WMH Board meeting will be held on March 16th, 2017. Executive session at 5:00 PM and Regular Meeting at 5:45 PM in the HEC room.
- c. Next Provider/Board meeting will be held on March 28th, 2017 at 5:00 PM in the 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 resumed at 7:35 pm and ended at 8:30 pm.



JENNY PETERS, SECRETARY/TREASURER