

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on March 16<sup>th</sup>, 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>	Tom Bennett, <i>Trustee</i>

**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>
Kayla Tellock, <i>Executive Secretary</i>	

**EXECUTIVE SESSION**

The executive session began at 5:00 pm.

**WELCOME AND INTRODUCTION**

Ms. Voldseth called the meeting to order at 5:47 pm.

**FEBRUARY MINUTES**

The February Board Minutes were presented. *Upon motion that was duly made by Mr. Miller and seconded by Mr. Amundson the February Board Minutes were adopted as presented.*

**CONSENT AGENDA**

- a. CEO Report, COS Report, DON Report, Operational/Foundation/Marketing Report, Clinic Report and HR Report.
  - i. The legislature put the \$34 Million cut was added back to the budget for Medicaid patients. They have 90 days to make a decision.
  - ii. The Board is happy to see a rise in the clinic numbers and thanked Dr. Jutila for contacting Ms. Lori Adams.
- b. *Upon motion that was duly made by Mr. Miller and seconded by Mr. Amundson the February Consent Agenda were approved as presented.*

**REGULAR AGENDA**

***II. Information Report to Board***

- a. Medical Records
  - i. Ms. Rosenberg introduced herself. She mostly keeps track of all the papers and uploads them into Cerner. Any charts that are requested either are printed from the EMR or scanned from their paper charts; depending on the time period the charts are requested for. Most of the charts go back to 2002 on paper. We are currently working on a document retention policy.

Ms. Rosenberg has been working on centralizing all paper charts into one location. Right now the charts are in two different places. Soon it will be in one place. Right now the paper charts aren't growing so we are going to be able to fit them into one place. Ms. Rosenberg is also the back up for AP and CSR. The Board thanked Ms. Rosenberg for coming and describing all that she does.

### **III. Financials**

#### **a. February Financials**

- i. For February, we posted a profit of \$69,913. This was favorable to budget by \$82,000. Total Operating Revenues were positive against budget by \$1,000.
- ii. Our Operating Expenses were favorable to budget by \$10,300. Professional fees were unfavorable to budget by \$29,700 due to traveling CNAs, extra costs in radiology, administration, and legal fees. Repairs and maintenance expenses were \$7,800 unfavorable to budget due mainly to traveling house repairs that were not budgeted and IT maintenance being more than budget. These were offset by salary expenses and supplies expenses that were favorable to budget by \$35,700 and \$5,900, respectively. Salaries were favorable due to an accrual correction that occurred in the current month.
- iii. Year to date: we posted a profit of \$121,782. This was favorable to budget by almost \$106,000. Total Operating Revenues were positive against budget by almost \$114,000.
- iv. Our Operating Expenses were unfavorable to budget by almost \$38,000. Professional fees were unfavorable to budget by \$35,700 due to traveling CNAs, radiology fees, ER fees, accounting fees, administration fees and legal fees all being over budget. Supplies expense was unfavorable to budget by \$22,700 due to the increased volumes and revenues being more than budget. These were offset some by salaries being \$14,800 favorable to budget.
- v. Balance Sheet, we ended the month with just over \$614,000 in Cash. Due to much higher than average cash collections for the month, cash increased by \$261,000 from the prior month resulting in 34 days of cash on hand.
- vi. We have \$2.2m in Restricted Funds, and \$943,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$675,000, resulting in 38 days outstanding payables which are just a couple days higher than the 30 days we want to maintain.
- vii. Accounts Receivable days ended the month at 49; this was a 17 day decrease from the prior month balance of 66 days.
- viii. Other items:
  1. Audit scheduled for week of April 10th – we are working on getting things to auditors before their deadline of March 27th.
  2. Cost report – our analysis shows we may have a slight payable this year end. We have about a \$30K liability recorded at year end for this possibility.
  3. Raises of 2% will be implemented next pay period.
- ix. *Upon motion that was duly made by Mr. Bennet and seconded by Ms. Peters the February Financial Statements were approved as presented.*

### **IV. Discussion Topics**

#### **a. Capital List**

- i. The federal government has a new process and is enforcing facilities to put Digital Radiographic (DR) in. Mr. Howell discussed the difference between a Cassette Radiographic (CR) and DR. The DR eliminates the processor step and is more efficient. The imaging from the DR is clearer than a CR. We would like to get two one for adults and one for pediatric.

The overall cost for the DR's is \$89,000. *Upon motion that was duly made by the Board of Trustees the purchase of the DR was approved.*

b. Strategic Planning: CT

- i. Mr. Howell met with the Medical Staff with quotes. The recommendation was to go with the 32-Slice CT scanner. Mr. Gee has asked for a flat rate lease. Dr. Jutila said this is a big value to the hospital right now since we don't have an ultrasound working at the moment. We don't want to get a new ultrasound until we hire someone to run it. Dr. Jutila informed the Board that we do have a PADnet and a portable ultrasound in the ER.

c. Studer Group

- i. There have been various focus group meetings with employees. Studer Group is trying to get a picture of what our facility is like. On April 4<sup>th</sup>, 2017 they will bring their conclusion to the Leadership team and start setting expectations and changes to make. After that there will be training for Department Heads about different tools they can use. So far Studer has not been on-site, but should start coming on-site at least once a month.

d. Pharmacy Cabinet

- i. Ms. Hansen is now the Informaticist, but is helping IT with the go-live for the Pharmacy Cabinet. Go-live is set approximately for June 20<sup>th</sup> through the June 29<sup>th</sup>. Ms. Fenley and Ms. Hansen have a lot of work to do before the go-live. There are a lot of new advantages with this system. We will be able to charge for prescription fills. When Remedies isn't open we would have to send patients home with a prescription that would get them by till it was open. With the old system we were unable to make charges for those fills. WMH will have tech support here for 7 to 10 days during the go-live. This was included in the quote.

e. Provider Update

- i. Ms. Adams has been working on getting her Montana Licenses. Katie Kelly is going to do locums work for us in the meantime. Ms. Adams is hoping to be here the earliest by June 10<sup>th</sup> or the latest by July 1<sup>st</sup>.

f. Travelers Housing

- i. The Board had requested Brad to look into the Armory at the last meeting as a possible option for housing. It's a nice building, but structurally it doesn't look like the best fit for our needs. The price for the Armory is \$375,000 and to remodel we would need to ask for a much larger loan. The Armory could be used for other services instead of housing. The Board discussed various expansion options for the future of Wheatland Memorial Healthcare. In conclusion, Mr. Howell will be gathering quotes for a Master Planner to come in to do an analysis on our facility, community, and demographics.

**V. Other Topics**

- a. The tree will be coming down soon and then when the weather is nice the stump will be removed. Wheatland County has a plan set in place for the removal.
- b. WMH has been working with Lewistown to do sleep studies here. They will be sending us more info. The sleep lab failed last time because we didn't have a doctor to run it anymore. We did sell the bed we had for it, but getting a new one doesn't have to be as expensive as the one before. The room is already hooked up for the sleep studies. The facility would charge for the examinations and a portion would go to them. We will be able to get more sleep studies because they get to stay home instead of going to Billings for it. Mr. Howell also discussed, the new

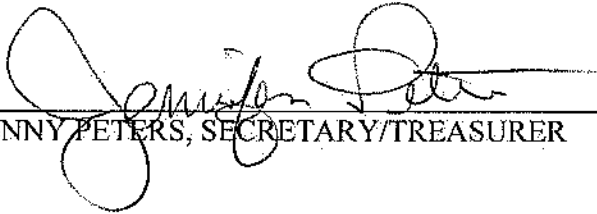
options we have for Post-Op patients to be sent back to us. There should be room in the clinic for this.

**VI. Announcements**

- a. Next Med-Staff meeting will be held on April 11<sup>th</sup>, 2017 in the HEC room.
- b. Next WMH Board meeting will be held on April 20<sup>th</sup>, 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 28<sup>th</sup>, 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 7:05 pm.



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JENNY PETERS, SECRETARY/TREASURER