

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on March 17, 2015 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, <i>Chairman</i>	Jenny Peters, <i>Trustee</i>
Don Amundson, <i>Secretary/Treasurer</i>	Tom Bennett, <i>Trustee</i>
Sarah Mauws, <i>Trustee</i>	

EXCUSED MEMBERS:

June Voldseth, *Vice Chairman*

OTHERS PRESENT:

Peggy Hiner, <i>HR Director</i>	Taylor Lies, <i>PA-C</i>
Gia Holiway, <i>Clinic Director</i>	Shay Hamilton, <i>Interim DON</i>
Kayla Tellock, <i>Executive Secretary</i>	Brad Howell, <i>CEO</i>
Kyle Gee, <i>Billings Clinic</i>	

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:08 pm.

NOVEMBER MINUTES

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

REGULAR AGENDA

I. Information Report to Board: X-Ray & Lab

- a. Ms. Dale discussed the services Wheatland Memorial Healthcare's Radiology and Lab provide. Ms. Dale took the Board on a tour through the Radiology and Lab department.

II. Management Reports to the Board

- a. CEO Report
 - i. It's that time of the year for the political action committee teams start to send out pamphlets and surveys to everyone to raise money for Montana Healthcare Association. Mr. Howell passed out the Montana Hospital Association Political Action Committee (MHA PAC) to the Board members. MHA PAC is to help elect and support candidates who understand the key issues facing Montana hospitals and health care facilities.
- b. DON Report
 - i. Ms. Hamilton reviewed the DON report statistics. April's CNA scheduling is looking better should only need a few travelers. The grant for a new med-cabinet is still being worked on.

- ii. Restorative care hasn't been done correctly and not all knows what qualifies as restorative care. We have decided to take the program apart and start over fresh. Now we are almost done rebuilding the restorative care.
- c. Clinic Report
 - i. Ms. Holiway apologized for not being able to get a report in for this month. The clinic has been short a nurse due to illnesses, so I have been clinical for the past week. Meaningful Use was submitted and everything came back great now we are submitting the claims to CMS. The clinic now has two RN positions open.
- d. HR Report
 - i. Ms. Hiner reported the positions open at WMH. Ms. Hiner will be attending the Career Fair tomorrow and will hopefully have interested people.

III. February Financials

- a. For February, we posted a loss of \$46,000. This was unfavorable to budget by \$26,000. Revenues were positive against budget by \$1,300, but contractual and bad debts were unfavorable by 41,000.
- b. Our Operating Expenses were unfavorable to budget by \$2,600. Other Professional Expenses were unfavorable by \$10k. We continue to be short handed in CNAs. Supply costs were unfavorable by \$10k due to pharmacy drug costs.
- c. Year to date, through 2 months; we have a loss of \$107,000. This loss was unfavorable to budget by \$68k. This is caused by lower inpatient volumes resulting in \$49,000 unfavorable variance, higher contractual, bad debt and charity is unfavorable by \$15,000. Other Operating Revenues are unfavorable to budget based upon timing of when we are receiving the telecom grant funds. Total Expenses are favorable to budget by \$45,000.
- d. We ended the month with \$160,000 in Cash reserves. Cash decreased by \$56,000 from the prior month balance, and decreased \$80k from this time last year.
- e. We have almost \$2.0m in Restricted Funds, and \$1,012,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$274,000, an increase of \$75,000 from last month.
- f. Accounts Receivable days ended the month at 74; an increase of 4 days from last month where we were at 70 days.

IV. Old Business

- a. eEmergency
 - i. Wheatland Memorial Healthcare received an electronic payment this month in the amount of \$218,067. There will be two more electronic payments after this one. On March 14th, the Avera Care Team will start the implementation process for the eEmergency.
- b. Bathroom Tile
 - i. The bathroom tiles have all been installed and the bathrooms look great.
- c. Meaningful Use Update
 - i. Mr. Howell would like to thank Ms. Holiway for all the hard work she put in to submit WMH Meaningful Use, it was much appreciated.

d. Strategic Planning

- i. Mr. Howell has asked Billings Clinic but has had no response yet. Associated Employers is looking like the option we will need to go with. Strategic Planning day is still set for May 5th. Mr. Howell asked for permission to move forward with Associated Employers to facilitate the Strategic Planning. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters, Associated Employers were approved for the Strategic Planning Session.*

V. New Business

- a. Charles M. Bair Memorial Trust & Bair Family Trust
 - i. The funds will be used for a Lab Grade Fridge and Freezer, Housekeeping Equipment, and new IV Pumps for patient care.
- b. Provider/Board Meetings
 - i. Mr. Howell asked the Board if they would like to change the Board/Provider meetings to quarterly meetings, instead of monthly meetings. The Board agreed to have the Board/Provider meetings quarterly.
- c. Dr. Jutila's Schedule
 - i. Starting June 1st, 2016, Dr. Jutila will be cutting her days down to one day a week instead of three days. There will be changes to her contract to reflect the new changes.

VI. Announcements

- a. Next Board meeting will be held on April 21, 2016 at 5:00 PM in the HEC room.

VII. Executive Session

- a. The executive session began at 6:12 pm.

VIII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 6:33 pm.



DON AMUNDSON, SECRETARY/TREASURER