

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on May 18th, 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>	Allison Fenley, <i>DON</i>
Peggy Hiner, <i>HR Director</i>	Gia Holiway, <i>Clinic Director</i>
Brad Howell, <i>CEO</i>	Jane Moe, <i>Foundation Director</i>
Dr. Seger, <i>Billings Clinic</i>	Vern Carda, <i>Billings Clinic</i>

EXECUTIVE SESSION

The executive session began at 4:00 pm.

WELCOME AND INTRODUCTION

Ms. Voldseth called the meeting to order at 5:57 pm.

APRIL MINUTES

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

CONSENT AGENDA

- a. CEO Report, COS Report, DON Report, Operational/Foundation/Marketing Report, Clinic Report and HR Report.
- i. Ms. Rein asked why there was such a large fluctuation from March to April on the UR dashboard.
 1. Mrs. Holiway explained this was an error and should not be \$0.00 but closer to \$11,000.00.
 2. Mrs. Holiway explained the UR Committee was set up as a response to the state survey. This committee focuses on utilization review and trends.
 3. Mrs. Holiway stated this is a great communication tool for providers for items like delinquent charts.
- ii. Mr. Carda explained to the board that it is not unusual to have large fluctuations in dollars waiting for information.
 - b. *Upon motion that was duly made by Ms. Rein and seconded by Mrs. Peters the April Consent Agenda was approved as presented.*

REGULAR AGENDA

II. Information Report to Board

- a. CEO

- i. Mr. Howell recognized Mr. Miller and Mr. Amundson for participating in the MHA PAC.
- ii. Mr. Howell presented Mr. Miller and Mr. Amundson with a pin for their service and thanked them for their service the last year.
- iii. Mr. Howell explained the purpose of the PAC.
 1. The PAC supports political candidates for the Montana Legislature and statewide offices that are willing to protect public policies that preserve vital healthcare services.
 2. The PAC assists in advocating for critical healthcare issues on behalf of Montana healthcare providers and the patients they serve.
 3. The PAC maintains a unified political voice for all Montana healthcare providers.
- iv. Mr. Howell encouraged the board to donate to the MHA PAC.

III. Financials

- a. April Financials
 - i. We posted a loss of \$17,385. This was unfavorable to budget by \$25,000. Total Operating Revenues were negative against budget by \$3,000.
 - ii. Our Operating Expenses were favorable to budget by \$3,000. Professional fees were unfavorable to the budget by \$27,000 due to traveling CNAs, radiology fees, ER fees, accounting fees, administration fees, and legal fees all being over budget. Salary expenses were \$7,800 unfavorable to budget due mainly to the radiology department. These expenses were offset some by the clinic and IT departments. These were offset by benefit expenses that were favorable to budget by \$15,300. Benefits were favorable due to timing of Health Insurance invoices.
- b. Year to date
 - i. We posted a profit of \$212,823. This was favorable to budget by \$180,900. Total Operating Revenues were favorable against budget by \$158,300.
 - ii. Our Operating Expenses were unfavorable to budget by almost \$27,000. Professional fees have been unfavorable to budget by \$23,000 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 \$26,800 due to the increased volumes and revenues being more than budget. Salary expenses were \$20,400 unfavorable to budget due primarily to clinic, lab, and radiology departments.
- c. Balance Sheet
 - i. We ended the month with just over \$164,000 in cash. Due to expenditures exceeding receipts for the month, cash decrease by \$118,900 from the prior month resulting in 9 days of cash on hand.
 - ii. We have \$2.3m in Restricted Funds. Accounts Receivable days ended the month at 63 days this was an eight day increase from the prior month balance of 55 days. Our vendor payables balance was \$493,000, or 28 days outstanding payables which is real close to the 30 days we want to maintain.
 - iii. Concentrated effort to reduce long term debts with US Bank and Citizens Bank.
- d. Other items:
 - i. Auditors are working on the audit this week. They will be on site May 18th and 19th.
 - ii. Cost report – we have sent all the required information to the cost report preparer and should have a draft any day.
 - iii. Price increases of 3% will be implemented June 1st. The decision was made to split the 6% price increase. There was a 3% increase in January and 3% June 1st.

- e. *Upon motion that was duly made by Mr. Amundson and seconded by Mrs. Peters the April Financial Statements were approved as presented.*

IV. Discussion Topics

a. Strategic Planning: CT

- i. Mr. Howell signed the agreement for the 64-slice CT machine this week.
 - 1. The delivery of the new machine is expected to be mid-August.
 - 2. Mr. Howell stated the new machine will fit in the existing building. There could be some modifications made to the building for humidity.
 - 3. Mr. Howell stated Wheatland will not be leasing a new injector but instead they are researching the cost of purchasing the injector. The purchase cost could be much less than the lease.

b. Studer Group

- i. Mr. Howell stated the Leadership team will be attending LDI training on June 21st for 8 AM to 3 PM.
 - 1. Ms. Voldseth would like to be notified of the place of the training.
 - a. Mrs. Moe will inform the board of the location of the training when she finds out.
- ii. Mr. Howell requested Mrs. Hiner's opinion of the LDI training she attended in Roundup.
 - 1. Mrs. Hiner stated the Studer Group did a good job presenting the information.
 - 2. Mrs. Hiner liked that the presenter had connections to Montana.
 - 3. Brad will be in contact with Studer to let them know of his resignation.

c. Physician recruitment

- i. Mr. Howell requested approval from the board to approach Billings Clinic about helping with recruiting a full time physician for Wheatland Memorial.
 - 1. Mr. Howell stated it could be less expensive than any other company to have Billings Clinic help with recruitment of a physician.
 - 2. Mr. Howell stated if the board was interested he would see if Billings Clinic would be interested in recruiting for Wheatland.
 - 3. Dr. Seger will ask the Billings Clinic recruiting board would be interested in recruiting a family medicine provider for Wheatland.
 - 4. Dr. Seger stated Billings Clinic is looking at another recruiting company that specializes in rural healthcare.
 - 5. Dr. Seger will send a letter to the Billings Clinic Credentialing Board to see if they would be interested recruiting for Wheatland Memorial.
 - 6. Dr. Seger stated the process for recruiting a physician could take two to three months.
 - 7. Dr. Seger requested the recruitment process be discussed at the June board meeting when he could have more answers for the board.

d. Pharmacy cabinet

- i. Ms. Fenley stated the pharmacy cabinet will be on site June 6th.
- ii. Ms. Fenley has a conference call May 20th to discuss the formulary.

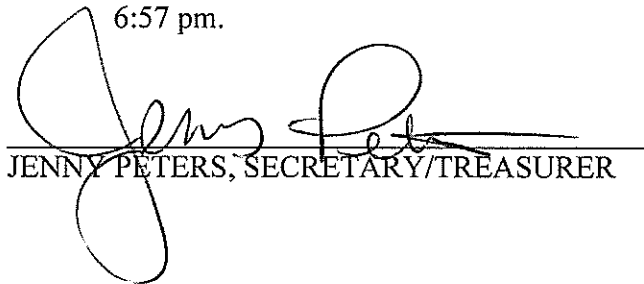
- iii. Ms. Fenley has contacted Billings Clinic to do the maintenance for the pharmacy cabinet interface.
- iv. Ms. Fenley stated the go-live date for the new cabinet is June 25th.
- e. Quality
 - i. Mr. Howell stated Ms. Hansen working extracting data out of Cerner to report to CMC, DPPHS, and the CDC.
 - ii. Dr. Seger stated Quality is a moving target.
 - iii. Dr. Seger stated Billings Clinic IT is moving forward to get all sites on an integrated medical record.
 - iv. Dr. Seger is working on getting the right person in place to lead IT Quality for all sites.
 - v. Dr. Seger stated he is working to figure out exactly what quality measures need to be reported to CMC, DPHHS, and the CDC.
- f. Sleep Lab
 - i. Mrs. Holiway stated the mobile sleep lab is on hold.
 - ii. CMS has new regulations for rural facilities requiring the sleep physician be on site eight hours a month.
 - iii. CMMC is working on ways to help Wheatland Memorial meet the necessary Medicare guidelines.
 - iv. Ms. Holiway stated she was not comfortable moving forward with the mobile sleep lab until all the details involving the new CMC regulations are worked out.
- g. Credentialing Packets
 - i. Mrs. Barnhart presented the Credentialing list for VRAD, for board approval.
 - ii. *Upon motion that was duly made by Mr. Miller and seconded by Mr. Bennett, the VRAD providers are approved for privileges at Wheatland Memorial Healthcare as presented in the Credentialing Packets.*

V. Announcements

- a. Next Med-Staff meeting will be held on June 13th, 2017 in the HEC room.
- b. Next WMH Board meeting will be held on June 15th, 2017 with 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 June 27th, 2017 at 5:00 PM in the HEC room.

VI. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 6:57 pm.



JENNY PETERS, SECRETARY/TREASURER

VRAD PHYSICIAN CREDENTIALING AND PRIVILEGING AGREEMENT

Schedule 1

List of Physicians

Instructions to Hospital:

If this is the first Schedule, all Physicians will be "A," meaning added this Schedule. Please indicate that the Physicians may begin performing Contracted Services for Hospital by signing and dating below, and returning by fax to the fax number below or to the email address of your liaison at Telemedicine Entity. If strike outs are necessary, please make the change and initial it.

If this is a revised Schedule, note any added or removed Physicians and, as applicable, the date when the added Physician(s) may begin providing Contracted Services. Sign and date the form and return it by fax to the fax number below or to the email address of your liaison at Telemedicine Entity. Previously listed Physicians will remain on the Schedule until they are removed.

As indicated, the Schedule should be signed by duly authorized representatives of the medical staff and the governing body. When complete, please sign and fax back both pages to 952-935-2757.

VRPLL has issued privileges to the following Physicians and requests confirmation from Hospital that each Physician has been issued Hospital privileges and is permitted to provide Contracted Services to Hospital. Each Physician's Delineation of Privileges (provided separately) is incorporated herein.

List of Physicians Privileged by VRPLL

Name	(A)Added via this Schedule or (R) Removed via this Schedule	Name	(A)Added via this Schedule or (R) Removed via this Schedule
Akrami, Jason		Alexander, John	
Bitto Jr., Donald		Boden, Thomas	
Bulczak, Dariusz		Burgoyne, Brian	
Callaway, Edward		Casey, Kristin	
Cavazos, Cristina		Cheng, Sam	
Engbretson, Jon		Gbeddy, Elikem	
Greenberg, Harvey		Khatod, Elaine	
Kulkarni, Kedar		McDonnell, Kevin	A
Morais, Joshua		Nicell, Donald	
Paul, Marc		Postal, Eric	
Rethy, Michael		Sobota, Kristi	
Sydow, Gregg		Tobin, Katherine	
Turner, James			

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