

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on June 14<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>	Kyle Gee, <i>Billings Clinic</i>
Vern Carda, <i>Billings Clinic</i>	Allison Fenley, <i>DON</i>
Peggy Hiner, <i>HR Director</i>	Brad Howell, <i>CEO</i>
Jane Moe, <i>Foundation Director</i>	Mary Ruyter, <i>Interim CEO Candidate</i>

**EXECUTIVE SESSION**

*The executive session began at 1:00 pm.*

**WELCOME AND INTRODUCTION**

Ms. Voldseth called the meeting to order at 1:44 pm.

**MAY MINUTES**

The May Board Minutes were presented. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters the May 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. Mr. Howell asked how Ms. Moe was advertising for a contractor for the bathroom remodel.
    1. Ms. Moe put an ad in the state section for bids in the newspaper, she created a flyer insert for the newspaper, and she placed on the different community Facebook pages.
- b. *Upon motion that was duly made by Mr. Miller and seconded by Mr. Bennett the May Consent Agenda was approved as presented.*

**REGULAR AGENDA**

***II. Financials***

- a. May Financials
  - i. For May, we posted a profit of \$27,728. This was favorable to budget by \$19,749. Total Operating Revenues were positive against budget by \$29,992.
  - ii. The Operating Expenses were favorable to budget by \$307. Salary and Benefits were favorable to budget by \$11,000, but Professional Expenses were unfavorable by \$20,000.
  - iii. Year to date: we posted a profit of \$240,542. This was favorable to budget by \$200,000. Total Operating Revenues were favorable against budget by \$188,000.

- iv. The Operating Expenses were unfavorable to budget by almost \$69,000. With the higher revenues we have higher salary, benefits, and supplies. Professional fees have been unfavorable to budget by \$47,000 due to traveling CNAs, radiology fees, ER fees, accounting fees, administration fees and legal fees all being over budget.
- v. Year over Year: we are doing better than last year by \$293,000. This positive variance is due to stronger revenues
- vi. Balance Sheet, we ended the month with just over \$165,000 in Cash. Days of Cash on Hand are 10. Despite good profitability, we continue to struggle with cash flow which is partially due to being behind and trying to catch up with paying down all vendors' past due balances.
- vii. We have \$2.3m in Restricted Funds; increase due to strong stock market performance. Net Patient Accounts Receivables are \$1,184,000 and favorable at 68 days outstanding. Our vendor payables balance was \$575,000, or 33 days outstanding. Concentrated effort to reduce long term debts with US Bank and Citizens Bank.
- viii. Other items: Auditors continue working on finishing the audited financials.
- ix. Cost report – we owe Medicare \$120,000.
- x. US Bank Signature Cards
  - 1. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Rein the motion passed for Mr. Gee to contact US Bank to increase Wheatland Memorial Healthcare's line of credit to pay Medicare \$120,000.00.*
  - 2. *Mr. Gee will send an email to the board notifying them of the decision of US Bank to extend Wheatland Memorial's line of credit by \$120,000.00 to pay Medicare.*
  - 3. *Mr. Gee will discuss keeping a revolving line of credit with US Bank and report to the board at the July meeting.*
- xi. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson the May Financial Statements were approved as presented.*

### **III. Discussion Topics**

- a. Resolving line of credit
  - i. Mr. Gee will investigate the possibility of keeping a revolving line of credit with US Bank and report to the board at the July meeting.
- b. Strategic plan Action Step Updates
  - i. CT Machine
    - 1. Mr. Howell stated there is no delivery date set for the new CT machine.
    - 2. Mr. Howell is working on coordinating a site visit to set up the necessary preliminary work before the machine arrives.
- c. Studer Group
  - i. Mr. Howell announced the Studer LDI meeting will be held on June 21<sup>st</sup>.
    - 1. Ms. Moe stated the meeting will be at the American Lutheran Church Faith Center.
      - a. Ms. Moe stated breakfast will be at 8:30 with the meeting starting at 9:00 a.m. and ending at 3:00p.m.
      - b. Ms. Rein, Ms. Peters, Mr. Miller and Mr. Amundson will be attending the Studer group training.
      - c. Ms. Moe stated there would be sixteen department heads attending the training.

- d. Pharmacy Cabinet Update
  - i. Ms. Fenley announced the pharmacy cabinet arrived last week and is in the pharmacy.
  - ii. Ms. Fenley stated the technician has completed the setup of the network.
  - iii. Ms. Fenley stated Billings Clinic has not completed the interface.
    - 1. Mr. Carda will send a message to the Billings Clinic IT department to check the status of the interface.
    - 2. Ms. Fenley stated the new machine can be used without the interface; there is just more of a chance for error.
    - 3. Ms. Fenley stated the machine arrival and installation is three weeks ahead of schedule.
  - iv. Ms. Moe has received a grant to pay for the implementation of the new cabinet.
- e. CEO update.
  - i. Mr. Carda announced the posting of the Wheatland Memorial CEO position.
    - 1. Mr. Carda would like to set up a meeting with the board to create a list of characteristics the board would like to see in a CEO.
    - 2. Mr. Carda stated the process to recruit and hire a CEO is at least 6 months.
    - 3. Ms. Voldseth asked what time commitment is expected from the board.
      - a. Mr. Carda stated the time board could expect to have about eight hours invested in the CEO hiring process.

**IV. Other Topics**

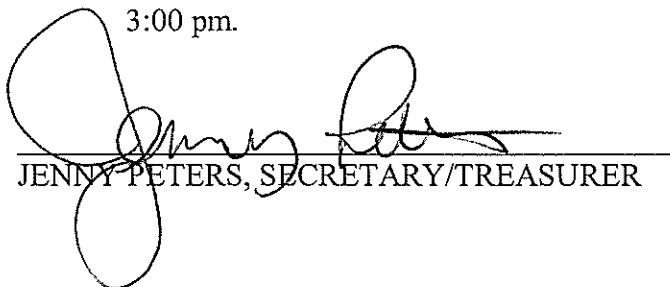
- a. The Board thanked Kyle for his amazing work on the financials of Wheatland Memorial.
- b. Ms. Voldseth asked the board members if the 5:45pm meeting time was working for everyone.
  - i. The majority of the board would like to keep the meetings at 5: 45pm.

**V. Announcements**

- a. Next Med-Staff meeting will be held on July 11<sup>th</sup>, 2017 in the HEC room.
- b. Next WMH Board meeting will be held on July 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 June 27<sup>th</sup>, 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 3:00 pm.



JENNY PETERS, SECRETARY/TREASURER