

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on June 16, 2016 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>
June Voldseth, <i>Vice Chairman</i>	

OTHERS PRESENT:

Allison Fenley, <i>Assistant DON</i>	Shay Hamilton, <i>Interim DON</i>
Peggy Hiner, <i>HR Director</i>	Gia Holiway, <i>Clinic Director</i>
Brad Howell, <i>CEO</i>	Taylor Lies, <i>PA-C</i>
Sarah Mauws, <i>Trauma Coordinator</i>	Clinit Seger, <i>Billings Clinic</i>
Kayla Tellock, <i>Executive Secretary</i>	Kyle Gee, <i>Billings Clinic</i>

GUEST:

Katie Rein, *Community Member*

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:05 pm.

MAY MINUTES

The May Board Minutes were presented and corrections were made. *Upon motion that was duly made by Ms. Voldseth and seconded by Ms. Peters the May Board Minutes were adopted as corrected.*

REGULAR AGENDA

I. Management Reports to the Board

- a. CEO Report
 - i. We have offered the DON position to Tracy Martin. The Board would like an email update if she accepts the position.
 - ii. Mr. Howell explained the Studer Group program to the Board. Studer Group focuses on performance improvements for staff, financials, growth, quality, and customer satisfaction. Livingston just started using it and many other affiliates are also using it.
- b. DON Report
 - i. Ms. Hamilton reported her statistics for the month of May. We currently have three beds open and have put it in the newspaper and Facebook. We have had people call to be put on the waiting list, but no one is actually ready to come in yet.
 - ii. Allison Fenley, Assistant DON, has started and is doing a great job; she will be taking on more things as she gets settled in.
- c. Clinic Report
 - i. Ms. Holiway reported her statistics for the month of May. The clinic is slowly moving its practice up. As of June 1st Dr. Jutila has cut back to only one day per week. The patients

have been taking the change very well and haven't had complaints. Still in search for RN's and currently have two travelers covering for us.

- ii. Our Community Health Worker currently has 31 clients. Ms. Holiway reported a success story for the Board. This program is very important for the clinic.
 - iii. Ms. Tellock has completed her Green Belt Training and now will have to complete her project to become Green Belt Certified in Lean Six Sigma.
 - iv. Asthma Control Program has been awarded to WMH and has received \$2,000. Uncertain of a time frame, but will be meeting with them soon. Mr. Lies will be helping us with getting the program set up and moving forward.
- d. HR Report
- i. WMH has recently filled a lot of positions that we have had open for a while. All we are in need of now is RN's for the hospital and the clinic.

II. Financials

- a. May Financials
- i. For May, we posted a loss of \$108,000. This was unfavorable to budget by \$97,000. Total Operating Revenues were negative against budget by \$83,000. Contractual and bad debts were unfavorable by \$16,000 to budget.
 - ii. Our Operating Expenses were unfavorable to budget by \$42,000. Other Professional Expenses were unfavorable to budget by \$28,000, as well as Supply Expense unfavorable to budget by \$22,000.
 - iii. Year to date, through 5 months; we have a loss of \$52,000. This loss was favorable to budget by \$56k. Our inpatient volumes have been lower than budget by \$138,000 (11%), but outpatient and clinic revenues have been better than budget by \$75,000 (6%). Other Operating Revenues are unfavorable to budget based upon timing of when we are receiving grant funds. Total Expenses are unfavorable to budget by \$36,000 (1%).
 - iv. We ended the month with \$202,000 in Cash Reserves. Cash decreased by \$28,000 from the prior month balance as a result of paying down our vendor payables.
 - v. We have \$2.1m in Restricted Funds, and \$864,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$325,000, a decrease of \$12,000 from last month.
 - vi. Accounts Receivable days ended the month at 69; this was a reduction of 1 day from the prior month balance of 70 days.
 - vii. Other Activities:
 - 1. Business Office continues to work on a new patient statement and improving their processes and cleanup of the revenue cycle.
 - 2. We are evaluating our equipment to determine what might need replacing over the next few years.
 - 3. We have filed for our Meaningful Use reimbursement with Medicare. We anticipate that it will arrive in mid to late July. Those funds will be used to repay the loan for the new system.
 - viii. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Peters the May Financial Statements were approved as presented.*
- b. Audit Update
- i. At the next Board meeting they will present the audit.
- c. Cost Report

- i. Auditors have been working to finish our year-end audit as well as the cost report. We owe Medicare \$173,000 for overpayments in fiscal year 2015. To pay Medicare we will use \$100,000 from the Line of Credit through Citizens Bank and pay \$73,000 from our operating cash. *Upon motion that was duly made by the Board of Trustees, the Line of Credit in the amount of \$100,000 were approved to be used on the Medicare Cost Report.*

III. Discussion Topics

- a. Credentialing for eEmergency
 - i. The following providers for the eEmergency Telemedicine were presented for credentialing:

Katie DeJong, DO	Nathan Johnson, MD
Donald Kosiak, Jr. MD	Matthew Nipe, MD
Kelly Rhone, MD	Andrew Solares, MD
Brian Skow, MD	Vernon Smith, MD
Nicole Stethem, MD	Garrett Taylor, MD
John Travnicsek, MD	Lucas VanOeveren, MD
Collin Vaughn, MD	HeeYoung Wang, MD

Upon motion that was duly made by Mr. Amundson and seconded by Ms. Voldseth, the 14 providers were approved for credentialing at Wheatland Memorial Healthcare for the eEmergency Telemedicine.

- b. Meaningful Use Update
 - i. At this time there is no new information. The second portion that Mr. Gee and Ms. Kloppel are working on will be sent in soon.
- c. Strategic Planning
 - i. Action Steps and Next Action Steps
 - 1. Mr. Howell updated the Board on the status of the action list.
- d. Travelers House
 - i. There has been a high need for traveler housing due to the number of travelers we are currently using. When the traveler houses are full we get the traveler a hotel. We had a price negotiated with the Country Side Inn, but they have to raise their prices. The Board discussed the housing issue and brain stormed solutions to help with the housing.
- e. Community Health Assessment
 - i. Ms. Moe will need a Board of Trustee to be on the steering committee for the Community Health Assessment on June 23rd. Ms. Peters will be able to attend the meeting.
- f. Rural Health Summit
 - i. Mr. Howell discussed the Rural Health Summit. The Summit discussed the nursing shortage across the state and brain stormed solutions that could help bring nurses in. The Summit was very well attended and gave everyone ideas on how to make things better.

IV. Announcements

- a. Next Provider/Board Meeting, June 22nd, 2016 at 4:30 PM in the Clinic Lobby.
- b. Next WMH Board meeting will be held on July 21st, 2016 at 5:00 PM in the HEC room.

V. Executive Session

- a. The executive session began at 6:20 pm.
- b. The Board of Trustees discussed the new applicant for the open position to be a member on the Wheatland Memorial Healthcare Board of Trustees. *Upon motion that was unanimous by the Board of Trustees, Katie Rein was approved to be a member of the Board of Trustees for Wheatland Memorial Healthcare.*

VI. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:06 pm.



DON AMUNDSON, SECRETARY/TREASURER