

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on August 18, 2016 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, <i>Chair</i>	Jenny Peters, <i>Trustee</i>
Don Amundson, <i>Secretary/Treasurer</i>	Tom Bennett, <i>Trustee</i>
June Voldseth, <i>Vice Chair</i>	Katie Rein, <i>Trustee</i>

OTHERS PRESENT:

Vern Carda, <i>Billings Clinic</i>	Allison Fenley, <i>Assistant DON</i>
Kyle Gee, <i>Billings Clinic</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>	Jane Moe, <i>Foundation Director</i>
Kayla Tellock, <i>Executive Secretary</i>	Clinit Seger, <i>Billings Clinic</i>

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:37 pm.

JULY MINUTES

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

REGULAR AGENDA

I. Information Report to Board

- a. Pavement
 - i. The helipad and parking lot had been repaved last week. Everything was communicated very well to the community during the construction. Would like to thank the County Commissioners for making this possible for WMH.

II. Management Reports to the Board

- a. CEO Report
 - i. Mr. Howell discussed that there is still some work to do with teamwork. Ms. Hamilton announced that Tracy Martin is no longer with WMH. Since Ms. Martin was here less than six months, the recruiting company, Ambrose, will be giving us the next recruit for free.
- b. DON Report
 - i. Ms. Hamilton discussed the statistics for the month of July. The Nursing department is now fully staffed with CNA's. Unfortunately we have had to use RN travelers. Ms. Fenley has been doing very well. IV pumps are now all ready to be used. Training will be given to make sure everyone knows how to use them.

c. Clinic Report

- i. Ms. Holiway discussed the statistics for the month of July. The clinic numbers are starting go up as the providers practice grows. The clinic staffing is doing better. The traveling LPN decided to stay with us and become a full-time employee for WMH. The clinic also has an RN that will be switching over to the clinic from the hospital side. There was an applicant for the CHW, but she declined the job offer.

d. Operational/Foundation/Marketing Report

- i. Ms. Moe went to the Trauma Texting Simulation and took pictures that were submitted to the Time Clarion newspaper, but did not make news. During the month of August, WMH has had power and water outages. A big thanks to Maintenance and the CNA's for all their hard work during the outages.

e. HR Report

- i. Ms. Hiner reported that she would be going to a career fair in Missoula to recruit applicants.

III. Financials

a. July Financials

- i. For July, we posted a profit of \$30,000. This was favorable to budget by \$55,000. Total Operating Revenues were positive against budget by \$24,000.
- ii. Our Operating Expenses were unfavorable to budget by \$18,000. Other Professional Expenses were unfavorable to budget by \$12,000 due to traveling staff, as well as Supply Expense unfavorable to budget by \$11,000 due to minor equipment purchases and IT support. Other Expenses were unfavorable by \$6,000 due to traveler housing costs.
- iii. Year to date, through 7 months; we have a loss of \$12,000. This loss was favorable to budget by \$145k. Total Operating Revenues are positive against budget by \$139k (3.9%). Our inpatient volumes (mostly the nursing home census) have been lower than budget by \$92,000 (5%), but outpatient is better than budget by \$140,000 (10%), and clinic revenues are slightly unfavorable to budget by \$4,000 (1%). Other Operating Revenues are favorable to budget by \$27,000 based upon timing of when we are receiving grant funds. Total Expenses are unfavorable to budget by \$93,000 (2.5%).
- iv. We ended the month with \$443,000 in Cash reserves. Cash increased by \$197,000 from the prior month resulting in 26 days of cash on hand.
- v. We have \$2.2m in Restricted Funds, and \$975,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$442,000, a decrease of \$100,000 over the prior month resulting in 26 days outstanding payables which is the level we want it maintained.
- vi. Accounts Receivable days ended the month at 65; this was a 5 day improvement from the prior month balance of 70 days.
- vii. Other Activities:
- viii. Business Office continues to work on a new patient statement and improving their processes and cleanup of the revenue cycle.
- ix. We will be outsourcing our DME resulting in a financial savings.
- x. For our employees, we increased the amount of employer contribution to health insurance by \$25.
- xi. We are evaluating our equipment to determine what might need replacing over the next few years.
- xii. Auditors are almost finished with the year-end audit. They will present the audit in September.

- xiii. We have filed for our Meaningful Use reimbursement for \$400k with Medicare. We anticipate that it will arrive in late August or early September. Those funds will be used to repay the \$700,000 loan for the new system.
- xiv. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett the July Financial Statements were approved as presented.*

IV. Discussion Topics

- a. Meaningful Use Update
 - i. At the end of September we should be getting the Medicare reimbursement for approximately \$400,000. This will help us pay down the loan. We are now into our next phase with meaningful use.
- b. Strategic Planning
 - i. WMH has continued to work on a plan to replace the CT scanner. At this time no other projects have been started yet.
- c. Community Health Assessment
 - i. Surveys have been sent out and are due on September 12th. The Steering Committee tried to get focus groups together, but was unsuccessful. The Community Health Assessment has been posted in the Times Clarion newspaper and on Facebook.
- d. Studer Group
 - i. The Board discussed the Studer Group presentation that was held on July 28th in Ryegate. The Board would like to get feedback from facilities where the Studer Group program did not work. On August 22nd at 10:00 am in the HEC there will be another presentation with the Big Horn Hospital through Telemed. All department heads and board members are welcome to join.
- e. eEmergency Update
 - i. WMH is set up and ready for the go-live. Go-Live date is set up for August 30th and will have training the 30th and 31st. Ms. Moe will be taking the Avera eEmergency Team to the Kiwanis Lunch on the 31st. The Avera eEmergency system has been posted in the Times Clarion newspaper and Facebook. It has received a lot of positive feedback from the community and will be a great asset for WMH.
- f. Lawson Update
 - i. WMH is preparing to convert over to the Lawson program for Account Receivables, CSR, and eventually Payroll.
- g. Bylaws – Article 3.1.1 Numbers
 - i. The Board members reviewed Article 3.1.1 Numbers in the Bylaws and a correction was made. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters the Bylaws – Article 3.1.1 Numbers were approved as corrected.*
- h. Regional Leadership & Trustee Conference
 - i. Regional Leadership & Trustee Conference is October 19th – 21st. All reservations have been made. Any cancelations must be made with me by September 30th.

V. Announcements

- a. Ms. Hamilton thanked Wheatland Memorial Healthcare everything and being so welcoming during her time with us.
- b. Next WMH Board meeting will be held on September 15th, 2016 at 5:30 PM in the HEC room.

VI. Executive Session

- a. The executive session began at 6:41 pm.

VII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 8:15 pm.



DON AMUNDSON, SECRETARY/TREASURER