

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on August 24th, 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:

Kary Engle, <i>PA-C</i>	Allison Fenley, <i>DON</i>
Peggy Hiner, <i>HR Director</i>	Gia Holiway, <i>Clinic Director</i>
Kathy Jutila, <i>MD, COS</i>	Michelle Lawson, <i>CSR Manager</i>
Jane Moe, <i>Foundation Director</i>	Mary Ruyter, <i>Interim CEO</i>
Kayla Tellock, <i>Executive Secretary</i>	

EXECUTIVE SESSION

The executive session began at 5:00 pm.

WELCOME AND INTRODUCTION

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

JUNE & JULY MINUTES

The June Board Minutes were presented. *Upon motion that was duly made by Don Amundson and seconded by Jenny Peters the June Board Minutes were adopted as presented.*

The July Board Minutes were presented. *Upon motion that was duly made by Tom Bennett and seconded by Aubrey Miller the July 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. CEO reports the date is incorrect; it should state August 24, 2017.
 - ii. Ms. Holiway would like to add Mobile Sleep Lab Quotes to her report.
- b. *Upon motion that was duly made by Katie Rein and seconded by Don Amundson the July Consent Agenda were approved as presented.*

REGULAR AGENDA

II. Board Education

- a. Quality Reports
 - i. Ms. Hanson discussed the Quality Reports provided in the board packets. The first quarter is still missing some information. Ms. Hanson has been working on getting her sources together, but keeps getting rerouted.

- ii. Last fall we were not reporting any information. This information helps us with our Medicare and Medicaid reimbursements.
- iii. Ms. Hanson is gathering other reports. There isn't a large patient demographic, so it makes reporting very difficult. It was suggested that we determine if we can get the surveys sent to Swing Bed patients.

III. Financials

- a. July Financial
 - i. We posted a gain of \$57,564. This was favorable to budget by \$49,585. Total Operating Revenues were positive against budget by \$127,946.
 - ii. Our Operating Expenses were unfavorable to budget by \$88,962. Salary expenses were \$19,871 unfavorable to budget. Professional Fees were unfavorable to budget by \$66,000 due to locum providers and other traveling staff. Repair expenses were unfavorable to budget by \$7,000 due mainly to late invoices posting this month.
 - iii. Year to date: we posted a profit of \$327,495. This was favorable to budget by approximately \$283,000. Total Operating Revenues were positive against budget by almost \$378,000.
 - iv. Our Operating Expenses were unfavorable to budget by about \$209,136. Professional fees were unfavorable to budget by \$140,500 due to traveling providers, radiology fees, ER fees, IT fees, accounting fees, and legal fees all being over budget. Supplies expense was unfavorable to budget by \$35,400 due to the non-chargeable supplies, lab supplies, and drugs being more than budget. Salary expenses were \$46,700 unfavorable to budget due primarily to clinic providers, lab, housekeeping, patient accounting, and administrative departments.
 - v. Balance Sheet, we ended the month with Cash of \$355,800. Cash increased by \$136,338 from the prior month resulting in 21 days of cash on hand.
 - vi. We have \$2.1m in Restricted Funds, and \$1,226,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$639,000, resulting in 36 days outstanding payables which are real close to the 30 days we want to maintain.
 - vii. Accounts Receivable days ended the month at 67; this was a 2 day increase from the prior month balance of 65 days. Our AR Days are better than the State of MT average of 69.
 - viii. Other items:
 - 1. August patient volumes are lower than budget and revenues will be unfavorable to budget.
 - 2. Working to get audit finished up and will be working on the 990 tax return soon.
 - ix. *Upon motion that was duly made by Tom Bennett and seconded by Don Amundson the July Financial Statements were approved as presented.*

IV. Discussion Topics

- a. Policy & Procedure: 2nd Quarter Report
 - i. Ms. Tellock reported for the month of April and May there was a total of seven policies revised and one new policy uploaded.
 - ii. *Upon motion that was duly made by Board of Trustees the Second Quarter Policy & Procedure Report were approved as presented.*
- b. Regional Leadership & Trustee Conference
 - i. Ms. Ruyter announced the Regional Leadership & Trustee Conference will take place in Billings, MT at the Northern on November 9th starting at 1 PM. Deadline to decide to go will be August 31st.
 - ii. June Voldseth, Aubrey Miller, and Jenny Peters would like to attend.
- c. Billing and Coding Audit

- i. The Board discussed the billing and coding audit quotes.
- ii. National Staff has not sent in a quote yet. EideBailly is the most expensive. The Board would like to discuss more once National Staff quote is in.
- d. Credit Cards
 - i. The new credit card has been received and the paperwork to remove Brad Howell from the old credit card will be signed this evening.
- e. Labs
 - i. Ms. Ruyter announced that we will be adding new labs internally vs. send out. Better patient care and more revenue for the facility.
- f. Strategic Planning Action Step Updates: CT
 - i. Ms. Ruyter announced that the CT is up and running as of August 23rd, 2017.
- g. Studer Group
 - i. Randi Pike with Studer Group will be on site September 27th and December 13th of 2017. Ms. Ruyter reported Department Managers are working hard on rounding .
 - ii. Ms. Voldseth would like to attend on September 27th.
- h. Physician Recruitment
 - i. Working on recruitment efforts locally. Billings Clinic is trying to determine which way they would like to proceed with Physician recruitments.

V. Other Topics

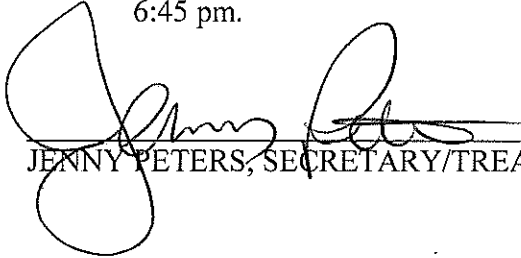
- a. Provider Credentialing
 - i. All providers have been approved through Medical Staff.
 - 1. The NovaRAD had three additions to the existing physician list, this includes: Bak, Benjamin; Kapoor, Vibhu; Khadem, Paryssa.
 - 2. New Lab Medical Director, Annie O. Morrison, MD.
 - 3. Locum for Bair Clinic, Robert W. Gneiting, NP.
 - ii. *Upon motion that was duly made by Don Amundson and seconded by June Voldseth the presented providers were approved.*
- b. Ms. Moe handed out Thank You cards for the board to sign.
- c. Gala will be held at the Moose Lodge on September 16th, Happy Hour starting at 5 PM. Tickets are for \$125 each.
- d. Sleep Lab
 - i. Ms. Holiway discussed the sleep lab pro forma. It is estimated that each provider will refer one patient every six weeks.
 - ii. The providers will have a procedure and criteria to follow for patients that may be in need of this service.
 - iii. Dr. Koller has been in Lewistown for several years. A respiratory therapist will be sent down from Lewistown to provide the services.
 - iv. The Board discussed the Mobile Sleep Lab and the benefits.
 - v. *Upon motion that was duly made by Don Amundson and the Board of Trustees the approval of the Mobile Sleep Lab were approved as presented.*
- e. Chalk Night is September 5th at 5-7PM. The Leadership team will give tours and the Guild will be serving ice cream while the kids play with chalk. The board is more than welcome to come.

VI. Announcements

- a. Next Med-Staff meeting will be held on September 12th, 2017 in the HEC room.
- b. Next WMH Board meeting will be held on September 21st, 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 September 26th, 2017 at 5:00 PM in the HEC room.

VII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 6:45 pm.



JENNY PETERS, SECRETARY/TREASURER