

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on November 17<sup>th</sup>, 2016 in the Health Education Center.

**MEMBERS PRESENT:**

Aubrey Miller, *Chair*  
Tom Bennett, *Trustee*  
Jenny Peters, *Trustee*

June Voldseth, *Vice Chair*  
Katie Rein, *Trustee*

**MEMBERS EXCUSED:**

Don Amundson, *Secretary/Treasurer*

**OTHERS PRESENT:**

Allison Fenley, *DON*  
Gia Holiway, *Clinic Director*  
Jane Moe, *Foundation Director*  
Becky Sturdevant, *FNP*

Peggy Hiner, *HR Director*  
Brad Howell, *CEO*  
Clinit Seger, *Billings Clinic*  
Kayla Tellock, *Executive Secretary*

**EXECUTIVE SESSION**

The executive session began at 5:00 pm.

**WELCOME AND INTRODUCTION**

Mr. Miller called the meeting to order at 5:48 pm.

Interim rates were added to the agenda under Financials. Annual Review Report and Quality Reports were deferred to next month's meeting. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Peters the changes to the agenda were accepted as presented.*

**OCTOBER MINUTES**

The October Board Minutes were presented and corrections were made. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Rein the October Board Minutes were adopted as presented.*

**REGULAR AGENDA**

***I. Management Reports to the Board***

- a. CEO Report
  - i. Mr. Howell has been focusing on the plan of correction for the State Survey.
- b. DON Report
  - i. Ms. Fenley introduced herself to the Board members. The Board is very happy to have Ms. Fenley apart of the WMH team. Ms. Fenley discussed the nursing stats for the month of October.
- c. Clinic Report
  - i. Ms. Holiway announced that the clinic will be taking over the Immunization Clinic. We have been rushing to get the license to be able to do it in the clinic. Before the hospital just had one nurse doing this, now the clinic will absorb it and all the nurses will be able to this.

- ii. Ms. Holiway discussed the clinics stats for the month of October. Ms. Holiway presented quote for the clinic flooring; estimated price of \$24,845. The new guidelines state that there cannot be any carpet in the clinic. The quote is on the high end, so we should put a limit on it to make sure they know they can't go over. *Upon motion that was made pending the financials by Ms. Peters and seconded by Ms. Voldseth the amount of \$25,000 was approved for the clinic's floor.*
- d. Operational/Foundation/Marketing Report
  - i. Ms. Moe announced that she received a phone call today confirming that we got the Murdock grant. We can't order the pharmacy cabinet until we receive the check.
- e. HR Report
  - i. Ms. Hiner reported that there had been changes to her reports since she sent it out. We now have an Immunization/MDS Nurse was added and the Activities position was taken off the list. Along with this we want to get prepared and hire a casual Maintenance worker. Ms. Fenley and Ms. Hiner will be going to the city college job fair in Billings.

## II. Financials

- a. October Financials
  - i. For October, we posted a loss of \$140,000. This was unfavorable to budget by \$115,000. Total Operating Revenues were positive against budget by \$15,000.
  - ii. Our Operating Expenses were unfavorable to budget by \$79,000. Professional Fee expenses were unfavorable to budget by \$62,000 due to traveling staff. Supply Expenses were unfavorable to budget by \$18,000. Other expenses were unfavorable to budget due to traveling staff housing and CT rental.
  - iii. Year to date, through 10 months; we have a loss of \$146,000. This loss is favorable to budget by \$70k. Total Operating Revenues are positive against budget by \$279k (6%). Our inpatient volumes (mostly due to the nursing home census) have been lower than budget by \$19,000 (4.1%), but outpatient is better than budget by \$237,000 (12.1%), and clinic revenues are unfavorable to budget by \$400 (.1%).
  - iv. Year to date, Total Expenses are unfavorable to budget by \$205,000 (3.8%). Most of the expense variances are Other Professional Fees for traveling Staff, Supplies due to increasing drug costs, and the CT rental.
  - v. Balance Sheet, we ended the month with \$170,000 in Cash reserves. Cash decreased by \$101,000 from the prior month resulting in 10 days of cash on hand. The decrease of cash was a result of slower collections from insurances.
  - vi. We have \$2.0m in Restricted Funds, and \$1,098,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$564,000, resulting in 33 days outstanding payables which are at a good level that we want to maintain.
  - vii. Accounts Receivable days ended the month at 74; this was a 5 day increase from the prior month balance of 69 days.
  - viii. Other Activities:
    - 1. We are working with department managers on their annual fiscal year 2017 budgets. We anticipate that this will be finalized and presented to the board in December.
  - ix. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Peters the October Financial Statements were approved as presented.*
- b. Interim Rates
  - i. Interim rates need to be increased to a 6% for patient care daily rate. Our rate increase is within the range of all the other facilities. The increase would need to start January 1<sup>st</sup>, 2017.

The Board would like to split the increase in half and do 3% for January and 3% in June. Patients will receive a letter giving a 30 day notice. *Upon motion that was duly made by Mr. Bennett and seconded Ms. Voldseth increase rate was approved as presented. Mr. Miller abstained due to conflict of interest.*

### **III. Discussion Topics**

- a. Consent Agenda
  - i. Mr. Miller would like to start having the reports under the consent agenda. This way the leaders don't have to give their reports and the Board members will ask questions if there are any. This will allow more time for discussion topics.
- b. Community Health Assessment Update
  - i. The leadership team met and did a SWAT analysis. Ms. Moe reported that they are coming up with a plan and will report it back to the Board. WMH has three years to complete tasks. The plan of action will be public to the community in the hospital lobby and the website. The Board would like to see a presentation of the Community Health Assessment at the next Board meeting.
- c. Strategic Plan Action Step Updates
  - i. Mr. Howell updated the Board on the CT scanner project. They have contacted the leaser of the CT scanner to give us some quotes for something similar to what we have right now. When we get the quotes it would be good to bring Sharlett in to discuss what would be best fit for WMH. Mr. Howell discussed the CT scanner situation, price, and the different slices.
  - ii. There was a discussion on the difference on CR (Cassette) vs. DR (Digital).
- d. State Survey
  - i. Mr. Howell announced that Life/Safety Surveyor was her and mostly focused on fire safety. There was about four items for us to fix most of it was little things. We need to put some additional exit signs up and some of the fire doors need to be changed.
  - ii. Mr. Howell discussed the some of the 45 tags we received that need to be done. Our deadline was the November 20<sup>th</sup>, but now the state said not to worry too much about get things done on that day. The state is very behind at the moment and is trying to catch up. The state was very happy with the provisions of care at WMH.
- e. Policy Review & Approval
  - i. Ms. Tellock ran a new report from Compliance 360 that contained all the policies that have been uploaded since the last Board Meeting on October 27<sup>th</sup>, 2016. There are now a total of 515 policies in the Compliance 360 system. The Board members reviewed the policy list. The Board will start reviewing policies on a quarterly basis. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Voldseth the presented policies were approved as written.*
  - ii. Organ Procurement Policy
    1. Ms. Fenley discussed the Organ Procurement Policy and explained the new process. All nursing staff has been trained on the new procedure. This policy has been uploaded in the system and is published for employees to view. Ms. Fenley has updated the death packet that will be in the nursing station. *Upon motion that was duly made by Ms. Rein and seconded by Ms. Peters the Organ Procurement Policy was approved as written.*

f. Nomination of Officers

- i. Ms. Voldseth was nominated for Chair. *Upon motion that was duly made by the Board of Trustees, Ms. Voldseth will be the Chair for 2017.*
- ii. Mr. Miller was nominated for Vice Chair. *Upon motion that was duly made by the Board of Trustees, Mr. Miller will be the Vice Chair for 2017.*
- iii. Ms. Peters was nominated for Secretary/Treasurer. *Upon Motion that was duly made by the Board of Trustees, Ms. Peters will be the Secretary/Treasurer for 2017.*

**IV. Other Topics**

a. Housing for Travelers


- i. Ms. Voldseth presented a housing solution to purchase two small cabins to be placed on one of the lots. Ms. Voldseth is looking into the price to see how much it would be to get them.

**V. Announcements**

- a. Next WMH Board meeting will be held on December 13<sup>th</sup>, 2016 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 7:29 pm.

  
\_\_\_\_\_  
DON AMUNDSON, SECRETARY/TREASURER