

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on December 13<sup>th</sup>, 2016 in the Health Education Center.

**MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Vern Carda, <i>Billings Clinic</i>	Allison Fenley, <i>DON</i>
Anne Marie Kloppel, <i>Billings Clinic</i>	Peggy Hiner, <i>HR Director</i>
Gia Holiway, <i>Clinic Director</i>	Brad Howell, <i>CEO</i>
Jane Moe, <i>Foundation Director</i>	Kary Engle, <i>PA-C</i>
Taylor Lies, <i>PA-C</i>	Becky Sturdevant, <i>FNP</i>
Kayla Tellock, <i>Executive Secretary</i>	
Candy Olson, <i>Environmental Services Manager</i>	

**EXECUTIVE SESSION**

The executive session began at 5:00 pm.

**WELCOME AND INTRODUCTION**

Mr. Miller called the meeting to order at 6:10 pm with a reading of the mission statement.

Signature Card Resolution, FY 2016 Budget and CEO Compensation Package was requested to be added to the agenda. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson the additions to the agenda were approved.*

**NOVEMBER MINUTES**

The November Board Minutes were presented and changes were made. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters the November Board Minutes were adopted as presented.*

**CONSENT AGENDA**

- a. CEO Report, COS Report, DON Report, Clinic Report, Operational/Foundation/Marketing Report and HR Report.
  - i. Mr. Howell reported they have not yet heard from Life Safety Surveyor.
  - ii. Ms. Moe was asked if LinkedIn was effective for job recruiting. LinkedIn has been effective for us and we have had a few applicants from it before. During the Tree Lighting the doors got locked and wouldn't let anyone out or in the building. We now have toggle buttons that will allow us to override the lock system if this happens again.
  - iii. Ms. Hiner reported that a maintenance causal worker has been hired per their drug screen and background check.

- b. *Upon motion that was duly made by Ms. Rein and seconded by Mr. Bennett the November consent agenda were approved as presented.*

## **REGULAR AGENDA**

### ***II. Information Report to Board***

- a. Housekeeping
- i. Environmental Services manager, Candy Olson, discussed all the tasks Housekeeping and Laundry does throughout the facility. There are four full-time employees. Ms. Olson discussed the typical work schedule for day and night shift.

### ***III. Financials***

- a. November Financials
- i. For November, we posted a loss of \$141,000. This was unfavorable to budget by \$117,000. Total Operating Revenues were negative against budget by \$19,000.
  - ii. Our Operating Expenses were unfavorable to budget by \$55,000. Professional Fee expenses were unfavorable to budget by \$36,000 due to traveling staff. Benefits expenses were \$17,000 unfavorable to budget due to a catch up of worker's compensation expense (year to date is still favorable). Supply Expenses were unfavorable to budget by \$13,000. Other expenses were unfavorable to budget by \$7,000 due to traveling staff housing and CT rental.
  - iii. Year to date, through 11 months; we have a loss of \$288,000. This loss is unfavorable to budget by \$43k. Total Operating Revenues are positive against budget by \$263k (5%). Our inpatient volumes (mostly due to the nursing home census) have been lower than budget by \$81,000 (2.9%), but outpatient is better than budget by \$264,000 (12.3%), and clinic revenues are favorable to budget by \$6,000 (.8%).
  - iv. Year to date, Total Expenses are unfavorable to budget by \$260,000 (4.4%). 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 almost \$346,000 in Cash reserves. Cash increased by \$175,000 from the prior month resulting in 20 days of cash on hand. The increase of cash was a result of better cash collections from insurances.
  - vi. We have \$2.1m in Restricted Funds, and \$794,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$577,000, 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 60; this was a 10 day decrease from the prior month balance of 70 days.
  - viii. Other Activities: We worked with department managers on their annual fiscal year 2017 budgets and are ready to present to the board.
  - ix. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Peters the November Financial Statements were approved as presented.*
- b. FY 2016 Budget was reviewed by the Finance Committee. The budget needed corrections and will be presented at the January Board meeting.
- c. CEO Compensation Packet was presented to the Board during executive session. *Upon motion that was duly made by Ms. Peters and seconded by Mr. Amundson the CEO compensation packet per Billings Clinic recommendations were approved as presented in executive session.*

### ***IV. Discussion Topics***

- a. Community Health Assessment Presentation

- i. Ms. Moe gave a presentation on the Community Health Assessment Plan for the Board. The Community Health Assessment Plan will be available to the public on our website. *Upon motion that was duly made by Ms. Rein and seconded by Ms. Voldseth the Community Health Assessment Plan were approved as presented.*
- b. Strategic Planning
  - i. Mr. Howell has received CT quotes and Mr. Gee wanted them to be sent over to the Radiology Director at Billings Clinic to see if we are getting the best deal out of what has been offered. We are still looking at leasing options as well.
- c. \*\*Annual Review
  - i. Corrections to the seconded page were made. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson the annual review was approved as presented.*
- d. Billings Clinic Leadership Transition
  - i. Mr. Carda with Billings Clinic informed the Board that Dr. Walter, Billings Clinic CEO for the past 20 years, would be retiring. This has been very hard for us at Billings Clinic, because he has been with us for so long. Billings Clinic's Chief Medical Officer, Dr. Gibb, will be serving as the interim CEO while Billings Clinic team finds a replacement. Dr. Gibb's would like to come out to all facilities and talk about the official plan. This will take time and we anticipate a year of searching. The Board appreciated that the day it was announced Dr. Seger called us to make sure we were aware.
- e. State Survey
  - i. WMH has completed all 43 tags. All we need to do is make sure we have all the documentation for it. Mr. Howell thanked the leadership team for all their hard work.
- f. Studer Group
  - i. Mr. Howell informed the Board that he is working a phone call with Studer Group to meet with the coaches that have been assigned to us. After this phone call there will be a meeting with the leadership team and the coaches. Then both facilities will receive training for all the managers. Studer Group assured us, we are right on track.
- g. Pharmacy Cabinet
  - i. WMH had received the grant from the Murdock of \$74,000. When Ms. Moe went back to check the quote for the Cerner interface it had doubled from the original quote; making us short for the pharmacy cabinet. Billings Clinic said there was a mistake on the original quote and that's why it went up. Mr. Carda with Billings Clinic will check into this for us.
- h. Signature Card Resolutions
  - i. Citizens Bank and US Bank resolutions for new signature cards were presented to the Board.
    - 1. *Upon motion that was duly made by Ms. Voldseth and seconded by Mr. Bennett, to change the authorized signatures for US Bank to June Voldseth, Jenny Peters, and Brad Howell were approved.*
    - 2. *Upon motion that was duly made by Ms. Voldseth and seconded by Mr. Bennett, to change all checking, savings, and CD accounts to the authorized signers, June Voldseth, Aubrey Miller, Jenny Peters, and Brad Howell were approved.*
  - i. The tree by the helicopter pad will be taken down or topped. WMH will receive a letter from the owners giving us permission.

**V. Announcements**

- a. Next WMH Board meeting will be held on January 19<sup>th</sup>, 2017. Executive session at 5:00 PM and Regular Meeting at 5:45 PM in the HEC room.

**VI. Executive Session**

- a. The Board went back into executive session at 7:18 pm.

**VII. Adjournment**

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:35pm.

  
DON AMUNDSON, SECRETARY/TREASURER