

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on January 18, 2018 in the Health Education Center.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Vern Carda, <i>Billings Clinic</i>	Clint Seger, <i>Billings Clinic</i>
Allison Fenley, <i>DON</i>	Gia Holiway, <i>Clinic Director</i>
Peggy Hiner, <i>HR Director</i>	Dr. Joan McMahon, <i>COS</i>
Rick Poss, <i>Interim CEO</i>	Kayla Tellock, <i>Executive Secretary</i>
Becky Sturdevant, <i>FPN</i>	
Laurel Roloff, <i>Nursing Admin Secretary</i>	

EXECUTIVE SESSION

The executive session began at 5:00 p.m.

WELCOME AND INTRODUCTION

Ms. Voldseth called the meeting to order at 6:06 p.m.

DECEMBER MINUTES

The December Board Minutes were presented. Corrections to the Consent Agenda motion to state “*Upon motion that was duly made by Ms. Rein and seconded by Ms. Peters the Consent Agenda was approved with the previous discussion.*”

Upon motion that was duly made by Ms. Rein and seconded by Mr. Amundson the December Board Minutes were adopted as presented with the above corrections.

CONSENT AGENDA

- a. The Board reviewed the Board Packet. Mr. Miller asked when the School and the Hospital will be meeting about the Emergency Disaster Planning. Ms. Fenley informed the Board that she was unable to connect with Mr. Beggar and there for the School missed the meeting. For the next meeting Ms. Fenley will contact Mr. Miller.
- b. Ms. Rein said we are doing some great things with the Trauma Designation and thanked Sarah Mauws and Hannah Sexton for all their work.
- c. Mr. Poss reviewed the coding graphs that indicate the previous and current status of WMH’s progress. Mr. Poss also informed the Board that a coding audit will be performed next Monday on January, 22nd.
- d. Ms. Rein asked for more information on the “SHIP” grant. Ms. Moe was absent for the meeting, but will be able to give more information at the next meeting.

- e. *Upon motion duly made by Ms. Rein and seconded by Mr. Bennett the Consent Agenda was approved with the previous discussion.*

REGULAR AGENDA

I. Financials

- a. December Financials
- b. WMH posted a gain of \$110,230. This was favorable to budget by just over \$100,000. Total Operating Revenues of \$635,108 were favorable against budget by just under \$116,000.
- c. Our Operating Expenses were unfavorable to budget by \$3,000. Professional fees were unfavorable to budget by \$36,000 due to IT fees and administration fees.
- d. **Year to date:** we posted a profit of \$386,455. This was favorable to budget by approximately \$285,000. Total Operating Revenues of \$6,860,476 were positive against budget by almost \$622,000.
- e. Our Operating Expenses were unfavorable to budget by about \$463,000. Professional fees were unfavorable to budget by \$325,000 due to traveling providers, radiology fees, ER fees, IT fees, accounting fees, administration and legal fees all being over budget. Supplies expense was unfavorable to budget by \$98,000 due to the non-chargeable supplies, lab supplies, and drugs being more than budget. Salary expenses were \$113,000 unfavorable to budget due primarily to clinic providers, lab, nursing admin, patient accounting, and admin departments.
- f. **Balance Sheet**, we ended the month with almost \$148,000 in Cash. Cash decreased by \$65,106 from the prior month resulting in 8 days of cash on hand.
- g. We have almost \$2.1m in net Restricted Funds, and \$1,561,200 in Net Patient Accounts Receivables. Our vendor payables balance was \$430,800, resulting in 24 days outstanding payables which are a little less than the 30 days we want to maintain. However, with the holidays we didn't want to fall behind.
- h. Accounts Receivable days ended the month at 89; this was a 1 day decrease from the prior month balance of 90 days. We finally have coding going full speed ahead. Now with the remaining downstream impact of the coding getting caught up, it will still take some time for that to turn into cash as the bills have to be dropped in the system, sent to the payer etc. AR days are still in the 80's but we anticipate those will continue coming down as the coding and then other downstream steps in the process get caught up.
- i. **Other items:**
 - i. Lawson go-live still going relatively smooth. We will likely continue to have some issues here and there. There is a learning curve, but staff is working hard and remaining positive.
 - ii. Expanded budget is still in the works. With the Lawson go live and fiscal year end and holidays it did not get completed. Should have by next meeting.
 - iii. We will be working to prepare for the financial statement audit.
- j. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Rein the December financials were approved as presented.*

II. Strategic Plan Action Step Updates

- a. Lawson – Has started and is moving along. The Board asked how the staff likes it. Overall it has been doing great; some staff is still learning the new process for ordering items.

III. Studer Group

- a. Employee Survey was sent out and we have already received half back from staff and so once we get those results we will bring them to the next board meeting.

IV. Policy & Procedure Quarterly Report

- a. Ms. Tellock reviewed the Policy and Procedure Quarterly Report. The Board asked if they could view the policies. This will have to be discussed with the Compliance Officer to verify.
- b. The Board would like to start using the WMH emails again instead of their personal emails. On a quarterly basis we will have the board log in and change their passwords. Passwords for offsite email can only be changed while onsite at WMH.

V. Flu Precautions

- a. Ms. Fenley informed the board that we are under Flu precautions. All employees are requested to get their flu shots. We have had a little struggle with a few employees not getting the flu shot. If they do not receive the flu shot they are required to wear a mask at all times.
- b. Ms. Fenley discussed that we will turn this into a condition of employment. If an employee says that they are allergic then we will have an allergen test done and if they are not they will be required to receive the flu shot.
- c. The facility has Visitor Restriction signs at every patient entrance.
- d. Dr. McMahon discussed the features of getting the flu shot and how it can decrease the severity of the flu symptoms.

VI. Bair Grant

- a. Mr. Poss discussed the Fixed Asset sheet.
- b. Mr. Poss had met with Ms. Penny Doak with Ms. Moe on Tuesday.

VII. Cerner Report

- a. Ms. Voldseth would like to discuss the Cerner contracts to help us better understand them. Mr. Poss reviewed over the different types of contracts there are with Cerner. Ms. Tellock informed them that this could be a contract that can go in the Trustee Toolkit with the Billings Clinic Management contract.

VIII. Other topics

- a. Around New Year's we had an employee of ours fall very sick. Mr. Rick would like to thank Dr. McMahon and Ms. Fenley and the working staff for all their hard work and saving his life.
 - i. This was suggested that we put good news like this into the Newsletter. WMH would have to be careful about putting information like this in the Newsletter due to patient confidentiality.
- b. Med-Tech position was offered to the traveling Med-Tech Mandi Smith.
- c. Laurel Roloff was introduced to the Board. Ms. Roloff will be taking the minutes for the Board meeting in February.
- d. Dr. Seger discussed Kyle Gee's situation and that he will have to step away from his position at Billings Clinic for health reasons. The Board has been grateful to have him apart of WMH and the knowledge from him has been a great asset.
 - i. The Board would like to send a card to Kyle.
- e. Ms. Peters will be attending the RHC and CAH annual review.

IX. Adjournment

a. *There being no further business to be brought before the Board, upon motion that was duly made by the Board the meeting was adjourned at 6:48p.m.*

A handwritten signature in black ink, appearing to read "Jenny Peters", written over a horizontal line. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

JENNY PETERS, SECRETARY/TREASURER