

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on January 21, 2015 in the Health Education Center.

**MEMBERS PRESENT:**

Aubrey Miller, <i>Chairman</i>	June Voldseth, <i>Vice Chairman</i>
Don Amundson, <i>Secretary/Treasurer</i>	Tom Bennett, <i>Trustee</i>
Jenny Peters, <i>Trustee</i>	Sarah Mauws, <i>Trustee</i>

**OTHERS PRESENT:**

Patsy Elings, <i>QI/Compliance</i>	Peggy Hiner, <i>HR Director</i>
Taylor Lies, <i>PA-C</i>	Lea, <i>Activity Assistant</i>
Jane Moe, <i>Marketing Director</i>	Becky Sturdevant, <i>FNP</i>
Kayla Lawson, <i>Executive Secretary</i>	Dr. Seger, <i>MD, Billings Clinic</i>
Brad Howell, <i>RMH CEO</i>	Kyle Gee, <i>Billings Clinic</i>

**WELCOME AND INTRODUCTION**

Mr. Miller called the meeting to order at 5:10 pm.

Tonight we say good-bye to one of our Board Members, Lorraine Peterson. The Board would like to thank Ms. Peterson for her years of service at WMH. A plaque will be made and presented to Ms. Peterson at the next Board Meeting.

**NOVEMBER MINUTES**

The December Board Minutes were presented. *Upon motion that was duly made Ms. Peters by and seconded by Ms. Peterson all items in the consent agenda were adopted as written.*

**REGULAR AGENDA**

***I. Information Report to Board: Activities Department***

- a. Ms. Lea thanked the Board for inviting her to the Board meeting. Ms. Lea handed out the activities calendar to the Board members and went over some of the activities they do regularly. Board members are more than welcome to come to any of the activities or socials we have for the residents. The residents are the most important at WMH. Ms. Lea presented a list of activities and events WMH does; she tries to learn what all the residents like to do for activities to get more involvement. She has been researching on activities and certain movies to play for residents that will make them laugh or bring back memories. Friday afternoons we have started showing the Backroads of Montana that comes on the PBS channel; last week we showed the one about Harlowton.
- b. Ms. Lea's goal is to create an environment for the residents that they will enjoy and feel more at home. She has also started focusing more on physical activities for the residents. Checking with Physical Therapy on what will be good for the residents even the ones with restrictions.

- c. There will be a Winter Dance for the residents on January 29<sup>th</sup>. A lot of the residents talk about how they loved to dance back in the day, so I have decided to throw a Winter Dance for them. Anyone who is able to come please come. This is a trail it may be a flop, but at least it's something new to try. Thank you again for inviting me to the meeting.

## ***II. Management Reports to the Board***

- a. CEO Report
  - i. Mr. Howell reported about the Leadership Retreat that took place last week in Rygate at the Fire Hall. WMH and RMH leadership were both at the retreat. We focused mostly on trust and goals for the facilities that we want to work on.
  - ii. WMH has achieved the meaningful use goals, so we are in the assessment stages and will be getting reimbursements for this.
  - iii. Ms. Engle has started in the clinic and is good to go with Medicaid.
- b. Clinic Report
  - i. There will be a Navigator workshop for community members, so they can sign up for the next open enrollment.
- c. Operations/Foundation/Marketing Report
  - i. Ms. Moe informed the Board that LifeNet has went live yesterday and all WMH staff has been trained. EMT will be trained shortly.
  - ii. Ms. Moe will be going to see Penny Doak on Monday to talk about the Bair Memorial Trust Grant.
- d. HR Report
  - i. Ms. Hiner announced that there is another nurse position added to the hire list since last month. WMH has been hiring a lot of NA's that hope to become CNA's.

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

- a. For December, we posted a loss of \$109,000. This was unfavorable to budget by \$141,000. Revenues were positive against budget by \$75,000, but contractual and bad debts were unfavorable by 80,000. This was due to your year-end adjustment for the cost report that may be a payable.
- b. Our Operating Expenses were unfavorable to budget by \$60,000. Other Professional Expenses were unfavorable by \$38k. We continue to be short handed in CNAs. Supply costs were unfavorable by \$15k due to year-end adjustments for the physical inventory count.
- c. If we had not had the year-end adjustments for the cost report and adjustment for the inventory we would have been close to breakeven on the bottom line of our financials.
- d. Year to date; we have a loss of \$960,000. This loss was unfavorable to budget by \$1.3m. The variance is unfavorable to budget due to lower patient volumes, higher contractual and bad debt expenses, as well as higher professional fees for locums and traveling nurse expenses. We believe that most of these issues are being addressed and they will improve.
- e. We ended the month with \$241,000 in Cash reserves. Cash increased by \$38,000 from the prior month balance, and decrease of \$46k from this time last year.
- f. We have \$1.9m in Restricted Funds, and \$894,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$274,000, a decrease of \$271,000 from this time last year.

- g. Accounts Receivable days ended the month at 76; a decrease of 10 days from last month where we were at 86 days, and more of an improvement since July when we were at 111 days outstanding.
- h. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett, the December Financial Statements were approved as presented.*

#### **IV. Old Business**

- a. 2016 Budget
  - i. Mr. Gee presented the 2016 Budget. All department heads will be given their individual budgets, so they can keep track of them throughout the year. The capital budget is items that some of the department heads have requested. Throughout the year we will bring these items back to the board for approval before purchasing. Ms. Moe has done an itemized list of large and small items for the facility; and has posted it on the website and in the newspaper for people who want to donate. The Board thanked Mr. Gee for presenting the 2016 budget in a way they could understand. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters, the 2016 Budget were approved as presented.*
  - ii. Bair Memorial Trust – Mr. Gee has requested for the approval for purchasing of the MDG system, eEmergency, new resident blinds, ice machine, and the bathroom stalls when the Bair Memorial Trust fund is received. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson, the equipment listed above were approved for purchasing.*
  - iii. Mr. Howell has requested a motion for approval of purchase for a new ultrasound for the Physical Therapy department. The previous machine in the PT had been 22 years old. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Voldseth, the purchase of a new ultrasound was approved.*
- b. Leadership Transition Report
  - i. Mr. Howell mentioned earlier how the Leadership Retreat went. He discussed that they are working on expanding the leadership team. It seems that there isn't a lot of trust in the facility, so we are going work and build more trust. Things have started to look up and have been impressed with Ms. Moe and Ms. Hiner stepping in with some of the hard issues lately. Will have more to report on later, but so far things are going great.
- c. Avera eEmergency
  - i. Ms. Moe submitted the Helmsley grant and should here back shortly after the board meeting. It has been assured we have a good chance of getting the grant. The Callant Fund has been submitted every year, but we have yet to receive it. We will keep submitting for that one. Ms. Hansen has already done the line work for the Avera eEmergency system, so we will be all set to move forward when we receive the grant.

#### **V. New Business**

- a. Strategic Plan
  - i. Mr. Miller would like a date picked for strategic planning and suggestions for someone to run the meetings that day. The board looked at dates during the end of March and

April. Billings Clinic and AE have resources we can use for running the meetings, either one will be an expense. March 31<sup>st</sup> or May 5<sup>th</sup> was the suggested dates for the strategic planning. This will be further discussed at the next meeting with more details.

b. Boards Role in Questions & Concerns

- i. The policy *Board Member's Code of Conduct 861-945* and the *Board of Trustee Code of Ethics* were presented. Cherche Prezeau with Christensen & Prezeau, PLLP was called in to talk about the legalities of the *Board Member's Code of Conduct 861-945* and the policies importance. Board members will have a lot of employees and community members come to them with questions or comments. The best thing to do is to direct them to the appropriate person or let them know you will relay that message to the appropriate person. The role of a Board member is a very broad overview of the organization. It is very important that anything discussed in an executive session is not discussed outside of that session. If you every want to follow up or have questions on issues that come from the community, check in with Mr. Howell or Mr. Miller.

**VI. Announcements**

- a. Next Board meeting will be held on February 18, 2016 at 5:00 PM in the HEC room.

**VII. Executive Session**

- a. The executive session began at 6:22 pm.

**VIII. Adjournment**

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:48 pm.

  
DON AMUNDSON, SECRETARY/TREASURER