

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on January 31, 2019 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, <i>Chairperson</i>	June Voldseth, <i>Trustee</i>
Katie Rein, <i>Vice Chairperson</i>	Richard Moe, <i>Trustee</i>
Don Amundson, <i>Secretary/Treasurer</i>	

MEMBERS EXCUSED:

Jenny Peters, *Trustee*

OTHERS PRESENT:

Rick Poss, <i>CEO</i>	Dr. Joan McMahon, <i>COS</i>
Client Seger, <i>Billings Clinic</i>	Vern Carda, <i>Billings Clinic</i>
Pat McConnell, <i>Billings Clinic</i>	Jane Moe,
Gia Holiway, <i>Clinic Director</i>	Allison Fenley, <i>DON</i>
Jamie Goldberg, <i>FNP</i>	Becky Sturdevant, <i>FNP</i>
Patty Morris, <i>Radiology Supervisor</i>	
Kayla Tellock, <i>Executive Secretary</i>	Tina Barnhart, <i>Admin Secretary</i>

EXECUTIVE SESSION

The executive session began at 5:05 p.m. and concluded at 5:50 p.m.

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:55 p.m. Reading of the mission statement.

DECEMBER MINUTES

The December Board Minutes were presented.

Upon motion made by Mr. Amundson and second by Ms. Voldseth, the December Board Minutes were approved as presented.

CONSENT AGENDA

- a. Mr. Poss reviewed the CEO report and dashboard.
- b. *Upon motion made by Ms. Voldseth and second by Mr. Amundson, the Consent Agenda was approved with the preceding discussion.*

REGULAR AGENDA

I. Financials

- a. December Financials

- i. Posted a gain of \$215,030. This was favorable to budget by \$184,841. Total Operating Revenues of \$864,595 were favorable against budget by approximately \$271,000.
 - ii. Our Operating Expenses of \$574,418 were favorable to budget by about \$19,000. Professional fees were lower than they've been since March, but still unfavorable to budget by \$19,000 due mainly to overages in acute care, information systems, physical therapy, clinic and administration. Depreciation is favorable to budget do to corrections needed in the year to date depreciation expense after loading the assets into the financial software system versus tracking them in excel.
 - iii. Year to date: we posted a gain of \$144,373. This was unfavorable to budget by approximately \$218,000. Total Operating Revenues of \$7,255,261 were favorable against budget by approximately \$129,000.
 - iv. Our Operating Expenses of \$7,511,440 were unfavorable to budget by about \$388,000. Professional fees were unfavorable to budget by \$871,000 due mainly to Acute care, Information services and administration professional fees being more than budgeted. In addition a PT travelers has been in place most of the year but was budgeted as salaries, coding services have been outsourced but were not budgeted as such as well as some overages in clinic and a lab traveler for a few months at the beginning of the year. Depreciation is unfavorable to budget do to reclassifying the lease on the CT machine as a capital lease. This increased depreciation expense but decreased rent expense which is part of the favorable variance in other expenses.
 - v. Balance Sheet, we ended the month with about \$192,000 in Cash. Cash decreased by about \$96,000 from the prior month resulting in 10 days of cash on hand, down from 15.
 - vi. We have approximately \$2.19m in net Restricted Funds, and \$1,373,393 in Net Patient Accounts Receivables. Our vendor payables balance was \$538,090, resulting in 28 days outstanding payables which are really close to the 30 days we want to maintain.
 - vii. Accounts Receivable days ended the month at 81; this was a 8 day increase from the prior month balance of 73 days.
 - viii. Other items:
 1. Chargemaster report has been received. Rox and Gia have worked through the recommendations with other staff as necessary and implemented changes and improvements.
 2. These December financials are preliminary – we will be reviewing for any additional expenses or items that have been missed and still need to be recorded and included in this year end. Auditors are scheduled to be on site in early April. We are working on things needed for the audit and cost report work.
 - ix. *Upon motion made by Mr. Miller and second by Ms. Voldseth the December Financials were approved as presented.*
- b. Fiscal Year 2019 Budget
- i. The Board reviewed the 2019 budget and had no further questions.
 - ii. *Upon motion made by Mr. Amundson and seconded by Ms. Voldseth the Fiscal Year 2019 Budget was approved as presented.*

- c. Observation Room Rates
 - i. Mr. McConnell discussed the observation charges have not been raised for a while and suggested they would be raised.
 - ii. *Upon motion made by Mr. Amundson and seconded by Ms. Voldseth Observation Room Charges were raised to \$2518.00 and Observation with telemetry will be \$3853.00.*
- d. Line of Credit
 - i. Mr. Poss reported \$60,000 from the line of credit was drawn.

II. Discussion Topics

- a. Allevant
 - i. Dr. Mark Lindsay and Jordan Tenenbaum presented the Allevant program, Post-Acute Care Solution. Allevant provides Clinical Staff Training and Education, Real Time Data Base, Evidenced Based Best Practices services.
 - ii. The Board discussed the Allevant program. A lot of this is changing the process that will work better for the facility to bring in more patients. Wheatland Memorial Healthcare is current on low census. This would allow us to accept more patients that we are unable to bring in at the moment. Other facilities will be able to know what we can and can't take on a regular basis. Dr. McMahon discussed how the swing bed program of Allevant has been working in Lewistown.
 - iii. Allevant would take 60 days to implement.
 - iv. The Allevant discussion was tabled till the February Board Meeting. Any Board members who have additional questions pertaining to Allevant. The Board would like to do more research and contact other facilities.
 - v. Discussion was tabled till the next Board meeting.
- b. Bylaws
 - i. Discussion was tabled till the next Board meeting.
- c. Lawson Upgrade
 - i. Lawson is a server base program and is now being changed to a cloud base system. *Upon motion made by Ms. Voldseth and seconded by Ms. Rein the upgrade for Lawson were approved as presented.*
- d. Dexa Scanner
 - i. Discussion was tabled till the next Board meeting.
- e. Credentialing
 - i. Ms. Barnhart presented credentialing for Dr. Leszek Jaczczak the new radiologist.
 - ii. *Upon motion made by Ms. Voldseth and seconded by Mr. Amundson, Dr. Jaczczak was approved as presented.*

III. Other Topics

- a. Conflict of Interest
 - i. Ms. Moe reviewed the 2019 Conflict of Interest policy. All board members must sign and return to Ms. Moe.
- b. Board meeting times were moved up
- c. Jane Moe presented Thank You cards for donations received for the Board Members to sign.

IV. Adjournment

- a. *There being no further business to be brought before the Board, a motion was duly made by the Board member; the meeting was adjourned at 7:39 PM.*



DON AMUNDSON, SECRETARY/TREASURER