

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on February 15, 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:**

Clint Seger, <i>Billings Clinic</i>	Dr. Joan McMahon, <i>COS</i>
Allison Fenley, <i>DON</i>	Gia Holiway, <i>Clinic Director</i>
Peggy Hiner, <i>HR Director</i>	Jane Moe, <i>Foundation/Marketing</i>
Rick Poss, <i>CEO</i>	Tina Barnhart, <i>Admin Asst.</i>
Laurel Roloff, <i>Nursing Admin Asst.</i>	

**WELCOME AND INTRODUCTION**

Ms. Voldseth called the meeting to order at 5:00 p.m.

**JANUARY MINUTES**

The January Board Minutes were presented.

*Upon motion made by Mr. Miller and second by Mr. Amundson, the January Board Minutes were approved as presented.*

**CONSENT AGENDA**

- a. The Board reviewed the Board Packet. Mr. Poss highlighted the implementation of a cardiac monitor service using the ZIO Patch and the need for a deep cleaning and annual mask fit testing.
- b. Ms. Fenley reported that a Stop the Bleed Class was held for the Judith Gap Fire Department and classes are planned for two Ambulance crews and the high school through PE classes. Ms. Fenley also mentioned that Kary Engle and herself had completed a Basic Disaster Life Support (BDLS) course and were enrolled in an Advanced Disaster Life Support (ADLS) course. The Community Disaster Drill with the school is planned for June or July 2018.
- c. *Upon motion made by Mr. Bennett and second by Ms. Rein, the Consent Agenda was approved with the preceding discussion.*

**REGULAR AGENDA**

***I. Financials***

- a. For January, we posted a gain of \$165,329. This was favorable to budget by approximately \$135,000. Total Operating Revenues of \$678,088 were favorable against budget by approximately \$84,000.
- b. Our Operating Expenses were favorable to budget by just under \$28,000. Professional fees were unfavorable to budget by \$13,000 due mainly to *Lab traveler that was budgeted as salaries*. 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.

- c. Year to date we posted a gain of \$165,329. This was favorable to budget by approximately \$135,000. Total Operating Revenues of \$678,088 were favorable against budget by approximately \$84,000.
- d. Our Operating Expenses were favorable to budget by just under \$28,000. Professional fees were unfavorable to budget by \$13,000 due mainly to *Lab traveler that was budgeted as salaries*. 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.
- e. Balance Sheet, we ended the month with almost \$304,000 in Cash. Cash increased by \$147,843 from the prior month resulting in 17 days of cash on hand.
- f. We have approximately \$2.1m in net Restricted Funds, and \$1,412,648 in Net Patient Accounts Receivables. Our vendor payables balance was \$401,240, resulting in 22 days outstanding payables which are a little less than the 30 days we want to maintain.
- g. Accounts Receivable days ended the month at 75; this was a 14 day decrease from the prior month balance of 89 days.
- h. 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. We are working to prepare for the financial statement audit. They are scheduled to be on site the week of April 2<sup>nd</sup>.
- i. Ms. Voldseth inquired into the status of the Bair grant. Ms. Moe recounted that the larger Bair Memorial Grant had been submitted with intent that half of the request would be used for equipment purchase and half for debt reduction. Ms. Moe communicated further that the smaller Bair Family Trust would be mailed on February 19, 2018 requesting grant funds to purchase cardiac monitors for taking vitals, which would increase patient care and standardize equipment throughout the hospital to minimize the variety of blood pressure cuffs needed.
- j. *Upon motion made by Mr. Bennett and second by Mr. Miller the approval of the January Financials were approved as presented.*

## **II. Credentialing**

- a. Ms. Barnhart brought two providers before the Board for credentialing. Tina Islam, MD is a VRAD provider and Allen Sazama, MD is a provider through AVERA. Both providers were approved and recommended by the Medical Staff.
- b. *Upon motion by Mr. Amundson and a second by Mr. Bennett, Dr. Tina Islam and Dr. Allen Sazama were approved to provide Medical Services for Wheatland Memorial Healthcare.*

## **III. Pioricare**

- a. Ms. Fenley conveyed the current nursing shortage to the Board and discussed possible recruitment methods. Wheatland Memorial Healthcare is currently offering a sign-on bonus of \$4,000 for RNs. Ms. Fenley and Peggy Hiner are considering sending postcards to all RNs in the Montana Registry. Ms. Fenley proposed using Pioricare to recruit RNs, which will cost \$4,000

to \$5,000 in a recruitment fee depending on the experience level of the nurse which is hired. There is no cost if no nurse is hired.

- b. *Upon motion made by Ms. Rein and seconded by Ms. Peters, Prioricare was approved for use in recruitment efforts.*

**IV. US Bank Signature Cards**

- a. *Upon motion made by Mr. Amundson and seconded by Mr. Bennett to approve adding Mr. Poss, Ms. Kloppel, Ms. Hansen, Ms. Aiton, and Ms. Fenley as authorized signers for the US Bank account, motion was passed.*

**V. Other Topics**

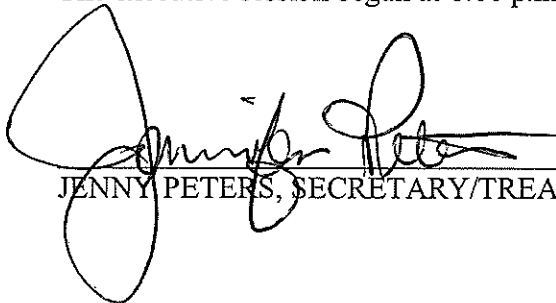
- a. Board Members are currently experiencing issues accessing their email. Ms. Moe related that she will check in with Bobbie Hansen, who is in the process of remedying the situation.
- b. Ms. Holiway reported on the Clinic remodel that some of the flooring was coming up and will be replaced, at no cost to the facility. She also noted that an incorrect counter top was delivered for room 5 and the correct counter top is expected on February 16, 2018.
- c. Ms. Moe passed around thank you notes for the Board to sign.
- d. Mr. Poss showcased example containers of a salt and sand mixture, some of which are located by building entrances to reduce employee falls due to weather.

**VI. Adjournment**

- a. *There being no further business to be brought before the Board, a motion was duly made by Mr. Miller, and Ms. Peters the meeting was adjourned at 5:30 p.m.*

**EXECUTIVE SESSION**

The executive session began at 6:00 p.m.



JENNY PETERS, SECRETARY/TREASURER