

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on March 25, 2021 via TEAMS.

**MEMBERS PRESENT:**

Richard Moe, *Vice Chairperson*  
Julie Berg, *Trustee*  
Paxton Wojtowick, *Trustee*

Don Amundson, *Secretary Treasurer*  
Adam Jones, *County Commissioner*

**OTHERS PRESENT:**

Rick Poss, *CEO*  
Anne Marie Kloppel, *Billings Clinic*  
Allison Fenley, *DON*  
Amanda Hannah, *Billings Clinic*

Joan McMahon, *COS*  
Dr. Seger, *Billings Clinic*  
Tina Barnhart, *Admin Assistant*  
Lisa Gee, *Infection Preventionist*

**WELCOME AND INTRODUCTION**

Mr. Moe called the meeting to order at 6:29PM. The Vision, Values, and Mission Statement was performed.

**FEBRUARY 25<sup>TH</sup> MINUTES**

The February 25<sup>th</sup> Board Minutes were presented.

*Upon motion duly made by Ms. Berg and seconded by Mr. Amundson, the February 25<sup>th</sup> Board minutes were approved as presented.*

**CONSENT AGENDA**

- a. CEO Report
  - i. The CEO Report and Dashboard were reviewed.
- b. Dr. McMahon explained the Infection Control monthly numbers.
- c. *Upon motion duly made by Mr. Wojtowick and seconded by Mr. Amundson, the Consent Agenda was approved.*

**REGULAR AGENDA**

**I. *February Financials***

- a. For February, we posted a gain of \$176,817.
  - i. This was favorable to budget by \$244,431.
- b. Total Operating Revenues were \$443,940.
  - i. This was unfavorable to budget by approximately \$128,000.
- c. Our Operating Expenses were \$667,254.
  - i. This was unfavorable to budget by about \$58,000.
- d. Other Income was \$400,131.
  - i. This was favorable to budget by \$430,123.
- e. Payroll expenses were \$359,756.

- i. Payroll expenses satisfied the requirements of the 2<sup>nd</sup> PPP loan were recorded in February.
- f. Year to date we posted a loss of \$4,375.
  - i. This loss was favorable to budget by approximately \$91,000.
- g. Total Operating Revenues were \$891,723.
  - i. Operating Revenues were unfavorable against budget by approximately \$275,000.
- h. Operating Expenses were \$1,293,123.
  - i. Operating Expenses were unfavorable to budget by \$49,513.
- i. Other Income was \$397,025.
  - i. Other Income was favorable to budget by \$415,635.
- j. Balance Sheet, we ended the month with about \$791,137 in Cash.
  - i. Cash increased by about \$195,000 from the prior month.
  - ii. The cash increase resulted in 38 days of cash on hand.
- k. We have approximately \$6.3 m in net Restricted Funds.
- l. We have \$1,111,000 in Net Patient Accounts Receivables.
- m. Our vendor payables balance was \$135,533.
  - i. The vendor payables balance resulted in 14 days outstanding payables.
  - ii. We want to maintain our outstanding payables at or under 30 days.
- n. Accounts Receivable days ended the month at 83.
  - i. Accounts Receivable days increased by 7 days from the prior month balance of 76 days.
- o. Funds have been received for the COVID-19 response and efforts to properly track and attest to the restrictions of the funds have been put in place.
- p. USDA has asked us for additional documentation.
- q. USDA has sent information on a grant opportunity to help with the feasibility costs.
  - i. We will start reviewing this information and getting an application in for those funds.
- r. With the completion of fiscal year end, preparations for audit and cost report are underway.

## **II.**

- a. *Upon motion duly made by Mr. Amundson and seconded by Ms. Berg, the Financial report was accepted as presented.*

## **III. Discussion topics**

- a. ***Infection Control***
- b. Ms. Gee and Ms. Fenley presented the Infection Control 2020 Annual Overview.
- c. ***USDA Loan***
  - i. Wheatland Memorial will find out in mid-April if they are given the official go ahead to submit a formal USDA Application.
    - 1. Wheatland Memorial has submitted the MTCAF grant application.
      - a. This grant is for \$50,000 to help cover the costs of the feasibility study.
    - 2. Wheatland Memorial has received a \$15,000 MCAP grant to help with the Business Performa.
- d. ***Cares ACT Funds***

- i. Hospital Beds
  1. Ms. Fenley presented a request to purchase five hospital beds and one bariatric bed.
    - a. The Hospital Beds Proposal was for \$101,644.10.
    - b. The Bariatric Bed Proposal was for \$40,000.
    - c. These beds are easily cleaned and provide extra monitoring for COVID patients.
  - ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Wojtowick, approval was granted to purchase five hospital and one bariatric bed at a cost of \$141,644.10*
  - iii. Ms. Henley presented a proposal to purchase a new life pack monitor for \$32,722.80.
  - iv. *Upon motion duly made by Mr. Wojtowick and seconded by Ms. Berg, approval was granted to purchase a life pack monitor for \$32,722.80 with preceding discussion.*
  - v. Mr. Poss presented a proposal to purchase new movable and cleanable shelving for Central Supply at a cost of \$19,353.03.
    1. *Upon motion duly made by Ms. Ber and seconded by Mr. Wojtowick, permission was granted to purchase new shelving for Central Supply at a cost of \$19,353.03 with preceding discussion.*
  - vi. Mr. Poss explained the hospital received \$2.9 million in CARES funding that must be spent by June 30<sup>th</sup> or it must be returned.
- e. **Billings Clinic Update**
  - i. Ms. Hannah announced Billings Clinic is working toward optimizing and standardizing the electronic health record processes.
    1. The goal is for a go-live in the fall of 2021.
  - ii. Ms. Hannah invited the Board to mark their calendars for the Regional Trustee Conference to be held November 4<sup>th</sup> and 5<sup>th</sup>.
    1. This conference will be an in-person conference.
    2. Ms. Hannah explained this is a good opportunity to learn from other Boards.
  - iii. Dr. Seger announced Billing Clinic has withdrawn their support of the Medical School that is trying to build in Billings due to inappropriate comments made by their leadership.
  - iv. Dr. Seger announced Billings Clinic is moving forward with their General Surgery program.
    1. Billings Clinic has hired a general Surgeon to be an outreach support to the affiliates.
- f. **Credentialing**
  - i. Ms. Barnhart presented Dr. Melanie Hardy for privileges and Mr. Lance Eller, Mental Health counselor for reappointment privileges.
  - ii. *Upon motion duly made by Ms. Berg and seconded by Mr. Wojtowick, privileges were granted for Dr. Melanie Hardy and reappointment privileges were grand for Mr. Eller as presented in the credentialing packets.*
- g. **April Meeting**
  1. The April meeting will be held in person at the Library.

**IV. Adjournment**

- a. *There being no further business to be brought before the Board, upon motion duly made by Mr. Amundson and seconded by Ms. Berg, the meeting was adjourned at 7:28PM.*

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DON AMUNDSON, SECRETARY/TREASURER