

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on April 16, 2015 in the Health Education Center.

MEMBERS PRESENT:

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

MEMBERS EXCUSED:

Lorraine Peterson, *Trustee*

OTHERS PRESENT:

Patsy Elings, <i>QI/Compliance</i>	Kathy Jutila, <i>MD, COS</i>
Peggy Hiner, <i>HR Director</i>	Gia Holiway, <i>Clinic Director</i>
Kayla Lawson, <i>Executive Secretary</i>	Taylor Lies, <i>PA-C</i>
Jane Moe, <i>Marketing Director</i>	Brandy Taber, <i>DON</i>
Clinit Seger, <i>MD, Billings Clinic</i>	Kyle Gee, <i>Billings Clinic</i>
Sarah Mauws, <i>RN</i>	

WELCOME AND INTRODUCTION

Chairperson Miller called the meeting to order at 5:02 pm.

CONSENT AGENDA

Corrections to the Board Minutes from March, correct spelling of the name Craig Martin. Updates in the newspaper will be an information column for the community members. On the DON report it stated that the last potential Long Term Care patient was denied by Dr. Jutila. Foundation reported on having a potential donor party with wine and cheese for those who have donated so much. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Voldseth all items in the consent agenda were adopted as written.*

REGULAR AGENDA

I. March Financials

- a. The March Financials were presented by Mr. Amundson. *Upon motion that was duly made by Ms. Peters and seconded by Mr. Bennett the March Financial Statements were approved as presented.*

II. Quality/Medical Staff Committee/ Safety Committee

- a. Ms. Pelton from Billings Clinic came in three weeks ago and did a walkthrough of the facility. There were a few things discovered during the walkthrough. Some of the shredders in the facility are the long-cut shredders; all shredders should be cross-cut shredders. Ms. Elings and Ms. Lawson went around the facility to see what shredders needed to be replaced. Instead of getting new shredders, WMH signed a contract with a shredding company. The shredding company comes in with two 64 – Gallon bins that are locked. Employees will be able to save time out of their day by using the bins instead of the shredder. The bins will be picked up every two months. Because of the security system being down the Med-Records room has only been locked during after hours, should be locked at all times when no one is in there. Since the Clinic records were not locked up they will be moved to the Med-Records so they are locked at all times. Another compliance issue that was found was the thank you cards from patients that are hung up around the facility. A solution for this is to pass the cards around during the all employee meeting for the employees to see. The needles and syringes were not in a locked cabinet and were accessible to patients. Needles and syringes have been moved to a locked cabinet. This will be an ongoing process for WMH every time there is an update Ms. Pelton will inform us. Then we will check and make sure the facility is compliant. Ms. Elings and Ms. Pelton will be meeting with the Senior Leadership team once a month for updates.

III. Old Business

- a. Trauma Updates
 - i. Since the Trauma review in February Sarah Mauws has been meeting with Mr. Thompson and are working on a texting and driving course. Looking into starting a helmet program for the community. Also looking at becoming a child ready facility. The Trauma Committee will meet every 2 months. The next Trauma Committee meeting will be April 28th at 4 PM.
- b. Cerner Updates
 - i. WMH is a 100% meeting our core objectives for Meaningful Use.
- c. Website
 - i. Ms. Moe passed around the Website Comparison sheet to the Board members. Ms. Moe explained the comparison chart for the websites. The Board had compared the companies Scorpions and AD Creations. Mr. Amundson motioned for any questions. *Upon motion that was duly made and seconded the Board approved to move forward with AD Creations.*
- d. Strategic Planning Session
 - i. Ms. Peterson sent out the agenda to the Board for the Strategic Planning Session on April 25th.
- e. Security System Update

- i. Simplex Grinnell has been on-site all this week installing the new system. They are going to try to get the cameras up as well, but may need new cameras for the system to work.
- f. MHN Safety Review
 - i. The Safety review went very well internally. The external review wasn't very good. The garden in front of the nursing home entrance had to be torn out because it was decaying. The patio in front of the nursing home windows was also taken out do to its decaying as well. The street behind the hospital has a hole that needs to be filled. Mr. Zwicker met with Jeff Cell, the Mayor of Harlowton, to see if the facility owns that street or the county. At the moment it is a street, but we have vehicles sitting on it. It has been the counties plan to get the hill next to the street leveled with the rest of the street. WMH will need to report back to MHN within 60 days to let them know what we have taken care of.
- g. Charles M. Bair Memorial Trust Update
 - i. Wheatland Memorial Healthcare received a grant of \$70,000 from the Charles M. Bair Memorial Trust. May need to have a motion to purchase the equipment for radiology with the grant money. The ultrasound (FAST exam) would have to be replaced by one of the other items on the list if we were to get it. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Voldseth the grant money was approved for the items on the list.*

IV. New Business

- a. Presentation on Medicare Reimbursement
 - i. Kyle Gee from Billings Clinic presented the presentation on Medicare Reimbursement. Mr. Gee went over the Medicare reimbursement hold up time. After the presentation Ms. Elings went over the coding process and then explained what Ms. Berg does after the coding process is finished.
- b. Job Descriptions
 - i. Every employee in the organization has met with Mr. Zwicker or their Directors. Each employee had sat down with their direct reports and looked over the old ones and added or took out what was no longer needed. Big thanks to Ms. Lawson for all her hard work on typing the descriptions. All that is left are the Providers job descriptions. June will be the target date for finalization and output.
- c. Board Education – Module 1
 - i. The Board watched the Module 1 on Board Governance. The module focused on how important quality is for a hospital. The Board went over the importance of the module.

V. Other Business


- a. Recognition of Donors
 - i. Ms. Moe handed out the thank you cards to the Board members for the donors. The Foundation board would like to start doing thank you cards as well.

VI. Executive Session

- a. The Board went into executive session at 6:51 pm. The executive session ended at 8:00 pm.

VII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 8:00 pm.


DON AMUNDSON, SECRETARY/TREASURER