

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on April 20th, 2017 in the Health Education Center.

MEMBERS PRESENT:

June Voldseth, <i>Chairperson</i>	Aubrey Miller, <i>Vice Chairperson</i>
Jenny Peters, <i>Secretary/Treasurer</i>	Don Amundson, <i>Trustee</i>
Katie Rein, <i>Trustee</i>	Tom Bennett, <i>Trustee</i>

OTHERS PRESENT:

Tina Barnhart, <i>Admin Assistant</i>	Allison Fenley, <i>DON</i>
Peggy Hiner, <i>HR Director</i>	Gia Holiway, <i>Clinic Director</i>
Brad Howell, <i>CEO</i>	Jane Moe, <i>Foundation Director</i>
Kayla Tellock, <i>Executive Secretary</i>	Patty Morris, <i>Radiology</i>
Karen Tomlinson, <i>Lab</i>	Vern Carda, <i>Billings Clinic</i>
Kyle Gee, <i>Billings Clinic</i>	Dr. Seger, <i>Billings Clinic</i>

EXECUTIVE SESSION

The executive session began at 5:00 pm.

WELCOME AND INTRODUCTION

Ms. Voldseth called the meeting to order at 5:47 pm.

MARCH MINUTES

The March Board Minutes were presented. *Upon motion that was duly made by Mr. Miller and seconded by Ms. Peters the March Board Minutes were adopted as presented.*

CONSENT AGENDA

- a. CEO Report, COS Report, DON Report, Operational/Foundation/Marketing Report, Clinic Report and HR Report.
- b. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson the March Consent Agenda were approved as presented.*

REGULAR AGENDA

II. Information Report to Board

- a. HR
 - i. Ms. Hiner state the list of current job opening is the board report. Recently have hired two new RN's for nursing. We have five students in the CNA class that can be hired in a casual status to help out in the summer. Ms. Hiner stated she has not received any applications for the dietary and housekeeping positions. Usually get several applications for these non-licensed positions. Ms. Hiner is using several different recruiting sites to bring in prospective applicants. Ms. Voldseth suggested using Cool works, for recruiting. Ms. Voldseth stated she uses this to recruit housekeepers.

- invited to this training. All departments with revision dates after August will be trained one on one by Ms. Tellock.
- vi. Ms. Tellock presented an overview of all policies as of April 10th.
 1. Ms. Tellock stated three of the five policies in the revision status are going to be deleted. One of these policies was a test policy for the training and the other two were protocols that were accidentally submitted. The Protocols will go on the shared drive.
- b. Strategic Planning: CT
- i. Ms. Morris recommended the 32 slice machine to the board.
 1. Ms. Morris stated there would have to be an addition five to ten CT scans to cover the additional cost of the 64 slice CT.
 2. Ms. Morris stated the 64 slice CT would allow WMH to offer pain management service instead of sending these patients to other facilities more equipped.
 3. Ms. Morris stated there would be a down time of about two weeks while the new machine is installed.
 - ii. Mr. Howell Recommended the 64 slice CT machine.
 1. Mr. Howell stated this could be promoted as “we can do CT scans just like Billings”
 2. Dr. Seger stated the 64 slice can be used to lung screens. This could be a good way to generate revenue.
 3. Mr. Howell stated this is an opportunity to send a good message to the community.
 4. Mr. Howell recommended the board vote on getting the 64 slice.
 5. Upon Motion duly made by Mr. Amundson and seconded by Mr. Miller to move forward with the lease of the 64 slice CT machine motion passed.
 6. Ms. Moe will do marketing to promote the new high quality 64 slice CT. Equipment when it is installed.
 7. Mr. Howell will talk to the providers about pain management at the next Med-Staff meeting and request their approval to move forward with this new service.
- c. Studer Group
- i. Mr. Howell stated the Leadership team met with the Studer Group on April 4th to discuss results of the survey.
 - ii. Mr. Howell announced the Studer Group is on hold for now with the announcement of his resignation from Wheatland Memorial Healthcare.
 1. Brad will be in contact with Studer to let them know of his resignation.
- d. Traveler Housings/ Master Planning
- i. Mr. Howell stated the commissioners recommend involving the community in the master planning process.
 - ii. Ms. Hiner stated we have not used a motel for travelers in at least six months.
 - iii. Ms. Fenley stated one of the travelers is paying part of their housing and the RV in back of the hospital is paying a small rental fee to park there. This will help recoup some of the rental costs.
- e. Credentialing Packets
- i. Ms. Tellock presented the Credentialing Packets for Lori Adams, *FNP*, Catherine Kelly *FNP* and Geraldine Peterdy, *Pathologist* for board approval.

III. Financials

- a. March Financials
 - i. We posted a profit of \$91,947. This was favorable to budget by \$83,000. Total Operating Revenues were positive against budget by \$49,000. Non-operating revenues of \$80,000 from Bair Trust and \$39 k from unrealized gains on Community Promise Investments.
 - ii. Our Operating Expenses were unfavorable to budget by \$52,300. Salary and Benefits were unfavorable to budget by \$48,000. Education and Travel was unfavorable to budget by \$5k.
- b. Year to date
 - i. We posted a profit of \$230,199. This was favorable to budget by \$206,000. Total Operating Revenues were favorable against budget by \$161,000.
 - ii. Our Operating Expenses were unfavorable to budget by almost \$71,000. With the higher revenues we have higher salary, benefits, and supplies. Professional fees have been unfavorable to budget by \$23,000 due to traveling CNAs, radiology fees, ER fees, accounting fees, administration fees and legal fees all being over budget.
- c. Year over Year
 - i. We are doing better than last year by \$133,000. This positive variance is due to stronger revenues.
- d. Balance Sheet
 - i. We ended the month with just over \$283,000 in Cash. Days of Cash on Hand are 16.
 - ii. We have \$2.3m in Restricted Funds; increase due to strong stock market performance. Net Patient Accounts Receivables are \$1,037,000 and favorable at 55 days outstanding. Our vendor payables balance was \$558,000, or 31 days outstanding.
 - iii. Concentrated effort to reduce long term debts with US Bank and Citizens Bank.
- e. Other items:
 - i. Audit rescheduled for May 1st
 - ii. Cost report – our analysis shows we may have a slight payable of \$30k this year end. This figure could change as a result of audit adjustments and other adjustments within the cost report.
 - iii. Raises of 2% were implemented.
 - iv. Work on the Revenue Cycle continues to address process issues and complaints.
- f. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Rein the March Financial Statements were approved as presented.*

IV. Discussion Topics

- a. Policy & Procedure 1st Quarter Report
 - i. Ms. Tellock presented the 1st Quarter Policy & Procedure Report to the board for review. Ms. Tellock stated there are three Maintenance Policies and one CSR/Infection Control Policy that need to be revised.
 - ii. Ms. Tellock stated all policy revision dates are set up for all the policies.
 - iii. The Med-Staff Medical Records Completion Policy is waiting for Med Staff to update their Rules and Regulations before the policy can be updated and approved.
 - iv. The Document Retention Policy was overviewed by various committees and legal. Ms. Tellock presented the policy at the Leadership meeting for final review of the changes made by legal. The policy will now be uploaded to Compliance 360.
 - v. Compliance 360 training for Department heads was held on March 21st for training on Policy Reviews. Any departments with scheduled revision dates before August were

- ii. *Upon motion that was duly made by Mr. Miller and seconded by Ms. Peters ; Lori Adams, FNP, Catherine Kelly, FNP, and Geraldine Peterdy, Pathologist were approved for privileges at Wheatland Memorial Healthcare, as presented in the Credentialing Packets.*

V. Other Topics

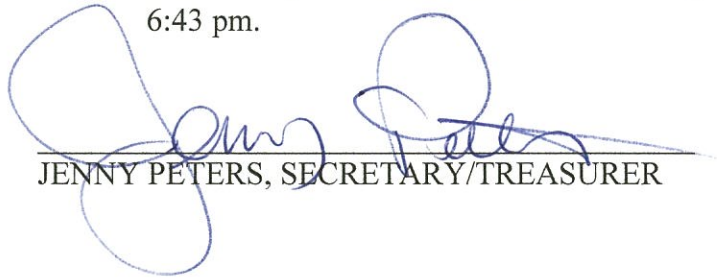
- a. Mr. Bennett announced the tree will be removed next week.
- b. Ms. Holiway stated she is working on the mobile sleep study contract.
- c. Mr. Howell requested permission from the board to send out an email stating he will continue to work at Wheatland Memorial Healthcare as interim through the end of June. Ms. Voldseth stated that would be fine as long as Mr. Howell allows the board some flexibility with the time frame.

VI. Announcements

- a. Next Med-Staff meeting will be held on May 9th, 2017 in the HEC room.
- b. Next WMH Board meeting will be held on May 18th, 2017. Executive session at 5:00 PM and Regular Meeting at 5:45 PM in the HEC room.
- c. Next Provider/Board meeting will be held on June 27th, 2017 at 5:00 PM in the HEC room.

VII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 6:43 pm.



JENNY PETERS, SECRETARY/TREASURER