

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on April 15, 2021 *via TEAMS*.

MEMBERS PRESENT:

Richard Moe, *Chairperson*
Julie Berg, *Vice Chair*
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*

Hannah Shirkey, *Billings Clinic*
Pat McConnell, *Billings Clinic*
Tina Barnhart, *Admin Assistant*
Ala'Abdel Ghafour, *Billings Clinic*

WELCOME AND INTRODUCTION

Ms. Berg called the meeting to order at 6:40 PM. The Vision, Values, and Mission Statement was performed.

MARCH MINUTES

The March Board Minutes were presented.

Upon motion duly made by Mr. Amundson and seconded by Mr. Wojtowick, the March Board minutes were approved as presented.

CONSENT AGENDA

- a. Agenda change
 - i. Mr. Poss requested the addition of Hospital Beds to Agenda under Discussion Topics.
 - ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, Hospital Bed purchase will be added to Discussion Topics.*
- b. CEO Report
 - i. The CEO Report and Dashboard were reviewed.
- c. *Upon motion duly made by Mr. Wojtowick and seconded by Mr. Amundson, the Consent Agenda was approved.*

REGULAR AGENDA

- I. ***March Financials***
 - a. For March, we posted a loss of \$86,056.
 - i. This was favorable to budget by \$143,231.
 - b. Total Operating Revenues were \$485,775.
 - c. Operating Revenues were unfavorable to budget by approximately \$121,000.
 - d. Our Operating Expenses were \$613,315.

- i. Operating expenses were favorable to budget by about \$56,000.
- e. Other Income was \$41,484.
 - i. This was favorable to budget by \$208,399.
- f. Year to date we posted a loss of \$90,431.
 - i. This was favorable to budget by approximately \$234,000.
- g. Total Operating Revenues were \$1,377,498.
- h. This was unfavorable against budget by approximately \$396,000.
- i. Our Operating Expenses were \$1,906,438.
 - i. Operating expenses were favorable to budget by \$6,413.
- j. Other Income was \$438,509.
- k. This was favorable to budget by \$624,034.
- l. Balance Sheet, we ended the month with about \$1,403,228 in Cash.
 - i. Cash increased by about \$29,000 from the prior month.
 - i. This resulted in 69 days of cash on hand.
- m. We have approximately \$5.8 m in net Restricted Funds.
- n. We have \$1,009,000 in Net Patient Accounts Receivables.
- o. Our vendor payables balance was \$211,678.
 - p. This resulted in 22 days outstanding payables.
 - i. We want to maintain our outstanding payables at or under 30 days.
- q. Accounts Receivable days ended the month at 77.
 - i. This was a 6-day decrease from the prior month balance of 83 days.
- r. 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.
- s. USDA CFTAT grant for \$50,000 has been submitted and reviewed by Montana USDA offices and was to be passed on to the national office this week.
 - i. Work on formal application for funds from the USDA is still in process.
 - i. Hopefully, the feasibility study will be started as soon as audit is wrapped up.
 - ii. We hope to have the audit wrapped up by mid-May.
- t. The FY20 audit and cost report are underway.
- u. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the Financial report was accepted as presented.*

II. Cares Act Funds

- a. **New Physical Therapy Space**
 - i. Mr. Poss requested \$180,627.16 from the CARES fund to pay for the new Physical Therapy area.
 - i. Mr. Poss explained the Physical Therapy remodel provides an area that has significantly better social distancing compared to the old area.
 - ii. The new area has three separate treatment rooms with hand washing sinks.
 - iii. This new area also has a separate entrance from the rest of the facility.
 - a. This isolates the Physical Therapy patients from the rest of the hospital.

- i. Without this separate entrance the Physical Therapy Department would not have been able to open at normal capacity.
 - iv. This space has also lent itself to be an excellent vaccination area.
- b. **Portable X-ray**
 - i. Radiology is requesting a digital Konica mKDR portable.
 - a. This would allow us to acquire digital images throughout the facility.
 - i. These images are acquired using lower radiation doses with this unit.
 - ii. This is a very versatile unit that in a pinch could even be used as a backup for the radiographic room.
 - iii. With this new machine we eliminate the technologist from having to leave the patient in the triage area and go to the double door to check their images.
 - iv. We should also eliminate the issue that was happening with the image receptor unable to communicate with the laptop due to all the cement in the walls.
 - a. The Konica mKDR portable is a complete digital unit with the computer housed directly in the portable and will be in the triage/ER room with the technologist and image receptor.
 - v. The most important improvement is relevance to infection control.
 - i. By making this purchase we eliminate the cross contamination that was happening from the technologists having to take the laptop and detector from the x-ray room down to the triage/ER area.
 - vi. In the radiographic room the laptop would be replaced with the Konica Ultra Software platform computer.
 - a. This would improve image quality thus making the diagnosis of the COVID-19 changes to lung fields more apparent.
 - b. Technologists will have a better preview image.
 - i. This should eliminate unnecessary transferring of patients due to missed motion or poor exposure on a final image.
 - c. This will also address the cyber security issue of operating on an unsupported Windows System.
 - d. Service Contract
 - i. This will be a seven-year unlimited parts, unlimited service calls, glassware and batteries included. If needed, there is unlimited drop coverage of the image receptor with the \$ 5,000 co-pay.
 - e. Computer shelf built in the Rad room.
 - i. This would have a hard laminate surface that can be wiped down for disinfection purposes.
 - ii. The lower shelf would lift the computer tower off the floor also aiding in the infection control of the department.
 - f. Ms. Morris requested \$182,126.00 to purchase the portable X-ray machine.
 - g. *Upon motion duly made by Mr. Wojtowick and seconded by Mr. Amundson, approval was granted to purchase the new portable X-ray machine with CARES funds.*

c. **Flooring**

- i. Ms. Fenley presented a proposal to use CARES funds to purchase flooring for the entire facility at a cost of \$198,171.68.
- ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Wojtowick, permission was granted with proceeding discussion to purchase new flooring for the hospital at a cost of \$198,171.68 with CARES funds.*

d. **Hoyer Lift**

- i. Ms. Fenley presented a proposal to purchase 2 lifts for a cost of \$17,733.83 with CARES money.
- ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Wojtowick, approval was granted to purchase 2 lifts at a cost of \$17,733.83 from the CARES fund with preceding discussion and explanation.*

e. **Hospital Bed**

- i. Ms. Fenley presented an updated proposal to purchase hospital beds at a cost of \$104,488.00 from the CARES fund.
- ii. *Upon motion duly made by Mr. Jones and seconded by Mr. Amundson, approval was granted to purchase hospital beds for \$104,488.00 from the CARES funds with preceding explanation of the new bid.*

f. **BiPAP Ventilator**

- i. Mr. Poss requested \$14,408.84 to purchase a BiPAP ventilator.
 - i. Mr. Poss explained this could be used to keep a patient alive until they could be transferred.
- ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, permission was granted to purchase a BiPAP ventilator with CARES funds for \$14,408.84 with preceding explanation.*

g. **USDA Loan**

- i. Wheatland Memorial has submitted the MTCAF grant application.
 - a. This grant is for \$50,000 to help cover the costs of the feasibility study.
- ii. Wheatland Memorial has received a \$15,000 MCAP grant to help with the Business Performa.

h. **Billings Clinic Update**

- i. Ms. Hannah announced the rollout of the Clinic Manage Affinity Group.
 - a. The group should begin meeting mid-May.
- ii. Ms. Shirkey announced Billings Clinic is preparing for the 2025 Strategic Planning meeting.

III. Adjournment

- a. *There being no further business to be brought before the Board, upon motion duly made by Mr. Amundson and seconded by Mr. Wojtowick, the meeting was adjourned at 7:40PM.*

DON AMUNDSON, SECRETARY/TREASURER