

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on May 19, 2016 in the Health Education Center.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Shay Hamilton, <i>Interim DON</i>	Brad Howell, <i>CEO</i>
Jane Moe, <i>Marketing Director</i>	Becky Sturdevant, <i>FNP</i>
Kayla Tellock, <i>Executive Secretary</i>	Kyle Gee, <i>Billings Clinic</i>
Vern Cerda, <i>Billings Clinic</i>	

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:07 pm.

APRIL MINUTES

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

REGULAR AGENDA

I. Management Reports to the Board

- a. CEO Report
 - i. The new Assistant DON, Allison Fenley, will be taking over the Quality Improvement after she gets settled in.
 - ii. Our go live date for Lawson is on November 1st. The Lawson system will be replacing our account payable, CSR, general ledger.
- b. DON Report
 - i. Ms. Hamilton discussed the statistics.
 - ii. CNA coverage continues to be an issue. Last month there were 17 shifts covered by travelers. Recently have interviewed CNA applicants and have hired them, so that should help some. We are also looking at needing traveling RNs. We have vacations and surgery's that are coming up that will need to be covered.
 - iii. The charting system we have called Saunders will be replaced with Cerner.
 - iv. The Nursing Home has slots open, but at this time everyone on our waiting list isn't ready to come in yet. Ms. Moe has posted on Wheatland Connections and in the paper about our long-term bed availabilities.
- c. Operations/Foundation/Marketing Report

- i. Ms. Moe reported that we are still waiting for the Program Director from the Murdock Trust Grant to come visit the facility. The Program Director tried to come down before, but had to turn around due to the weather.
- ii. The eEmergency is moving forward. We will be receiving two screens for the ER and should be going live on August 18th.
- iii. The Foundation Board met this week and the Gala will be set for October 1st.
- d. HR Report
 - i. Mr. Howell reported that we have no applicants for the dietary position and still have several other spots open as well. RMH is having the same difficulties.

II. April Financials

- a. For April, we posted a loss of \$40,000. This was unfavorable to budget by \$16,000. Revenues were positive against budget by \$35,000 and contractual and bad debts were favorable by 32,000.
- b. Our Operating Expenses were unfavorable to budget by \$32,000. Other Professional Expenses were unfavorable by \$63k. This was the annual e-Emergency fee that we expensed all of it in the current month as we already received the revenue grant to offset the expense.
- c. Year to date, through 4 months; we have a profit of \$55,000. This profit was favorable to budget by \$153k. Our inpatient volumes have been lower than budget by \$101,000, but outpatient and clinic revenues have been better than budget by \$96,000. Other Operating Revenues are unfavorable to budget based upon timing of when we are receiving grant funds. Total Expenses are favorable to budget by \$5,000.
- d. We ended the month with \$231,000 in Cash reserves. Cash decreased by \$44,000 from the prior month balance as a result of paying down our vendor payables.
- e. We have almost \$2.1m in Restricted Funds, and \$920,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$338,000, a decrease of \$26,000 from last month.
- f. Accounts Receivable days ended the month at 70; this was the same as the prior month.
- g. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett the April Financial Statements were approved as presented.*

III. Discussion Topics

- a. Audit Report
 - i. The auditors were happy with the way things look. After they are finished, they will give the Board suggestions on how to do certain things.
- b. Policies
 - i. Mr. Howell presented the Payment policies and the new changes to the policy. The new change was for monthly payments to be paid no less than \$50. Any balance not paid in 120 days will be sent to collections. Policy will go into effect on July 1st and information to the community will be sent out. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Voldseth the policy changes to the Payment Policy were approved.*
- c. Strategic Planning
 - i. Summary
 - 1. Mr. Howell would like to apologize for getting into the weeds about a few topics that were discussed during the strategic planning. The management team will be getting

together and to find solutions on how we will be able to move forward on these topics.

2. WMH would like to focus on making this a place where people feel more welcomed and valued.

ii. Tasks

1. Mr. Howell went over a list with action plans to move forward with the strategic planning. The Board discussed the various action plans and will want continued updates on them. A motion will be need to be able to move forward with the action plans. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett, the Action Plans for the strategic planning were approved.*

iii. Population Health Improvement

1. One item that came up during the Strategic Planning Session was the Community Healthcare Coordinator position. Mr. Howell discussed the roles and requirements the Community Healthcare Coordinator position would entitle; and the benefits the position will have for WMH.

iv. Board Reflections

1. The Board discussed how the Strategic Planning session went. The Board would like to make sure we keep moving forward.

d. Meaningful Use

- i. At this time we are waiting for more data before submitting the second part of the meaningful use. WMH has met all the needs for the first part of Meaningful Use and now we are just waiting to send out the claims.

e. PT Expansion

- i. Mr. Howell informed the Board that Mr. Min feels like he is in a better place to be at the facility then to be off-site. Mr. Min is mainly looking for another room to be able to do more procedures. We will be looking into ways to help make room for Physical Therapy.

f. Traveler House – Electrical Issues

- i. Issues were raised with the travelers house that is south of the hospital. The wiring in the house is very old and may not be up to code. We will be having an inspector coming in to evaluate the electrical in the house.

g. Employee Discounts

- i. WMH has offered Employee Discounts for many years. It was discovered that Employee Discounts are a liability and compliance issues. When Employee Discounts are offered they are supposed to be put on the employees W-2s for taxing purposes. Another issue is the hospital is a non-profit organization and employee discounts are considered to be giving a service away. Employee Discounts are also a violation of the STARK rules. These all put the hospital at risk.

h. Board Member Recruitment

- i. Ms. Peters has a community member who is interested.

IV. Announcements

- a. Mr. Bennett announced that the Wheatland County will be fixing the hospitals helipad if funds allow.
- b. Next WMH Board meeting will be held on June 16, 2016 at 5:00 PM in the HEC room.


c. Next Provider/Board Meeting, June 22, 2016 at 5:00 PM in the Clinic Lobby.

V. Executive Session

a. The executive session began at 6:38 pm.

VI. Adjournment

a. There being no further business to be brought before the Board, the meeting was adjourned at 7:12 pm.


DON AMUNDSON, SECRETARY/TREASURER