

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on May 21, 2015 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, <i>Chairman</i>	Lorraine Peterson, <i>Trustee</i>
Jenny Peters, <i>Trustee</i>	Tom Bennett, <i>Trustee</i>
Don Amundson, <i>Secretary/Treasurer</i>	Larry Putnam, <i>Interim CEO</i>

MEMBERS EXCUSED:

June Voldseth, *Vice Chairman*

OTHERS PRESENT:

Peggy Hiner, <i>HR Director</i>	Gia Holiway, <i>Clinic Director</i>
Kayla Lawson, <i>Executive Secretary</i>	Becky Parisi, <i>Interim DON</i>
Clint Seger, <i>MD, Billings Clinic</i>	Taylor Lies, <i>PA-C</i>

WELCOME AND INTRODUCTION

Chairperson Miller called the meeting to order at 5:08 pm.

CONSENT AGENDA

Intermediate Care swing-bed census is 22. WMH meaningful use is doing great. Some employees thought WMH wasn't meeting meaningful use standards, but we are meeting all meaningful use requirements. There was a Texting and Driving course last week. The community didn't have a great turnout, but the Trauma team will do another one during Driver's Ed this summer. The Clinic visits were down this last month but don't really know a reason why. Ms. Sexton is bringing in a lot of Big Timber patients. If we stay on track we will hit targeted patient visit goals next few months. Last year we had a huge fluctuation with the change of providers. Now our Providers are getting established and we should gradually trend up. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett all items in the consent agenda were adopted as written.*

REGULAR AGENDA

I. April Financials

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

II. Old Business

- a. Interim CEO Introduction

- i.* Mr. Putnam introduced himself to the Board. Mr. Putnam is from Helena, MT and has been working with small hospitals for a long time. Mr. Putnam will stay as long as Wheatland Memorial Healthcare needs him.
- b.* Cerner Update
 - i.* Everything is going well with Cerner; we have changed our meetings to bi-weekly now. We are starting to get the paper charts scanned into the system. The Lawson system is on hold for now. We have been meeting about the help-tickets, which are becoming less and less. Did some quick registration training for the nurses and CNA's.
- c.* Website
 - i.* The website project is moving forward. The Board would like to put a cap of \$20,000 for the website. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett the \$20,000 cap for the website was approved.*
- d.* Security System Update
 - i.* The security system is now fully up and running. All exterior doors are locked at 7 PM. Employees can scan their name tags to get into the building. The Tech was unable to get the camera's to operate with the system. Cost to fix the system was \$12,000. Cost estimate to fix the cameras was 26,080. WMH will explore less expensive options.
- e.* Job Descriptions
 - i.* The job descriptions just need to be reviewed and approved.
- f.* Montana Health Network Safety/Risk Management Review
 - i.* Nearly everything on the list has been taken care of. Only two items remain: replacing a GFI outlet in the kitchen and, ordering floating bottoms for housekeeping carts (so they won't tip over). This safety/risk management report comes from the Montana Health Network (MHN). They help us a lot by making sure everything is up to code. Still looking into fixing the helicopter pad. Need to contact DeAtly construction to see if they can do the helicopter pad.
- g.* Charles M. Bair Memorial Trust Update
 - i.* Ms. Moe has ordered approximately \$58,000 of equipment approved by the board and med-staff. This included a portable ER ultrasound, portable x-ray machine and an EKG machine. Ms. Moe will check to see if there will be any medical provider education on the refurbished ER ultrasound and the billing training code for the medical providers. We still have funds left after the purchases. The facility does need a few computers replaced.
- h.* Board Retreat
 - i.* On May 26th at 8 AM there will be a Board Education session in the HEC room for the whole day. We have Tara Kuipers coming in to educate the board. Lunch will be provided.

III. New Business

- a.* Authorized Signatures

- i.* Citizens Bank: Need a motion for all accounts pertaining to WMH and Citizens bank; to have Mr. Putnam added to the authorized signature cards. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson, Mr. Putnam is to be added to all accounts pertaining to WMH and Citizens bank.*
- ii.* US Bank: Mr. Putnam will get back with the Board on the US Bank accounts.
- iii.* Credit Union: At the Tri County Federal Credit Union we have the ECHO account. The ECHO account is a fund for Employees Caring and Helping Others. The auditors suggested we have these funds go through the hospital and subject to annual auditing by Eide Bailley, the hospital's auditors. We recently found out that Mr. Zwicker is the only one on the account that can take money out. It has been suggested to have Mr. Putnam and Ms. Hiner put on the signature cards for the ECHO account. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson, Mr. Putnam and Ms. Hiner were approved as the authorized signatures for the ECHO account.*

IV. Other Business

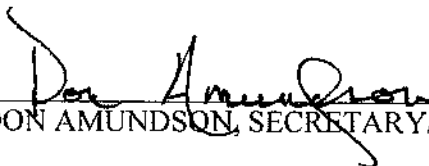
- a.* Donor Recognition
 - i.* Thank you's for the Foundation donations were handed out to the Board. Donations went towards the endowment.

V. Executive Session: to discuss legal and personnel matters.

- a.* The Board went into executive session at 6:12 pm. The executive session ended at 7:35 pm.

VI. Adjournment

- a.* There being no further business to be brought before the Board, the meeting was adjourned at 7:35 pm.


DON AMUNDSON, SECRETARY/TREASURER