

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on May 20, 2019 in the Health Education Center.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Rick Poss, <i>CEO</i>	Vern Carda, <i>Billings Clinic</i>
Clint Segar, <i>MD, Billings Clinic</i>	Peggy Hiner, <i>Human Resources</i>
Dr. Joan McMahon, <i>COS</i>	Tina Barnhart, <i>Admin Assistant</i>

EXECUTIVE SESSION

The executive session began at 5:02 p.m. and concluded at 5:47 p.m.

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:52 p.m. Reading of the Mission and Values Statement was performed.

APRIL MINUTES

The April Board Minutes were presented.

Upon motion duly made by Ms. Rein and seconded by Mr. Amundson, the April minutes were approved as presented.

CONSENT AGENDA

- a. Mr. Poss reviewed the CEO report and dashboard.
- b. *Upon motion made by Ms. Voldseth and seconded by Mr. Amundson, the Consent Agenda was approved with the preceding discussion.*

REGULAR AGENDA

I. Financials

- a. The April financial results:
 - i. For April, we posted a gain of \$31,831.
 1. This was unfavorable to budget by \$65,900.

- ii. Total Operating Revenues of \$559,058 were unfavorable against budget by approximately \$148,000.
 - 1. The majority of the shortfall comes from IP revenues being less than budget by just over \$90,000.
 - 2. IP days were 8 which is about average, but Skilled Swing Bed days were only 37 when they had averaged about 100 days the first quarter.
- iii. Outpatient revenues and clinic revenues were both less than budget as well.
 - 1. Our Operating Expenses of \$677,408 were unfavorable to budget by about \$43,000.
 - a. The largest variances were in salaries and supplies. The salary overages were mostly in the categories of physician and nurse practitioner salaries.
- b. Year to date: We posted a gain of \$587,422.
 - i. This was favorable to budget by approximately \$370,000.
 - ii. Total Operating Revenues of \$2,792,156 were favorable against budget by approximately \$128,000.
 - 1. This is due primarily to the high levels of Skilled Swing Bed patient days in February and March.
 - iii. Total Operating expenses were unfavorable to budget by just under \$9,000 which is less than a 1% variance.
- c. Balance Sheet
 - i. We ended the month with about \$255,000 in cash.
 - ii. Cash increased by about \$103,000 from the prior month resulting in 13 days of cash on hand up from 8.
- d. We have approximately \$2.49 m in net Restricted Funds, and \$1,601,000 in Net Patient Accounts Receivables.
- e. Our vendor payables balance was \$506,481, resulting in 53 days outstanding payables which is a more than the 30 days we want to maintain. (This indicator has been restated to remove payroll from the calculation.)
- f. Accounts Receivable days ended the month at 67.
 - i. This was a 17-day decrease from the prior month balance of 84 days.
- g. Other items
 - i. The audit and cost report are in process.
 - 1. Cost report has gone through final review and we have answered the questions that came from that review.
 - 2. We will have no problem getting the cost report filed by the deadline at the end of this month.
 - a. Audit: We have a couple questions that are still being worked through with the auditors.
- h. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the April financials were accepted as presented.*

II. Discussion Topics

- a. Head Start interest in the Hospital Property
 - i. Mr. Miller requested discussion and a vote on selling the hospital property to Head Start.
- b. *Upon motion duly made by Ms. Rein and seconded by Mr. Amundson, the decision was made to not sell the hospital land to Head Start with preceding discussion.*
- c. Code of Ethics
 - i. Mr. Poss presented the Board code of Ethics for signatures.
 1. Ms. Voldseth stated she would like the statement “unless the process fails” to the Code of Ethics.
 2. Mr. Poss will present the corrected Code of Ethics to the Board for signatures at the June meeting.
 3. Mr. Miller asked about grievance policies.
 - a. Mr. Poss will bring the grievance policies to the June meeting.
- d. Office 365
 - i. Mr. Poss presented the proposal for Office 365.
 - ii. Mr. Poss stated our current system will not be in compliance after the first of the year.
 - iii. Mr. Poss stated the Ship grant will pay for the \$9,000.00 migration fee.
 1. There will be a monthly maintenance fee of \$1,000.00.
- e. *Upon motion duly made by Ms. Voldseth and seconded by Mr. Moe, the motion to approve the purchase of Office 365 to keep Wheatland Memorial in Compliance passed.*
- f. Mammography Tube Discussion
 - i. Mr. Poss presented the estimate to replace the mammography tube.
 1. Mr. Poss stated this needs to be a board decision to end the service or pay \$35,000.00 to repair the 2D mammography equipment.
 2. Mr. Poss stated the standard for Mammography is 3D.
 - ii. Ms. Morris stated there could possibly be a mobile service that would come to Harlowton that has 3D mammography.
 1. Ms. Morris stated the mobile service would not generate any income for Wheatland Memorial but would be a service to the community.
- g. *Upon Motion duly made by Ms. Rein and seconded by Mr. Amundson, the decision to not repair the tube in the 2D mammography machine and research the mobile mammography option for the community.*
- h. Credentialing
 - i. Ms. Barnhart presented Dr. Kelli Schneider for privileging approval.
- i. *Upon motion duly made by Ms. Rein and seconded by Ms. Voldseth, privileges for Dr. Kelli Schneider were granted as presented in the credentialing packet*

- j. *Ms. Hiner presented Thank-You Cards for the Board to sign for The Bair Family Trust donation of \$25,000 towards the purchase of Cubes for the ER and to the American Legion Auxiliary for the donation of two flat-screen TVs for resident rooms.*

III. Adjournment

- a. *There being no further business to be brought before the Board, a motion was duly made by the Ms. Voldseth and seconded by Mr. Moe; the meeting was adjourned at 6:45PM.*



DON AMUNDSON, SECRETARY/TREASURER