

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on June 18, 2015 in the Health Education Center.

**MEMBERS PRESENT:**

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

**MEMBERS EXCUSED:**

Jenny Peters, *Trustee*

**OTHERS PRESENT:**

Gia Holiway, <i>Clinic Director</i>	Becky Parisi, <i>DON</i>
Kayla Lawson, <i>Executive Secretary</i>	Bobbie Hansen, <i>IT</i>
Jane Moe, <i>Marketing Director</i>	Taylor Lies, <i>PA-C</i>
Clinit Seger, <i>MD, Billings Clinic</i>	Hannah Sexton, <i>PA-C</i>

**WELCOME AND INTRODUCTION**

Chairperson Miller called the meeting to order at 5:09 pm.

**CONSENT AGENDA**

The consent agenda was presented. Topics: Job Description and Helicopter Pad have been added to the agenda under Old Business. *Upon motion that was duly made by Ms. Peterson and seconded by Ms. Voldseth all items in the consent agenda were adopted as written.*

**REGULAR AGENDA**

***I. Board Reports and Board Education***

***a. Board Education-Session w/ Tara Kuipers on 5/26***

*i. It was mostly educational for the Board members. Board members discussed what stood out to them during the session. It was a nice refresher and helped identify what we need and what we need to work on. The next step for this would be to have a Board Retreat. This will be held off till we get a permanent CEO.*

***b. Information Report to Board: IT Department***

*i. After the May Board meeting Mr. Putnam suggested to Mr. Miller that a good way to improve communication is for the CEO to invite a department head to the Board to give a short report to the Board about department activities. Mr. Putnam has done this at other hospitals. This is not an opportunity for the Board to micromanage. A different department head will be invited by the CEO to give a report each month.*

Bobbie Hansen/IT department gave an excellent report. She mentioned there were 76 computers in the building

- c. Concerns about Board member communications of personal e-mail account.
  - i. Mr. Miller said the Harlowton School Board recently had a lawyer come in to discuss legal matters. This attorney recommended Board members to stop using their personal e-mail addresses for School Board communication. Mr. Miller asked Mr. Putnam if hospital Board members could be issued hospital e-mail addresses for hospital Board business use. Mr. Putnam said yes and he will get this done.

## **II. Management Reports to the Board**

### **a. CEO Report**

- i. Mr. Putnam reported Shannon Dale Clause was hired in the Business Office. The position is a full-time position. She will be starting out part-time on June 22<sup>nd</sup>, 2015 and go full-time in no later than September 1<sup>st</sup>. The Claims Specialist position has been put on hold for the moment. It is difficult to train more than one person at a time. WMH has also hired Katherine Garrard, a permanent part-time cross-trained lab/x-ray tech. This will allow Ms. Dale and Ms. Tomlinson get more time off. Ms. Dale and Ms. Tomlinson have done a wonderful job of coming in when they weren't scheduled or on-call.
- ii. The facility had emergency expenditures for patient care. These expenditures had exceeded the \$5,000 spending limit. The Fuji reader that reads the x-ray imaging failed. Without that we are unable to do x-ray's, which is a life-threatening situation in the ER. Air conditioning also failed in the kitchen and dining room, also a life-threatening situation for elderly residents. It was suggested to send out an email to the Board to notify them of any emergency purchase. There is a policy and it should be followed till changed.
- iii. ICD-10 coding training has started. Ms. Elings is in Billings for the training. ICD-10 coding is much more complicated than ICD-9. It is important to get our providers trained as well. They will be going to Livingston for ICD-10 training.

### **b. Interim DON Report**

- i. Ms. Parisi thanked the Board for their service. She discussed the utilization for the month of May. May was a very busy month and so far June has been even busier. Several ERs with four patients, three medical providers and three RN's in the ER and still could have used more help. Staffing for CNA's has always been a challenge. This month we had one join us and two leave. Ms. Parisi has been working on getting the Pharmacy in line and organized. The state pharmacy came in look at the pharmacy. It went very well, but she is working on tracking expired medications better. The Nursing Home is full with 22 swing-bed patients; 10 out of the 22 are over the age of 90.
- ii. The new DON, Richard Hackett will start July 6<sup>th</sup>, 2015. He will get more training then just a few weeks.

- iii.* The CNA's roles have expanded; we have started training them on EKG's. Some people are afraid of change, so we are easing them into it and giving them support.
- c.* Operations/Foundation/Marketing Report
  - i.* The windows in the Nursing Home have been installed and look amazing. We are just waiting on two pieces of interior trim to come in for the windows. The windows were sponsored by the Tree of Remembrance and the Guild. The Foundation Board is now full. The Foundation float is moving along. The Wine & Cheese gathering for the appreciation of our donors will be on June 24<sup>th</sup>, 2015. Ms. Olson is back in Housekeeping. Ms. Ison is transferring back to Housekeeping but is currently out on FMLA. The Board would like to have a specific item that the facility needs to be posted in the newspaper to raise money to buy that specific item.
- d.* Clinic Report
  - i.* Ms. Holiway discussed the clinic visits for the month of May. Clinic visits are ahead of previous years. Ms. Holiway has been working on a plan to centralize registration with the Business Office and the Clinic.
  - ii.* Ms. Holiway and Ms. Weller went to Helena for the Community Health Worker program. Ms. Weller does a job with this program; she has been helping 22 people in the community. The grant for this position is almost done. After the grant has ended we won't be able to hold this position financially. Due to other facilities being unsuccessful with the program their grant money has been divided amongst the ones who were doing well. This has allowed us to keep going with the program for a few more months. There is another statewide grant that may be available this fall to continue this program.
  - iii.* Equipment for the sleep study program was returned to Great Falls. But Dr. Jutila plans to do home sleep studies. It will be a great asset and is reimbursable.
  - iv.* Ms. Holiway went over the score cards from Billings Clinic on the Meaningful Use status. We are meeting all requirements. Not sure at this time of when we will get reimbursed, but we will be reimbursed. The facilities will get to pick the 90 days of Meaningful Use that they would like to submit in for the reimbursement. There is a paperwork-intensive process to get this reimbursement. Billings Clinic helps Ms. Holiway with this.
  - v.* Leadership did some brainstorming for the LSS position. Ms. Lawson who is very excited about LSS will be helping Ms. Holiway with getting back on track with LSS. Ms. Holiway is working with Ms. Parisi to get the RN's certified in PALS/ACLS. There are four volunteer staff members to help teach the classes. Sports physicals available Monday through Friday like previous years. Call Clinic for an appointment. Mr. Miller mentioned the deadline for students getting sports physicals is August 14<sup>th</sup>.
  - vi.* The Clinic is now able to do DOT (Department of Transportation) physicals. This wasn't possible until Ms. Sexton, PA-C and Ms. Sturdevant, FNP started working at

WMH. In order to be able to do DOT Physical you must be certified. DOT physicals have become stricter. Before in the past there have been a lot of people who slipped through the cracks. The DOT physicals now take more time, due to the strict requirements. WMH will advertise that WMH does DOT Physicals.

### **III. May Financials**

- a. The May Financials were presented by Mr. Amundson. WMH had a positive bottom line for the month of May. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett the May Financial Statements were approved as presented.*
- b. 2014 Cost Report Status
  - i. The Cost Report was sent to Medicare May 31. Reimbursement is estimated to be \$140,000. The reimbursement should be coming in fairly quickly. The plan is to use this reimbursement toward getting caught up on the bills.

### **IV. Old Business**

- a. Website Update is Moving Forward
  - i. Ms. Moe informed the Board that they are moving forward on this project, and it should take four to six weeks depending on the testing. The logo will look a little different. The Board was okay with the changes to the logo. Ms. Elings informed the hospital because of compliance issues employees cannot login to e-mail or training from home. WMH can't have non-salaried employees working from home. There will be a link on the website for salaried employees (but not hourly workers).
- b. Security Camera Grant Request
  - i. Ms. Moe submitted a Wind Energy grant request for \$6,000 for a security camera system for the hospital
- c. Charles M. Bair Memorial Trust Update
  - i. Ms. Hansen, Ms. Moe and Ms. Holiway discussed status of Bair equipment purchases. There is \$12,000 left to use from the Charles M. Bair Memorial Trust fund. Ms. Hansen recommended purchase of replacement computers for \$5,000. Dr. Jutila requested purchasing a spirometry and home sleep study equipment. Ms. Holiway was able to talk the company down for the home sleep study and spirometry to \$6,999.96. The data that is produced from the machine will need to be read by a Board Certified Sleep doctor. Ms. Holiway has found a National company that will read the data for \$48 an hour. Request approval from the board to purchase the equipment with the Charles M. Bair Memorial Trust fund. *Upon motion that has been duly made by Mr. Amundson and seconded by Ms. Peterson the spirometry, home sleep study and computer equipment has been approved for purchasing.*
- d. Job Descriptions
  - i. Mr. Putnam will make sure this project is done before the permanent CEO is here.
- e. Helicopter Pad
  - i. Cement may be a better option for the helicopter pad. The airport run way is going to be redone; it could be possible that we can do the helicopter pad at the same time.

**V. New Business**

- a. Citizens Bank Line of Credit, \$114,859.16 CD
  - i. Mr. Putnam walked through the paperwork for a line of credit on the CD. Interest rate would be 2.06%. The CD will be held by the bank when the line of credit is established. There is no disbursement of the money without two signatures. There is a fee of \$100 to set up the line of credit on the CD. The Board would like to use this CD only for emergency payroll purposes. If the line of credit needs to be used a notification will go out to each Board member. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Peterson, the Line of Credit and the use of the Line of Credit to be used for payroll was approved.*
- b. Revised U.S. Bank Resolution, Signature Cards
  - i. The Board revised the U.S. Bank resolution/signature cards.
    - 1. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Voldseth to close the current credit card account with U.S. Bank was approved.*
    - 2. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Amundson, to open new credit card account with U.S. Bank was approved.*
    - 3. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Voldseth, the Investment Account and the Line of Credit Account will require two signatures was approved.*

**VI. Upcoming Events, Announcements & Information**

- a. Foundation Wine and Cheese Donor Appreciation Event will be held on June 24<sup>th</sup>, 2015 at the Graves.
- b. Next Board meeting will be held on July 16<sup>th</sup>, 2015.

**VII. Executive Session**

- a. The Board went into executive session at 7:52 pm. To discuss personnel matters. The Board discussed changing the time of the Board meeting. *Upon motion that was duly made by the Board, Board Meetings will start meeting at 5:30 PM during the summer was approved.* The executive session ended at 9:12 pm.

**VIII. Adjournment**

- a. There being no further business to be brought before the Board, the meeting was adjourned at 9:12 pm.

  
DON AMUNDSON, SECRETARY/TREASURER