

Wheatland Memorial Healthcare
Board of Trustees' Meeting

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

MEMBERS PRESENT:

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| 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:

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|---|---------------------------------------|
| Rick Poss, <i>CEO</i> | Pat McConnell, <i>Billings Clinic</i> |
| Clint Segar, <i>MD, Billings Clinic</i> | Vern Carda, <i>Billings Clinic</i> |
| Peggy Hiner, <i>Human Resources</i> | Dr. Joan McMahon, <i>COS</i> |
| Kayla Tellock, <i>Purchasing/AP</i> | Rebecca Sturdevant, <i>PA-C</i> |
| Leslee Lashman, <i>Environmental Services</i> | |

EXECUTIVE SESSION

The executive session began at 5:02 PM and concluded at 5:43 PM.

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:46PM. Reading of the Mission and Values Statement was performed.

MAY MINUTES

The May Board Minutes were presented.

Upon motion duly made by Ms. Voldseth and seconded by Ms. Peters, the May minutes were approved as presented.

CONSENT AGENDA

- a. Mr. Poss reviewed the CEO report and dashboard.
 - i. Ms. Hansen has gotten really good at extracting data for WMH.
 - ii. Lab's Analyzer went down and Ms. Tomlinson was able to get it back up and running.
 - iii. Will be opening the CNA class to sophomores and juniors so we can get them trained and then they will be able to work more. Ms. Fenley discussed the clinical rotations.
- b. *Upon motion made by Mr. Moe and seconded by Ms. Voldseth, the Consent Agenda was approved with the preceding discussion.*

REGULAR AGENDA

I. Financials

- a. The May financial results:
- b. For May, we posted a loss of \$44,618. This was unfavorable to budget by \$254,106. Total Operating Revenues of \$576,883 were unfavorable against budget by approximately \$74,000. The shortfall is split between revenues being less than budget by just over \$42,000 and Contractual Adjustments being more than budget by \$36,000. IP days were nine which is slightly above average. Second quarter skilled swing bed days continue to be at 37 per month while 1st quarter averages were about 100 days per month. Clinic visits averaged 330 per month for the first quarter as opposed to 297 for the second quarter.
- c. Our Operating Expenses of \$581,375 were favorable to budget by about \$41,000.
- d. Year to date: We posted a gain of \$542,804. This was favorable to budget by approximately \$116,000. Total Operating Revenues of \$3,369,039 were favorable against budget by approximately \$53,000. This is due primarily to the high levels of skilled swing bed patient days in February and March. Total Operating Expenses were favorable to budget by \$32,539, which is a 1% variance.
- e. Balance Sheet: We ended the month with about \$300,835 in Cash. Cash increased by about \$46,000 from the prior month resulting in 15 days of cash on hand, up from 13.
- f. We have approximately \$2.49 m in net Restricted Funds, and \$1,364,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$240,851, resulting in 23 days outstanding payables which are under the 30 days we want to maintain. (This indicator has been restated to remove payroll from the calculation.)
- g. Accounts Receivable days ended the month at 64; this was a 3-day decrease from the prior month balance of 67 days.
- h. The audit and cost report are in process. Cost report has gone through final review and we have answered the questions that came from that review. We will have no problem getting the cost report filed by the deadline at the end of this month. Audit: We have a couple questions that are still being worked through with the auditors.
- a. *Upon motion duly made by Ms. Peters and seconded by Mr. Moe, the May financials were accepted as presented.*

II. Discussion Topics

- a. Washing Machine
 - i. Ms. Lashman requested \$8,375.00 for a Commercial Washer. We have a commercial washer that holds 65 pounds, which is a lot of laundry for our facility. We found out we were out of compliance with our smaller washers. The water in the smaller washers cannot get to the proper temperature to kill bacteria therefore causing an infection control issue.
 - ii. *Upon motion duly made by Ms. Voldseth and seconded by Ms. Peters, the purchase of a new washing machine was approved.*
- b. Fire Panel

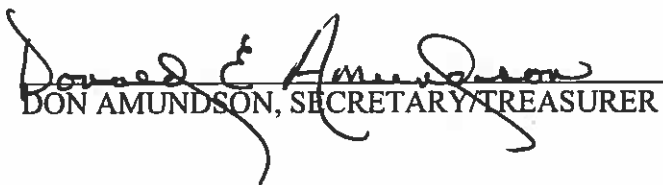
- i. We are currently running on a fire panel that was installed in 1992 and the parts for it have been obsolete. Mr. Tellock is requesting \$24,464.97 for a new Fire Suppression System Control Panel.
- ii. *Upon motion duly made by Mr. Moe and seconded by Ms. Voldseth, the update for the fire panel was approved.*
- c. Window Replacement
 - i. Mr. Tellock is requesting \$8,554.00 for 12 custom windows including installation.
 - ii. *Upon motion duly made by Ms. Peters and seconded by Ms. Voldseth, window replacements for the facility were approved.*
- d. Credentialing
 - i. Ms. Tellock presented Avera, Dr. Tyler Price and Pathologist, Dr. Katherine Messner for privileging approval.
 - ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, privileges for Dr. Tyler Price and Dr. Katherine Messner were approved as presented in the credentialing packet.*

III. Other Topics

- a. Code of Ethics – Signatures- Moved to executive session.
- b. Financial Committee will meet at 6:00 PM, the regular session will be at 6:30 PM, and the Executive Session will follow the regular meeting starting on July 18th.
- c. Ms. Tellock presented a thank you card for the Board to sign.
- d. Ms. Fenley thanked the board for the new call bell system.
 - i. The new call bell system is in and working great.

IV. Adjournment

- a. *There being no further business to be brought before the Board, a motion was duly made by Mr. Amundson and seconded by Ms. Voldseth; the meeting was adjourned at 6:17PM.*


DON AMUNDSON, SECRETARY/TREASURER