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:
Aubrey Miller, Chairperson
Katie Rein, Vice Chairperson
Jenny Peters, Trustee
June Voldseth, Trustee
Richard Moe, Trustee
Don Amundson, Secretary Treasurer

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

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
   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.

[Signature]

DON AMUNDSON, SECRETARY/TREASURER