

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on July 20<sup>th</sup>, 2017 in the Health Education Center.

**MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Tina Barnhart, <i>Admin Assistant</i>	Hannah Sexton, <i>PA-C</i>
Allison Fenley, <i>DON</i>	Peggy Hiner, <i>HR Director</i>
Gia Holiway, <i>Clinic Director</i>	Brad Howell, <i>CEO Roundup</i>
Mary Ruyter, <i>Interim CEO</i>	Bobbie Hansen, <i>Informatics</i>
Jane Moe, <i>Foundation Director</i>	Vern Carda, <i>Billings Clinic</i>
Velda Southworth, <i>Billings Clinic</i>	

**EXECUTIVE SESSION**

The executive session began at 5:00 pm.

**WELCOME AND INTRODUCTION**

Ms. Voldseth called the meeting to order at 6:07 pm.

**JUNE MINUTES**

The June Board Minutes will be reviewed and accepted at the August 24<sup>th</sup> Board of Trustees meeting.

**CONSENT AGENDA**

- a. CEO Report, COS Report, DON Report, Operational/Foundation/Marketing Report, Clinic Report and HR Report.
  - i. DON report was corrected to say 23 patient days and 6 patients.
- b. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters the June Consent Agenda were approved with corrections*

**REGULAR AGENDA**

***II. Board Education***

- a. Ms. Hansen, Informatics, explained to the board that her job is to send quality measures to the state on a quarterly basis. This reporting has not been done since 2015. Ms. Hansen will have Wheatland Memorial's report card by the next meeting. Ms. Hansen stated this reporting opens the doors for different grants. Ms. Hansen stated Medicare and Medicaid are changing to a quality based payment system so this report could help improve Wheatland Memorial's processes for better payment when the quality based payment system is rolled out.

### **III. Financials**

#### **a. June Financials**

- i. For June, we posted a gain of \$29,389. This was favorable to budget by \$21,000. Total Operating Revenues were positive against budget by \$62,500. Our Operating Expenses were unfavorable to budget by \$63,000. Professional fees were unfavorable to budget by \$27,000 due to traveling providers and RNs. Salary expenses were \$30,300 unfavorable to budget due mainly to acute, lab, dietary, clinic providers, housekeeping, laundry and nursing admin departments offset some by various departments that were slightly favorable. Supplies expenses were unfavorable to budget by \$11,800 due mainly to lab supplies and drugs being more than budgeted.
- ii. **Year to date:** We posted a profit of \$269,930. This was favorable to budget by approximately \$222,000. Total Operating Revenues were positive against budget by almost \$251,000.
- iii. Our Operating Expenses were unfavorable to budget by about \$132,000. Professional fees were unfavorable to budget by \$74,500 due to traveling providers, radiology fees, ER fees, IT fees, accounting fees, and legal fees all being over budget. Supplies expense was unfavorable to budget by \$40,600 due to the non-chargeable supplies, lab supplies and drugs being more than budget. Salary expenses were \$38,700 unfavorable to budget due primarily to clinic providers, lab, housekeeping, patient accounting and admin departments.
- iv. Balance Sheet: We ended the month with almost \$218,800 in Cash. Cash increased by \$53,516 from the prior month resulting in 11 days of cash on hand.
- v. We have almost \$2.4m in Restricted Funds, and \$1,122,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$691,000, resulting in 35 days outstanding payable which is real close to the 30 days we want to maintain.
- vi. Accounts Receivable days ended the month at 65 days; this was a 3 day decrease from the prior month balance of 68 days.
- vii. Other items:
  1. Cost report – payable due on last year is currently being withheld from payments.
  2. Working to get audit finished up and will be working on the 990 tax return soon.
- viii. *Upon motion that was duly made by Mr. Bennett and seconded by Mr. Miller the June Financial Statements were approved as presented.*

### **IV. Discussion Topics**

#### **a. Strategic Plan Action Step Updates**

- i. CT
  1. Mr. Howell received notification the new CT machine is on its way.
  2. There will be no CT available August 10<sup>th</sup>-21<sup>st</sup> while the technicians install the new machine.
- ii. Sleep Lab
  1. Ms. Holiway stated the credentialing piece costs \$4500.00 for three years.
  2. Lewistown is researching ways to help with the cost of the credentialing.
  3. Ms. Holiway stated the sleep lab is on the Med-Staff agenda for August to see if enough sleep studies would be ordered to make this service cost effective.
  4. Discussion will be held to see how many studies are being sent out.
  5. Ms. Holiway will meet with Ms. Ruyter to go over the numbers.

6. Ms. Holiway will bring the results of the research and discussions to the next board meeting.
- iii. ED Gurney with a scale.
    1. Ms. Ruyter received a quote for the new scale of \$5,586.56.
    2. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Miller permission was granted to purchase the ED gurney with a scale for \$5586.56.*
  - iv. Capital equipment “wish list”
    1. Ms. Moe will ask department heads what items they would like to have added to the “wish list”.
    2. Ms. Moe will add items to the wish list for capital equipment and present to the Board in the August Foundation report:
- b. Studer Group
    - i. The first LDI meeting was held in June. Studer expects all department heads to do rounding with their staff. All managers and department heads will report the results of their rounding with staff to Ms. Ruyter monthly.
  - c. Pharmacy Cabinet Update
    - i. Pharmacy cabinet is up and running. Nursing and the pharmacist are working out some of the kinks. The interface will go live August 1<sup>st</sup>.
    - ii. Ms. Fenley and Ms. Hansen are working on the formulary to update prices. The formulary will be updated yearly to prevent any lost charges.
  - d. Physician recruitment update
    - i. Mr. Carda stated Billings Clinic has started the recruitment process. Advertisements for the CEO position were posted May 31<sup>st</sup>. Currently we have eight applicants interested.
    - ii. Mr. Carda stated Billings Clinic and the Board will have the initial conversations with applicants. The final two applicants will be invited onsite to meet with the Board and Leadership team.
  - iii. Mr. Carda asked the board and staff what traits they would like to see in a CEO.
    1. Good conflict resolution with a track record of conflict resolution.
    2. Experience as a CEO at a rural hospital.
    3. Good communication skills.
    4. Resides in a 30-mile radius of the service area
    5. Runs a tight ship.
    6. Integrity –familiar with Studer.
    7. Common sense.
    8. Fiscal talent (management).
    9. Accountability.
    10. Quality driven.
    11. Someone that follows through.
    12. Values providers.
      - a. More engagement and follow through with providers.
      - b. Supportive of providers.

13. Honesty.
14. Staff engagement and how do they position themselves.
15. HR background.

iv. Mr. Carda stated the final choice the new CEO is always the choice of the Board.

#### **V. Other Topics**

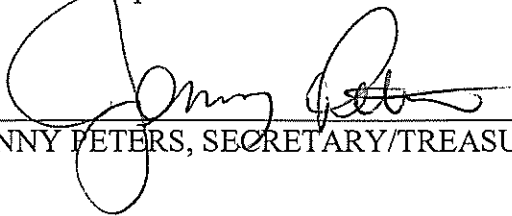
- a. Thank You Cards
  - i. Ms. Moe presented several memorial thank you cards to be signed by the board.
  - ii. Ms. Moe announced the Gala will be September 15, 2017 and is looking for silent auction items for the Gala.
- b. Signature Cards
  - i. *Upon motion that was duly made by Mr. Miller and seconded by Mr. Bennett the motion passed to allow the signature cards to be changed to include Ms. Ruyter as a signer.*
    1. The Board signed new signature cards allowing Ms. Ruyter to be a signer and access accounts at Citizens Bank in Harlowton.
  - ii. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters the motion to repeal the loan application presented to US Bank for \$120,000.00 to pay Medicare was passed.*
  - iii. *Upon motion that was duly made by Mr. Amundson seconded by Ms. Rein to take \$120,000.00 out of the Board Restricted Fund to pay Medicare was passed.*
    1. Mr. Amundson requested the board discuss a plan to repay the money used from the Board Restricted Fund at the next meeting.
  - iv. *Upon motion that was duly made by Mr. Bennett to allow Ms. Ruyter to apply for a credit card on behalf of Wheatland Memorial Healthcare and seconded by Mr. Miller the motion passed.*

#### **VI. Announcements**

- a. Next Med-Staff meeting will be held on August 8<sup>th</sup>, 2017 in the HEC room.
- b. Next WMH Board meeting will be held on August 24<sup>th</sup>, 2017. Executive session at 5:00 PM and Regular Meeting at 5:45 PM in the HEC room.
- c. Next Provider/Board meeting will be held on September 26<sup>th</sup>, 2017 at 5:00 PM in the HEC room.

#### **VII. Adjournment**

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:50 pm.



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JENNY PETERS, SECRETARY/TREASURER