

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on July 21, 2016 in the Health Education Center.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Vern Carda, <i>Billings Clinic</i>	Allison Fenley, <i>Assistant DON</i>
Kyle Gee, <i>Billings Clinic</i>	Shay Hamilton, <i>Interim DON</i>
Peggy Hiner, <i>HR Director</i>	Gia Holiway, <i>Clinic Director</i>
Brad Howell, <i>CEO</i>	Taylor Lies, <i>PA-C</i>
Tracy Martin, <i>DON</i>	Sarah Mauws, <i>Trauma Coordinator</i>
Jane Moe, <i>Foundation Director</i>	Kayla Tellock, <i>Executive Secretary</i>

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:36 pm.

JUNE MINUTES

The June Board Minutes were presented and corrections were made. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Rein the June Board Minutes were adopted as corrected.*

REGULAR AGENDA

I. Information Report to Board

- a. Trauma
 - i. Mr. Lies and Ms. Mauws gave an update on Trauma. Mr. Lies is the Trauma Director and Ms. Mauws is the Trauma Coordinator. Every few years the state will come in and run a survey on our Trauma to ensure we are up-to-date and doing things correctly. All of the providers are certified in CALS/Trauma and are working on getting the nurses certified as well. Ms. Mauws is working on a program called "It's Your Choice" that will be a simulated car wreck that high school students will participate in. Ms. Mauws is also working on the pediatric preparedness program for the ER. Ms. Engle has taken over the EMS director position. There will be a Cardiac Ready Community presentation next week for the community at the Library at 5pm on July 28th.

II. Management Reports to the Board

- a. CEO Report
 - i. The traveler house was inspected. Everything looks good and the inspector didn't think we are in any danger. So we can continue to house travelers there. The CNA stipend program is making improvements and has been extended for another six months.
- b. DON Report

- i. The new DON, Tracy Martin was introduced to the Board. Ms. Martin has been here for two weeks now and is doing a great job.
 - ii. Ms. Martin discussed the nursing statistics for the month of June. The nursing home currently has four open beds. People on the waiting list have been called, but no one is ready to move in yet. There is a possibility we will get two patients in soon.
 - iii. CNAs are fully staffed, but we will continue to hire casuals so we won't have to use as many travelers in the future. Our nursing staff is low and we are currently trying to hire for those positions. Overtime does save us money, but then the nurses get burned out.
 - iv. Ms. Fenley is doing a great job and is working on a lot of projects. She is currently working on re-writing a lot of the policies for infection control to make sure we are compliant.
- c. Clinic Report
- i. Ms. Holiway reported the clinic statistics for the month of June. Still have two RN positions open, but have a possible transfer. The Community Health Worker, Ms. Weller, has resigned, so we are recruiting for that position as well. Ms. Sexton is one of our locums and is going to start picking up some consistent days on the calendar.
 - ii. The Board had asked if there have been any concerns from patients due to Dr. Jutila's change in schedule. At this time we have only had one patient; other than that it has been good. Dr. Jutila spoke with all of her patients beforehand which made an easy transition.
- d. Operational/Foundation/Marketing Report
- i. Ms. Moe announced that the Cardiac Ready Program has been posted on Facebook. Due to being uncertain where the program was going to take place it was unable to make it in the paper.
- e. HR Report
- i. Ms. Hiner reported that RNs are the hardest to find right now. We are going to start trying college career fairs to help recruit.

III. Financials

- a. June Financials
- i. For June, we posted a profit of \$10,000. This was favorable to budget by \$34,000. Total Operating Revenues were positive against budget by \$55,000. Contractual and bad debts were favorable by \$23,000 to budget.
 - ii. Our Operating Expenses were unfavorable to budget by \$39,000. Other Professional Expenses were unfavorable to budget by \$17,000 due to traveling staff, as well as Supply Expense unfavorable to budget by \$6,000. Other Expenses were unfavorable by \$18,000 due to CT rental expense and locum housing costs.
 - iii. Year to date, through 6 months; we have a loss of \$43,000. This loss was favorable to budget by \$90k. Our inpatient volumes (mostly the nursing home census) have been lower than budget by \$126,000 (8%), but outpatient is better than budget by \$138,000 (11%), and clinic revenues are slightly unfavorable to budget by \$3,000 (.5%). Other Operating Revenues are unfavorable to budget by \$144,000 based upon timing of when we are receiving grant funds. Total Expenses are unfavorable to budget by \$75,000 (2%).
 - iv. We ended the month with \$246,000 in Cash reserves. Cash increased by \$43,000 from the prior month resulting in 15 days of cash on hand.
 - v. We have \$2.2m in Restricted Funds, and \$955,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$543,000, an increase of \$217,000 over the prior month resulting in 32 days outstanding payables which is the level we want it maintained.

- vi. Accounts Receivable days ended the month at 70; this was a 1 day increase from the prior month balance of 69 days.
- vii. Other Activities:
 - 1. Business Office continues to work on a new patient statement and improving their processes and cleanup of the revenue cycle.
 - 2. We are evaluating our equipment to determine what might need replacing over the next few years.
 - 3. Auditors are almost finished with the year-end audit. They will present the audit in August. We made our cost report payment to Medicare for \$173,000.
 - 4. We have filed for our Meaningful Use reimbursement with Medicare. We anticipate that it will arrive in late July or early August. Those funds will be used to repay the loan for the new system.
- viii. *Upon motion that was duly made by Mr. Amundson and seconded by Ms. Peters the June Financial Statements were approved as presented.*
- b. Audit Update
 - i. They are currently still working on the audit report, no updates at this time.
- c. Cost Report
 - i. WMH has made the payment to Medicare. At the end of December we may get a reimbursement from the payment we made.

IV. Discussion Topics

- a. Meaningful Use Update
 - i. WMH is waiting for the seconded stage of the Meaningful Use process to go through. We should be receiving the reimbursement sometime at the end of August.
- b. Strategic Planning
 - i. WMH has explored replacing the CT scanner to a 16-slice. Any CT scanner less than a 16-slice will become obsolete. WMH currently has a 4-slice CT scanner. We have the option of building a new modular or adding on to the one we currently have. The existing CT scanner WMH has is leased and the next one will be leased as well.
- c. Community Health Assessment
 - i. The first steering committee meeting was held on June 23rd, 2016. The committee reviewed the survey that was given three years ago and made corrections to it. After it gets approved, it will be sent out to the community members. When surveys are turned in the community member who filled out the survey will be put in a drawing for a chance to win a \$50 gas card.
- d. Studer Group
 - i. On July 28th, 2016 at 6pm at the Ryegate Fire Hall there will be a presentation about the Studer Group. Mr. Howell explained what the Studer Group program was and what it stood for. The program has been very successful at other facilities.
- e. eEmergency Update
 - i. Clinically we are all ready for eEmergency. Ms. Mauws has been changing our policies to support the system. IT and Maintenance are all set and ready for the go live.
- f. Travelers Housing Expenses
 - i. Mr. Gee ran a report to see what our expenses were for the housing expenses. It is hard to tell where we sit due to the Country Side Inn not billing us regularly. Ms. Hiner has been in contact with Bill Jones and he would like to do one year rental agreements. The Board discussed the housing options and were okay with pursuing the rentals from Bill Jones.

- g. Lawson Update
 - i. WMH is currently trying to replace the Healthland system with Lawson. We have purchased the Lawson program to make the switch and are currently working on a go-live date.
- h. Bylaws – Article 3.1.1 Numbers
 - i. The board discussed changing the minimum number of Trustees to five members and to stick to odd numbers for voting purposes. Will bring the updated bylaws for approval at the August 18th Board meeting.
- i. Lightning Strike
 - i. WMH was struck by lightning on June 9th, 2016 that caused the door access system to stop working. Simplex has been on-site to access the problem. The breaker boxes that control the door access system were fine. It is a possibility the magnets were destroyed during the lightning strike. Simplex will be back to figure out the problem.
- j. Breaker Box Replacement
 - i. The breaker box downstairs needs to be replaced. Saturday, July 23rd, 2016 there will be a temporary power outage on the first floor for about four hours. Nursing and Maintenance have put a plan in place and will have extra staff on for that time period.
- k. Questionnaire for 990 Form
 - i. Ms. Tellock passed out the questionnaire for the 990 form. Questionnaire must be turned in on August 4th, 2016.
- l. Regional Leadership & Trustee Conference
 - i. Regional Leadership & Trustee Conference will be on October 19th -21st. An agenda has not yet been set.
- m. Affordable Care Act
 - i. Mr. Howell discussed some of the new rules coming up with the Affordable Care Act. Non-Discrimination may now include having tag lines for 15 of the most common languages. It will also include making sure there is no gender discrimination as well.
- n. Heli-Pad
 - i. The airport is now finished and open. Hollow will be able to get a start on the Heli-Pad and may take a few days. WMH will have to come up with a backup plan for the emergency entrance while it is being paved.

V. Announcements

- a. Next WMH Board meeting will be held on August 18th, 2016 at 5:30 PM in the HEC room.

VI. Executive Session

- a. The executive session began at 7:12 pm.

VII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:47 pm.


DON AMUNDSON, SECRETARY/TREASURER