

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on July 26<sup>th</sup>, 2018 in the Health Education Center.

**MEMBERS PRESENT:**

June Voldseth, *Chair*  
Katie Rein, *Trustee*

Aubrey Miller, *Vice Chair*  
Don Amundson, *Trustee*

**EXCUSED MEMBERS:**

Jenny Peters, *Secretary/Treasurer*

Tom Bennett, *Trustee*

**OTHERS PRESENT:**

Dr. Joan McMahon, *COS*  
Allison Fenley, *Director of Nursing*  
Laurel Roloff, *Nursing Admin Assistant*

Rick Poss, *CEO*  
Pat McConnell, *Billings Clinic*

**EXECUTIVE SESSION**

The executive session began at 6:00 p.m.

**WELCOME AND INTRODUCTION**

Ms. Voldseth called the meeting to order at 6:45 p.m. Reading of the mission statement.

**JUNE MINUTES**

The June Board Minutes were presented.

*Upon motion made by Katie Rein and second by Aubrey Miller, the June Board Minutes were approved as presented.*

**CONSENT AGENDA**

- a. Mr. Poss reviewed the CEO report. Terry discussed the fire system failure. We have started gathering information for the chargemaster. Mr. Poss worked with Dr. Smith on scheduling patients here. We received a grant from the state for the Asthma Program in the amount of \$1,000. 4<sup>th</sup> of July parade float for WMH received 3<sup>rd</sup> place.
- b. Ms. Fenley updated the board about the Saunders to Cerner switch over. We have had a few clean ups to make, but this was a smooth transition. This will be saving us around \$5,000 a month.
- c. MSP Audit came back and showed that we were not asking the correct questions. Ms. Fenley and Ms. Holiway worked on the questionnaire for registration for Medicare patients.
- d. On the dashboard under Salaries as a percentage of Revenue the YTD average is incorrect.
- e. *Upon motion made by Don Amundson and second by Katie Rein, the Consent Agenda was approved with the preceding discussion.*

## REGULAR AGENDA

### I. *Financials*

- a. For June, we posted a loss of \$109,929. This was unfavorable to budget by \$140,118. Total Operating Revenues of \$611,849 were favorable against budget by approximately \$18,000.
- b. Our Operating Expenses of \$722,533 were unfavorable to budget by about \$129,000. Professional fees were unfavorable to budget by \$62,000 due mainly to overages in PT, administration, medical records, acute care, clinic and information services. Salaries and Benefits were unfavorable to budget by about \$88,000 and \$32,000, respectively. Salaries were over budget due to the prior month accrual not being calculated correctly and that was corrected in June. Year to date Salaries are favorable to budget. Benefits are unfavorable due to health insurance expenses. Depreciation is unfavorable to budget do to classifying the lease on the CT machine as a capital lease. This increased depreciation expense but decreased rent expense which is part of the favorable variance in other expenses.
- c. Year to date: we posted a gain of \$398,391. This was favorable to budget by approximately \$217,000. Total Operating Revenues of \$3,892,037 were favorable against budget by approximately \$329,000.
- d. Our Operating Expenses of \$3,771,183 were unfavorable to budget by about \$209,000. Professional fees were unfavorable to budget by \$377,000 due mainly to Lab and PT travelers that were budgeted as salaries as well as some overages in acute care, medical records and administration. Depreciation is unfavorable to budget do to reclassifying the lease on the CT machine as a capital lease. This increased depreciation expense but decreased rent expense which is part of the favorable variance in other expenses.
- e. Balance Sheet, we ended the month with about \$556,000 in Cash. Cash decreased by just over \$43,000 from the prior month resulting in 31 days of cash on hand.
- f. We have approximately \$1.97m in net Restricted Funds, and \$1,679,494 in Net Patient Accounts Receivables. Our vendor payables balance was \$351,413, resulting in 19 days outstanding payables which are a little less than the 30 days we want to maintain.
- g. Accounts Receivable days ended the month at 76; this was a 4 day increase from the prior month balance of 72 days.
- h. Audits wrap-up – they still had to send confirmation letter to attorney. We have sent them all remaining items they needed. Waiting on third parties for a couple of items. Auditors checking schedule to be able to report at August 16th Board meetings.
- i. *Upon motion made by Don Amundson and second by Aubrey the June Financials were approved as presented.*

### II. *Discussion Topics*

- a. Policy & Procedure Quarterly Report
  - i. Ms. Tellock reported the policy and procedure quarterly report for the months of April, May, and June. There were 81 policies revised and uploaded. Currently have 19 policies awaiting approval and 116 policies overdue.
  - ii. *Upon motion made by Don Amundson and seconded by Katie Rein the policy and procedure seconded quarterly report was approved as presented.*

b. HVAC Quote

- i. Mr. Tellock reported that the HVAC system is not cooling the hospital like it should be. Review Terry's report. As the temperature rose we were unable to keep the lab cool so we have had portable AC units put in. They gave us a quote for \$7,500 and Jeff's Electrical Services quoted us \$862.70. It would pay itself off in 6 years and that is just based off of repairs. Structurally we are okay to put it on the roof. We would like to request an addition \$3,000, due to the fans that have broken recently
- ii. *Upon motion made by Don Amundson and second by Aubrey Miller the HVAC and Electrical Quote were approved as presented.*

c. Disaster Drill

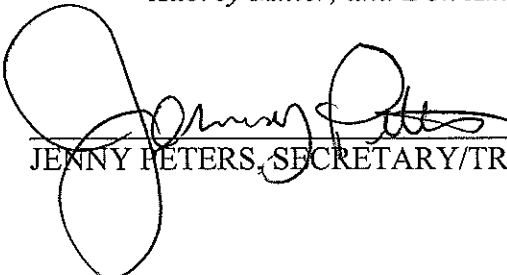
- i. Yesterday we had our Disaster Drill. Part of our guidelines for Trauma we are required to perform a community disaster drill. This has been an 8 month process of planning with the school, EMS, and sheriff's department. The drill started at 11 AM with an active shooter at the school. We had evaluators to evaluate all the aspects of the drill. There were 5 victims that we were able to treat and transfer within an hour. All in all it went very well and we got to test processes we haven't been able to test again. We have to do a risk assessment for the community to see what risks we could have in the community.

**III. Other Topics**

- a. The ultrasound has been purchased.
- b. Hired a new nurse who has 20 years of experience. She has already bought a house and everything.
- c. The radiology manger has accepted and is looking for housing in Harlowton.
- d. Ms. Moe announced thank you cards for Aubrey's Memorial Fund.

**IV. Adjournment**

- a. *There being no further business to be brought before the Board, a motion was duly made by Aubrey Miller, and Don Amundson the meeting was adjourned at 7:35 p.m.*



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JENNY PETERS, SECRETARY/TREASURER