

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on July 18, 2019 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, <i>Chairperson</i>	June Voldseth, <i>Trustee</i>
Katie Rein, <i>Vice Chairperson</i>	Richard Moe, <i>Trustee</i>
Don Amundson, <i>Secretary Treasurer</i>	

OTHERS PRESENT:

Rick Poss, <i>CEO</i>	Pat McConnell, <i>Billings Clinic</i>
Clint Segar, <i>MD, Billings Clinic</i>	Tina Barnhart, <i>Admin Assistant</i>
Jamie Goldberg, <i>FPN</i>	Rebecca Sturdevant, <i>FPN</i>
Patty Morris, <i>Radiology</i>	

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 6:43PM. Reading of the Mission and Values Statement was performed.

JUNE MINUTES

The June Board Minutes were presented.

Upon motion duly made by Ms. Rein and seconded by Mr. Amundson, the June minutes were approved with correction to the attendance.

CONSENT AGENDA

- a. Mr. Poss reviewed the CEO report and dashboard.
 - i. Mr. Poss stated the Clinic would be doing sports physicals for \$15.00 one day in July and one day the first week of August.
 1. Sports physicals not completed on those two days will be charged \$30.00.
 - ii. Mr. Poss stated Ms. Stagner attended a Safe Kids Conference.
 1. The training Ms. Stagner received will allow us to install car seats for the community.
 2. Through this training the Hospital received five free car seats for children in need.
 3. The hospital would like to hold a community car seat event sometime in the future.
 - iii. Mr. Poss announced the receipt of a \$50,000.00 donation from David Sivertson in memory of Don Sivertson for the Endowment.
 - iv. Mr. Poss stated Ms. Boggess did a great job heading up the Wheatland Memorial Fourth of July Float this year.

- v. Mr. Poss stated there was a bid requested to fix the drainage issue in front of the hospital but the guy never showed up.
 - 1. Maintenance can do the project themselves and save the hospitals some money.
 - 2. Mr. Tellock is a surveyor and will insure the grade is correct to prevent future water issues next to the building.
- vi. Mr. Poss presented the dashboard for review.
- b. *Upon motion made by Ms. Rein and seconded by Ms. Voldseth, the Consent Agenda was approved with the preceding discussion.*

REGULAR AGENDA

I. Financials

- a. For June, we posted a loss of \$7,498. This was favorable to budget by \$18,339.
- b. Total Operating Revenues of \$542,963 were unfavorable against budget by approximately \$84,000.
 - i. The shortfall is split between revenues being less than budget by just under \$100,000, contractual adjustments being more than budget by \$6,000, and Other Operating Revenue being \$22,000 favorable to budget.
- c. IP days were 4 which is below the average of 7.5.
- d. 2nd quarter skilled swing bed days were 38 per month while 1st quarter averages were about 100 days per month.
- e. Clinic visits averaged 330 per month for the first quarter as opposed to 297 for the second quarter.
- f. Our Operating Expenses of \$642,000 were favorable to budget by about \$33,000.
- f. Year to date we posted a gain of \$535,306.
 - i. This was favorable to budget by approximately \$134,000. Total Operating Revenues of \$3,912,001 were unfavorable against budget by approximately \$31,000. 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 \$65,337 which is a 2% variance.
- g. Balance Sheet, we ended the month with about \$301,930 in Cash. Cash increased by about \$1,100 from the prior month resulting in 15 days of cash on hand equal to May.
- h. We have approximately \$2.51 m in net Restricted Funds, and \$1,365,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$279,894, resulting in 32 days outstanding payable which is slightly over the 30 days we want to maintain. (This indicator has been restated to remove payroll from the calculation.)

- i. Accounts Receivable days ended the month at 77; this was a 13 day increase from the prior month balance of 64 days.
- j. The cost report is wrapped up and the audit is in the final stages. The cost report has gone through final review and we have answered the questions that came from that review. The cost report has been filed. We are working with the auditors on two footnote items which are new requirements for this year
- a. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the June financials were accepted as presented.*

II. Discussion Topics

- a. Cardiac Cubes
 - i. Mr. Poss presented a proposal for three Cardiac Cubes.
 - 1. Mr. Poss stated the purchase has already been approved by the Foundation Board.
 - ii. *Upon Motion duly made by Ms. Rein and seconded by Mr. Amundson, the purchase of three cardiac monitors up to \$46,000.00 was approved as presented.*
- b. Ultrasound Stretcher
 - i. Mr. Poss presented a proposal for the purchase of an Ultrasound Stretcher.
 - 1. Mr. Poss stated the purchase has already been approved by the Foundation Board.
 - 2. Ms. Rein asked why the board is approving something that has already been approved by the foundation.
 - a. Mr. Poss stated he would bring any purchases over \$5,000.00 to the Board for approval.
 - ii. *Upon motion duly made by Ms. Rein and seconded by Mr. Moe, the purchase of the Ultrasound stretcher was approved with preceding discussion.*
- c. Quarterly Policy Report
 - i. Ms. Barnhart presented the Quarterly Policy Report for review.
 - 1. Ms. Barnhart stated there have been 17 nursing policies, one ER policy, and one nursing form uploaded in Compliance 360.
 - 2. There are currently 33 policies overdue.
 - 3. Ms. Barnhart stated a legal statement has been added to all Clinical Policies effective April 11, 2019.
 - a. Ms. Tellock will monitor all Clinic policies to make sure the legal statement is on them when they are sent through for revision.
 - ii. *Upon motion duly made by Ms. Voldseth and Seconded by Ms. Rein, the Quarterly Policy Report was approved as presented.*
- d. Credentialing

- i. Ms. Barnhart presented Dr. Mark Rabold for privileging approval.
- ii. *Upon motion duly made by Ms. Rein and seconded by Mr. Amundson, privileges for Dr. Mark Rabold were approved as presented in the credentialing packet.*
- iii. Ms. Barnhart presented Dr. Leszek Jaszczak, Radiologist, for privileging approval pending Med-Staff approval.
 1. Mr. Poss stated our current Radiologist resigned effective August 15, 2019.
 2. The timing of the resignation would not allow enough time to get the new Radiologist set up and ready to go with the Board approval at the August Board meeting.
 3. Mr. Poss stated Dr. Jaszczak was already Med-Staff and Board approved for Mammography but now need to be approved for all radiology readings.
- iv. *Upon motion duly made by Mr. Amundson and seconded by Ms. Rein, Dr. Jaszczak was approved pending Med-Staff approval as presented in the credentialing packet.*

III. Other Topics

- a. Code of Ethics – Signatures-
 - i. The Code of Ethics was signed with preceding discussion.
- b. Mr. Poss stated he and Mr. Min have begun a preliminary discussion with Ms. Moore about leasing the Armory for Physical Therapy services.
 - i. Mr. Poss, Mr. Tellock, Ms. Moe, and Mr. Min toured the facility and got blue prints of the floor plan to see if the space will work for physical therapy.
 - ii. Mr. Poss stated moving Physical Therapy off site would not affect the Critical Access status of the Hospital.
- c. Steering Committee
 - i. Mr. Miller asked who would be attending the Steering Committee Meeting.
 1. This meeting helps set up the questions for the community needs assessment survey.
 2. Ms. Rein and Mr. Miller will be attending the Steering Committee Meeting on July 23, 2019 at 10:00AM.

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. Rein the meeting was adjourned at 7:26PM.*


DON AMUNDSON, SECRETARY/TREASURER