

Wheatland Memorial Healthcare  
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on July 16, 2020 *Via Teams*.

**MEMBERS PRESENT:**

Aubrey Miller, *Chairperson*  
Richard Moe, *Vice Chair*

Don Amundson, *Secretary Treasurer*

**OTHERS PRESENT:**

Rick Poss, *CEO*  
Anne Marie Kloppel, *Billings Clinic*  
Clint Segar, *MD, Billings Clinic*

Joan McMahon, *COS*  
Tina Barnhart, *Admin Assistant*

**WELCOME AND INTRODUCTION**

Mr. Miller called the meeting to order at 5:59 PM.

**JUNE MINUTES**

The June Board Minutes were presented.

*Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the June Board minutes were approved as presented.*

**CONSENT AGENDA**

- a. CEO Report
  - i. The CEO Report and Dashboard were reviewed.
  - ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the consent agenda was approved with the preceding discussion.*

**REGULAR AGENDA**

**I. June Financials**

- a. For June, we posted a gain of \$246,045.
  - i. June gains are favorable to budget by \$238,803.
- b. Total Operating Revenues of \$867,612.
  - i. Operating revenues were favorable against budget by approximately \$209,000.
- c. We recorded \$107,854 received from the CARES Act as a revenue offset for losses in June since we satisfied the restrictions.
- d. Our Operating Expenses of \$653,511.
  - i. Operating expenses were favorable to budget by about \$29,000.
- e. Other Income was \$31,944.
  - i. This was favorable to budget \$1,379.
- f. Year to date we posted a gain of \$884,945.
  - i. This was favorable to budget by approximately \$952,000.
- g. Total Operating Revenues of \$3,966,899.
  - i. Were favorable against budget by approximately \$193,000.

- h. Our Operating Expenses of \$3,946,883.
  - i. Operating Expenses were favorable to budget by \$107,000.
- i. Other Income was \$864,000.
  - i. Other income was favorable to budget by \$652,000.
- j. We ended the month with about \$413,981 in Cash.
- k. Cash decreased by about \$860,000 from the prior month.
  - i. Resulting in 20 days of cash on hand.
- l. We have approximately \$5.7 m in net Restricted Funds.
- m. We have approximately \$961,000 in Net Patient Accounts Receivables.
- n. Our vendor payables balance was \$133,301.
  - i. Resulting in 14 days outstanding payables.
  - ii. We want to maintain our outstanding payables at or under 30 days.
- o. Accounts Receivable days ended the month at 92.
  - i. This was a 2-day increase from the prior month balance of 90 days.
  
- p. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the June Financial report was accepted as presented.*

## **II. Discussion topics**

- a. Compliance Review
  - i. Ms. Boggess presented an explanation for the HIPPA breech that occurred within the facility.
    - 1. The HIPPA breach was an inappropriate transmission of patient health information via an employee's personal electronic device.
    - 2. There was not any confidential or sensitive healthcare information included in the incident report.
    - 3. The employee was disciplined and given a performance improvement plan.
    - 4. Ms. Boggess stated WMH will continue to conduct privacy training with employees to emphasize the importance of safeguarding protected health information.
    - 5. All incident reports will be filled out completely and deposited in new lock boxes placed by the time clocks.
      - a. The Risk manager is now the sole person entering incident reports in the RL6 software and following up with appropriate supervisor personnel and corrective actions.
      - b. This new process has been initiated to mitigate the risk of multiple unauthorized people viewing incident reports.
    - 6. The Incident reporting policy was updated on July 1, 2020.
- b. COVID-19 Wheatland Memorial response update
  - i. Incident Command will now meet monthly unless we have a trigger.
  - ii. Trigger point 10 patients in the state for five consecutive days. Or five new patients in the contiguous counties. *Activated 6/8/2020*

iii. Incident Command restart Triggers

1. Trigger 1
  - a. 25 active patients with a (5) day rolling average in the state.
  - b. WMH IC start meeting once a week **Activated 6/28/2020.**
2. Trigger 2
  - a. 40 active patients with a (5) day rolling average IC will meet daily.
  - b. **Activated 6/29/2020**
3. Trigger 3
  - a. (5) active patients in the contiguous counties will result in Restricting all Visitors.
  - b. Evaluate OP Procedures
  - c. **Activated visitor restrictions 7/16/2020.**
    - i. Will reevaluate outpatients again Monday 7/20/2020
4. Trigger 4
  - a. (1) active case admitted in the hospital.
  - b. Send some staff home.
5. Trigger 5
  - a. One active case admitted in the hospital.
  - b. 25 active cases in the county
  - c. 5 active cases in one of the colonies.
  - d. Clinic will be closed except for emergencies.

c. Construction Update

- i. Mr. Poss has a contract from the attorney for the contractor to sign.
- ii. Construction will begin on Monday July 20<sup>th</sup> with and expected completion date of October 9, 2020.
- iii. Mr. Poss will present an update and copies of all bills at the monthly Board meeting.

d. Visiting Physicians Sweet.

- i. Mr. Poss requested Board approval to begin the discovery process of hiring an architect and electrical engineer to investigate the remodel project.
- ii. Mr. Moe stated the county may help with funding of the visiting physicians sweet.

e. *Upon motion duly mad by Mr. Moe and seconded by Mr. Amundson approval was given for Mr. Poss to begin the discovery process of the Visiting Physicians Sweet remodel in the current Physical therapy area.*

f. Policy and Procedure Quarterly Report

- i. Ms. Barnhart presented the quarterly Policy and Procedure report for review and discussion.

g. *Upon motion duly made by Mr. Moe and seconded by Mr. Amundson, the Quarterly Policy and Procedure report was approved with preceding explanation.*

- h. Billings Clinic Board Meeting
  - i. Mr. Miller thanked Dr. Seger for the invite to the Billings Clinic Board meeting.
  - ii. Mr. Miller found the meeting to be very educational and would enjoy another visit sometime.

**III. Adjournment**

- a. *There being no further business to be brought before the Board, a motion was duly made by Mr. Moe and seconded by Mr. Amundson, the meeting was adjourned at 6:55PM.*

COVID-19 signature

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DON AMUNDSON, SECRETARY/TREASURER