

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on August 27, 2015 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, <i>Chairman</i>	Lorraine Peterson, <i>Trustee</i>
June Voldseth, <i>Vice Chairman</i>	Tom Bennett, <i>Trustee</i>
Don Amundson, <i>Secretary/Treasurer</i>	Jenny Peters, <i>Trustee</i>
Larry Putnam, <i>Interim CEO</i>	

OTHERS PRESENT:

Gia Holiway, <i>Clinic Director</i>	Vickie Weller, <i>CHW</i>
Jerry Blaquiere, <i>Maintenance</i>	Richard Hackett, <i>DON</i>
Kayla Lawson, <i>Executive Secretary</i>	Peggy Hiner, <i>HR Director</i>
Jane Moe, <i>Marketing Director</i>	Taylor Lies, <i>PA-C</i>
Becky Sturdevant, <i>FNP</i>	Sarah Mauws, <i>RN</i>
Kyle Gee, <i>Billings Clinic</i>	

WELCOME AND INTRODUCTION

Chairperson Miller called the meeting to order at 5:32 pm.

CONSENT AGENDA

The consent agenda was presented. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett all items in the consent agenda were adopted as written.*

REGULAR AGENDA

I. Board Reports and Board Education

- a.*** Information report to Board: Community Health Worker
 - i.*** Ms. Weller demonstrated her duties as a Community Health Worker with a PowerPoint presentation. The Community Health Worker program funded by a grant is mainly to help community members with care transitions. Ms. Weller went over her responsibilities, desired goals and success stories. Ms. Weller has done a wonderful job with get out in the community helping those in need. The grant funding is almost gone, but we are looking at ways to keep the program going.

II. Management Reports to the Board

- a.*** DON Report
 - i.*** Mr. Hackett discussed the DON report. Long term care is at 22. Recently had a patient pass away and had filled the slot shortly after. Staffing has been doing very well by keeping the shifts covered without using travelers. We have hired NA's and hope in the future to have them go through the CNA program. Ms. Parisi will be going back to full-time charge nurse on September 6th.

- b.* Operations/Foundation/Marketing Report
 - i.* The Gala did really well and we had a net of \$30,000. The \$10,000 was matched by John Lammers.
 - ii.* Looking at adding more pages to the website. The Board had asked Ms. Moe of when she would like the Board Members Bio's. Try to get them to Ms. Moe within 2 months; anything works it can be short or long.
 - iii.* WMH has received the Wind Invenergy grant for the new security camera system. Ms. Hansen has been looking at our options for the new system.
 - iv.* WMH has lost the support with Healthland. We will no longer get system updates. This is making it harder to work in Healthland. Working with Billings Clinic to figure out a solution.
- c.* Clinic Report
 - i.* Ms. Holiway went over the Clinic Stats for the month of July. Still working on recruitment to fill Hannah Sexton position.
 - ii.* Meaningful Use has discontinued some of their items that were required by them. This just means we will no long have to keep track of these items.
 - iii.* Lean Six Sigma Ms. Tellock and Ms. Holiway have been working on many projects. There will be a White Belt training and Champion training session in September.
- d.* Interim CEO Report
 - i.* Mr. Putnam went over the Update Report. This report is sent out to the whole facility.

III. July Financials

- a.* The July Financials were presented by Mr. Amundson and Mr. Gee. For July, we posted a loss of \$169,947. We were unfavorable to budget by \$194,000. We had lower Inpatient, Outpatient and Clinic volumes that caused our unfavorable revenue variance of \$46,000; higher contractual expenses were unfavorable to budget by \$61,000.
- b.* Our Operating Expenses were unfavorable to budget by \$22,000. Other professional fees were unfavorable by \$46,000 due to unbudgeted accounting, new system costs, and 2 months of admin costs.
- c.* Year to date; we have a loss of \$599,867. This loss was unfavorable to budget by \$774,372. The variance is unfavorable to budget due to lower patient volumes in the clinic, higher contractual and bad debt expenses, as well as higher professional fees for locums and traveling nurse expenses. We believe that most of these issues are being addressed and they will improve.
- d.* We ended the month with \$165,492 in Cash reserves, \$2m in Restricted Funds, \$1.3m Net Patient Accounts Receivables. Our vendor payables balance was \$705,000, an increase of \$88,000 from the prior month. Cash decreased by \$1,000 from the prior month balance.
- e.* Outstanding AR days ended the month at 111; an increase of 2 days from last month where we were at 109 days. Outstanding AR days as of today was 106.

- f. Upon motion that was duly made by Mr. Amundson and seconded by Ms. Voldseth the July Financial Statements were approved as presented.*

IV. Old Business

a. Hospital Pharmacy

- i. Mr. Hacket announced the go live with the pharmacy review system with Cardinal Health. Before we had Mr. Kyle Townsend helping with the pharmacy reviews, but due to his high volume with the other facilities the process time was undesirable.*
- ii. The pharmacy cabinet is still working for the moment. Ms. Hansen has been able to help as much as she can. WMH needs a new one.*

b. Billings Clinic Leadership & Trustee Conference

- i. Ms. Tellock handed the Board members their room reservations. Everyone was able to receive a room with a private bathroom. If any Board member decides to not to attend, please contact Ms. Tellock and she will cancel the room. Cancellations must be in 48 hours before check in.*

V. New Business

a. Intermediate Swing Bed Rate Increases

- i. Mr. Putnam discussed the statistics of the Intermediate Swing Beds and the rates. The Board discussed the Intermediate Swing Bed rate increases and had decided to table the topic till September's Board meeting.*

VI. Other Business

a. Phone System

- i. Mr. Bennett received a phone call from a patient with a complaint about the phone system. Mr. Bennett gave them the hospital phone number. The phone tree was a trial in hopes to making more time available for the employees. After having all the complaints it was decided to discontinue this process.*

b. Recognition of Donors

- i. Ms. Moe handed out thank you cards for all the donations.*

VII. Announcements


- a. Next Board meeting will be held on September 17th, 2015 at 5:30 PM in the HEC room.*
- b. Billings Clinic Leadership & Trustee Conference, Chico Hot Springs, October 15th-16th.*

VIII. Executive Session

- a. The executive session began at 6:54 pm.*

IX. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:40 pm.*


DON AMUNDSON, SECRETARY/TREASURER