

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on August 20, 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*
Hannah Shirkey, *Billings Clinic*

Joan McMahon, *COS*
Tina Barnhart, *Admin Assistant*
Terry Tellock, *Facility Manager*

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 6:30PM.

JULY MINUTES

The July Board Minutes were presented.

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

CONSENT AGENDA

- a. CEO Report
 - i. The CEO Report and Dashboard were reviewed.
 - ii. Mr. Poss requested an addition to the agenda for Billings Clinic Quotes.
 - iii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the consent agenda was approved with the addition of Billings Clinic Quotes.*

REGULAR AGENDA

I. *July Financials*

- a. For July we posted a gain of \$118.
 - i. This was unfavorable to budget by \$17,238.
- b. Total Operating Revenues of \$602,740 were unfavorable against budget by approximately \$51,000.
- c. We recorded \$82,450 received from the CARES Act as a revenue offset for losses in July since we satisfied the restrictions.
- d. July Operating Expenses were \$652,341.
 - i. This was favorable to budget by about \$14,000.
- e. Other Income was \$49,719
 - i. Other income was favorable to budget by \$19,186.
- f. Year to date we posted a gain of \$885,064.
 - i. Gains were favorable to budget by approximately \$934,000.

- g. Total Operating Revenues for July were \$4,569,639.
 - i. Operating Revenues were favorable against budget by approximately \$142,000.
- h. Operating Expenses for July were \$4,599,223.
 - i. Operating expenses were favorable to budget by \$122,000.
- i. Other Income for the month of July was of \$914,648.
 - i. Other Income was favorable to budget by \$671,000.
- j. We ended the month with about \$529,606 in Cash.
 - i. Cash increased by about \$116,000 from the prior month.
 - ii. The cash increase resulted in 26 days of cash on hand.
- k. We have approximately \$5.7 m in net Restricted Funds,
 - l. We have \$693,651 in Net Patient Accounts Receivables.
- m. Our vendor payables balance was \$73,167
 - i. We have seven days outstanding payables.
 - 1. We want to maintain our outstanding payables at or under 30 days.
- n. Accounts Receivable days ended the month at 59.
 - i. This was a 33-day decrease from the prior month balance of 92 days.
 - ii. The reduction in AR days was due to the write-off of uncollectible accounts in the amount of \$218,000.
- o. The audit is almost completed.
- p. The cost report is being wrapped up with an estimated receivable of \$412,000.
- q. Funds have been received for the COVID-19 response.
 - i. Efforts to properly track and attest to the restrictions of the funds have been put in place.
- r. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, the July Financial report was accepted as presented.*

II. Discussion topics

- a. Construction Update
 - i. Mr. Tellock presented updates on the Physical Therapy remodel project.
- b. Construction hot water maker
 - i. Mr. Poss requested approval to purchase a hot water maker for the construction project.
- c. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, approval was given to purchase a hot water maker for the Physical Therapy Department was accepted as presented with preceding discussion.*
- d. Temperature Screening KIOSK.
 - i. The KIOSK has been ordered and should arrive in a couple weeks.
- e. Heat Pump for Laundry
 - i. Mr. Tellock presented a proposal to purchase a hot water pump for the laundry room.
 - 1. Encode Corporation proposes to provide and install a 3-ton mini-split heat pump to serve the laundry dryer room.
 - 2. The condenser unit will be mounted outside on the west stairwell sidewalk.
 - 3. Cassette style indoor unit to be mounted in the middle of the dryer room.

4. Condensate will be pumped to the nearest drain.
5. Electrical to be provided by the hospital electrical contractor.
 - a. Budget estimate for electrical approximately \$1,500.00.
- f. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, approval was given to purchase a heat pump for Laundry at a cost of \$9,600.00 with preceding discussion.*
- g. Dietary Equipment
 - i. Mr. Poss requested approval to purchase a pellet and plate heater with two silos.
 1. Mr. Poss presented a Dietary survey showing complaints of cold food.
 - h. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, approval was given to purchase a Combination Pellet Heater with two silos for \$4,829.00 for the Dietary Department.*
 - i. Billings Clinic Quotes
 - i. Mr. Poss presented Billings Clinic Quotes to add services lines in Cerner.
 1. Mr. Poss requested permission to purchase the Pulmonary, Sleep and Wound care service line additions to Cerner for a cost of \$5,100.00 each with an additional \$1,200.00 each the first year and each consecutive year up to year 5 when the price would be \$6,630.00 each.
 - ii. *Upon motion duly made by Mr. Moe and seconded by Mr. Amundson, permission was granted to purchase the pulmonary, sleep and wound care service lines to be added in Cerner.*
 - iii. Mr. Poss requested approval to purchase the Dietary service line to be added to Cerner for \$3,500.00 with an addition 1,200.00 each consecutive year to year 5 when the cost will be \$6,000.00.
 1. Mr. Poss stated the Dietary service line would allow our dietician to charge for patient consults.
 - iv. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, permission was granted to purchase the Dietary service line to be added into Cerner*

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 7:38PM.*

COVID-19

DON AMUNDSON, SECRETARY/TREASURER