

Wheatland Memorial Healthcare
Board of Trustees' Meeting

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on September 15, 2016 in the Health Education Center.

MEMBERS PRESENT:

Aubrey Miller, *Chair*
Tom Bennett, *Trustee*

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

EXCUSSED MEMBERS:

Jenny Peters, *Trustee*
Don Amundson, *Secretary/Treasurer*

OTHERS PRESENT:

Vern Carda, *Billings Clinic*
Kyle Gee, *Billings Clinic* (via phone)
Gia Holiway, *Clinic Director*
Jane Moe, *Foundation Director*
Hannah Sexton, *PA-C*
Kayla Tellock, *Executive Secretary*

Priscilla Cates, *Interim DON*
Peggy Hiner, *HR Director*
Brad Howell, *CEO*
Clinit Seger, *Billings Clinic*
Becky Sturdevant, *FNP*

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 5:40 pm.

AUGUST MINUTES

The August Board Minutes were presented. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Rein the August Board Minutes were adopted as presented.*

REGULAR AGENDA

I. Information Report to Board

- a. eEmergency Demo
 - i. The Board Members went to the emergency room for a demonstration on the Avera eEmergency system. The Board was able to interact with the system and ask questions about how it works.
- b. Introduction of Interim DON
 - i. Priscilla Cates is our new Interim DON who will be helping us until we find a permanent DON. Ms. Cates introduced herself to the Board.

II. Management Reports to the Board

- a. DON Report
 - i. Ms. Cates discussed the nursing statistics for the month of August. Allison Fenley continues to progress in her role. eEmergency training was provided to the nurses during the go live.

- b. Clinic Report
 - i. Ms. Holiway discussed the clinic statistics for the month of August. The Clinic will soon be in its busy time of the year. Clinic Staffing is going well. The traveling RN, John Thornock, has decided to become a full-time employee for WMH. We have gained Pearl Dalgarno, as a RN in the Clinic; she had switched over from the hospital side. Ms. Sexton will be working with us again on a regular schedule.
- c. Operational/Foundation/Marketing Report
 - i. During the Med-Staff meeting this month it was decided the proceeds of the silent action for the Gala will be used to purchase or assist in the purchasing of a suction pump.
- d. HR Report
 - i. Ms. Hiner reported that there is going to always be a need for RNs. Many facilities are having difficulties finding RNs as well. We have been interviewing for some of the open positions, so we hope to have some filled soon. The job fair in Missoula went very well. This was the first year the AHEC did something like these, and they hope to build more into it next year.

III. Financials

- a. August Financials
 - i. For August, we posted a profit of \$322,000. This was favorable to budget by \$333,000. Total Operating Revenues were positive against budget by \$260,000, as a result of posting \$275,000 from our recent EHR income for the Meaningful Use reimbursement. Nonoperating revenues of \$100,000 were posted for the donation of \$75,000 for the pavement by the County and the \$25,000 County subsidy.
 - ii. Our Operating Expenses were unfavorable to budget by \$7,000. Salaries were unfavorable to budget by \$38,000. Other Professional Expenses were unfavorable to budget by \$8,000 due to traveling staff.
 - iii. Year to date, through 8 months; we have a profit of \$309,000. This profit was favorable to budget by \$478k. Total Operating Revenues are positive against budget by \$400k (9.8%). Our inpatient volumes (mostly the nursing home census) have been lower than budget by \$54,000 (2.7%), but outpatient is better than budget by \$185,000 (11.8%), and clinic revenues are favorable to budget by \$17,000 (3%).
 - iv. Year to date, Total Expenses are unfavorable to budget by \$101,000 (2.3%). Variances occurred in Other Professional Fees for traveling Staff and Supplies due to increasing drug costs.
 - v. Balance Sheet, we ended the month with \$193,000 in Cash reserves. Cash decreased by \$250,000 from the prior month resulting in 11 days of cash on hand. The decrease of cash was a result of slower collections, paying down Accounts Payable, and Medicare request a repayment of \$76,000 for year to date overpayments.
 - vi. We have \$2.0m in Restricted Funds, and \$1,027,000 in Net Patient Accounts Receivables. Our vendor payables balance was \$320,000, a decrease of \$122,000 over the prior month resulting in 19 days outstanding payables which is below the level we want it maintained.
 - vii. Accounts Receivable days ended the month at 64; this was a 1 day improvement from the prior month balance of 65 days.
 - viii. *Upon motion that was duly made by Mr. Amundson and seconded by Mr. Bennett the August Financial Statements were approved as presented.*

- b. Other Activities
 - i. Business Office continues to work on a new patient statement and improving their processes and cleanup of the revenue cycle. Finance Committee reviewed a couple outstanding balances.
 - ii. Work has begun to outsource our DME resulting in a financial savings.

IV. Discussion Topics

- a. Meaningful Use Update
 - i. WMH has received funding for Stage Two in the amount of \$415,000. Now we will continue with the next stage.
- b. Strategic Planning
 - i. Mr. Howell reported on the CT scanner process. There are some more options we are still exploring. The lease we have now for the CT scanner is about to expire.
- c. Community Health Assessment
 - i. As of September 15th we have received 170 surveys back. After the Office of Rural Health receives the last of the surveys, there will be a finalized report for the Community Health Assessment steering committee. After the steering committee sees the results we will make a decision on what needs to happen next.
- d. Studer Group
 - i. Mr. Howell discussed the teleconference that took place on August 22nd. The Board and leadership discussed their views on the Studer Group program and how they thought it would do for Wheatland Memorial Healthcare. Mr. Howell has recommended that the Board approve to take on the partnership with the Studer Group starting at the beginning of 2017. *Upon motion that was duly made by Ms. Rein and seconded by Ms. Voldseth. The approval to move forward with Studer Group in January of 2017 was approved as presented.*
- e. Lawson Update
 - i. WMH will go live in January 2017 with Lawson. There will be some milestones to accomplish before we can move forward.
- f. Regional Quality Proposal
 - i. Dr. Seger proposed Regional Quality project to the Board. The Board will have to make a motion for Billings Clinic to be able to move forward with the project. *Upon motion that was duly made by Mr. Bennett and seconded by Ms. Voldseth the Regional Quality project was approved as presented.*
- g. Bylaws – Article 3.1.1 Numbers
 - i. The Board members reviewed Article 3.1.1 Numbers in the Bylaws for a second reading. *Upon motion that was duly made by Ms. Voldseth and seconded by Ms. Rein the Bylaws – Article 3.1.1 Numbers were approved as written.*
- h. October Board Meeting – Date Change
 - i. Due to the Regional Leadership and Trustee Conference taking place the same week as a Board Meeting. The Board meeting has been changed to October 13th at 5PM. The Board had unanimously agreed to move the meetings back to 5PM.
- i. Regional Leadership & Trustee Conference
 - i. Regional Leadership & Trustee Conference is October 19th – 21st. All reservations have been made. Any cancelations must be made with Ms. Tellock by September 30th.

V. Announcements

- a. Next WMH Board meeting will be held on October 13th, 2016 at 5:00 PM in the HEC room.

VI. Executive Session

- a. The executive session began at 7:03 pm.

VII. Adjournment

- a. There being no further business to be brought before the Board, the meeting was adjourned at 7:45pm.



DON AMUNDSON, SECRETARY/TREASURER