

**Wheatland Memorial Healthcare  
Board of Trustees' Meeting**

The Meeting of the Board of Trustees of Wheatland Memorial Healthcare was held on November 21, 2019 in the Health Education Center.

**MEMBERS PRESENT:**

Aubrey Miller, *Chairperson*  
June Voldseth, *Trustee*

Don Amundson, *Secretary Treasurer*  
Richard Moe, *Trustee*

**OTHERS PRESENT:**

Rick Poss, *CEO*  
Joan McMahon, *COS*  
Allison Fenley, *DON*  
Patty Morris, *Radiology*

Pat McConnell, *Billings Clinic*  
Tina Barnhart, *Admin Assistant*  
Peggy Hiner, *Human Resources*

**WELCOME AND INTRODUCTION**

Mr. Miller called the meeting to order at 7:01 PM. Reading of the Mission, Vision, and Values Statement was performed.

**OCTOBER MINUTES**

The October Board Minutes were presented.

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

**CONSENT AGENDA**

a. CEO Report

- i. Mr. Poss reviewed the CEO Report and Dashboard.
  1. Mr. Poss stated we are fully Accredited for Sleep.
  2. Mr. Poss stated we have 12 sleep studies scheduled over the next couple of months.
  3. Mr. Poss stated building our outpatient services would be good for the facility and for the patients.
  4. Mr. Poss, Ms. Moe and Ms. Hiner attended the Annual Affiliate Leadership Conference in Billings on November 7<sup>th</sup>.
    - a. Mr. Poss stated there was a meeting on cyber-attacks that was very informative.
  5. Mr. Poss announced the hiring of a Nurse Practitioner.
    - a. Mr. Poss thanked everyone for the warm welcome Ms. Kemper received from the Hospital, Community and School.
    - b. Mr. Poss stated Ms. Kemper will be starting in February.

## REGULAR AGENDA

### *I. October Financials*

- a. For October, we posted a loss of \$219,179. This was unfavorable to budget by \$186,992. Total Operating Revenues of \$350,759 were unfavorable against budget by approximately \$243,000. The shortfall is the result of revenues being less than budget \$172,369 and total adjustments being \$71,867 unfavorable to the budget. IP days were 1 which is under the average of 7. Skilled swing bed days were 6 for October while the average is 46.7 days per month. Clinic visits were 309 for October which is in line with the past several months averages were 308 per month.
  - i. Our Operating Expenses of \$600,487 were favorable to budget by about \$45,000.
- b. Year to date: We posted a gain of \$95,107. This was unfavorable to budget by approximately \$184,000. Total Operating Revenues of \$5,833,798 were unfavorable against budget by approximately \$475,000. Total Operating expenses were favorable to budget by \$185,392 which is a 3% variance.
- c. Balance Sheet, we ended the month with about \$183,604 in Cash. Cash increased by about \$24,000 from the prior month resulting in 9 days of cash on hand which is a 1 day increase from September.
- d. We have approximately \$2.59 m in net Restricted Funds, and \$1,059,988 in Net Patient Accounts Receivables. Our vendor payables balance was \$343,658 resulting in 39 days outstanding payables which is over the 30 days we want to maintain. (This indicator has been restated to remove payroll from the calculation.)
- e. Accounts Receivable days ended the month at 71; this was an 8 day decrease from the prior month balance of 79 days.
- f. The 990 Tax Return was filed on November 14, 2019.
- g. The 2020 Budget is in its final review.
- h. *Upon motion duly made by Mr. Amundson and Seconded by Ms. Voldseth, the October Financial report was accepted as presented.*

### *II. Discussion Topics*

- a. Mr. Poss presented the 990 Report.
  - i. *Upon motion duly mad by Mr. Amundson and seconded by Mr. Moe the 990 Report was approved with preceding explanations by Mr. McConnell.*
- b. Revenue Enterprises Proposal
  - i. Mr. Poss presented a proposal from Revenue Enterprises to handle all self-pay accounts.
    1. Mr. McConnell stated Revenue Enterprises are based out of Denver, Colorado.
    2. Mr. McConnell stated revenue Enterprises would take 6% of money collected. This company would be cheaper than hiring someone to work the self-pay accounts.
    3. Revenue Enterprises would do the monthly statements eliminating the cost of the statement vendor.
    4. Mr. McConnell stated Revenue Enterprises has a Customer Focus.
    5. Revenue Enterprises gives customers the option to pay their bill online.

6. Mr. McConnell recommended the Board approve Revenue Enterprises to handle self-pay accounts.
  - ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe the request to hire Revenue enterprises to handle self-pay accounts was approved as presented.*
- c. Mr. Poss presented Financial Audit bids from Eide Bailly and Wipfli as well as Brent wing for the Cost Report
  - i. *Upon motion made by Mr. Amundson and seconded by Mr. Moe the proposal to hire Wipfli CPA and Consulting Company as Wheatland Memorial Healthcare's auditors and Brent Wing to do the cost report was accepted as presented.*
- d. Ms. Fenley announced Wheatland Memorial has received a three-year Trauma Receiving Facility Designation.
  - i. This designation will be official in February.
- e. Credentialing
  - i. Ms. Barnhart presented a re-credentialing packet for Robert Gneiting, NP for Board approval.
  - ii. *Upon motion duly made by Mr. Amundson and seconded by Ms. Peters, privileges for Robert Gneiting, NP were approved as presented in the reappointment packet.*

### **III. Other Topics**

- a. Board Elections
  - i. Mr. Miller asked if there were any nominations for Board positions.
    1. Mr. Miller announced Ms. Voldseth and Ms. Rein will not be continuing to serve on the Board.
  - ii. *Upon motion duly mad by Mr. Amundson and Seconded by Mr. Miller Board positions will be Mr. Miller Chairman, Mr. Moe Vice Chairman, Mr. Amundson Secretary Treasurer.*
- b. Employee Health Insurance
  - i. Ms. Hiner presented the new pricing for the Employee Health Insurance.
    1. Ms. Hiner stated it would cost the facility an extra \$50.00 a month per employee.
  - ii. *Upon Motion duly made by Mr. Moe and seconded by Mr. Amundson the rate increase for employee health insurance was approved as presented.*
- c. Mr. Poss presented a Radiology service agreement for approval.
  - i. Mr. Poss stated this would cover equipment in Radiology.
  - ii. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe the purchase of the Radiology Service Contract was approved as presented.*
- d. Mr. Poss presented a request to purchase a new medication cart
  - i. Ms. Fenley stated the current medication cart is falling apart.
  - ii. *Upon motion duly made by Mr. Moe and Seconded by Mr. Amundson the request to purchase a new medication cart was approved.*
- e. Mr. Poss requested Board approval to purchase a bariatric bed.
  - i. Ms. Fenley stated we do not have equipment large enough to hold patients over 400lbs.
  - ii. Ms. Fenley has turned down referrals because we do not have beds large enough to hold the patients.

- iii. *Upon motion duly made by Mr. Moe and seconded by Mr. Amundson approval was given to purchase a bariatric bed.*
  - f. Ms. Barnhart presented a credentialing packet for Dr. Joan Sutcliff, a vRad provider for Board approval.
    - i. *Upon motion duly made by Mr. Amundson and seconded by Mr. Moe, privileges for Dr. Joan Sutcliff was granted as presented in the credentialing packet.*
- 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. Peters the meeting was adjourned at 8:18PM.*

  
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DON AMUNDSON, SECRETARY/TREASURER