

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

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

MEMBERS PRESENT:

Aubrey Miller, *Chairperson*
Jennifer Peters, *Trustee*

Don Amundson, *Secretary Treasurer*

OTHERS PRESENT:

Rick Poss, *CEO*
Joan McMahon, *COS*
Allison Fenley, *DON*
Penny Doak, *US Bank*
Russell Rice, *US Bank*

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

WELCOME AND INTRODUCTION

Mr. Miller called the meeting to order at 7:03 PM. Reading of the Mission, Vision, and Values Statement was performed.

NOVEMBER MINUTES

The November Board Minutes were presented.

Upon motion duly made by Mr. Amundson and seconded by Ms. Peters, the November Board minutes were approved as presented.

CONSENT AGENDA

a. CEO Report

i. The CEO Report and Dashboard were reviewed.

1. Mr. Poss stated we are fully Accredited for Sleep and have six sleep studies scheduled for January. There have been four patients set up on CPAP machines since October. Home Medical Equipment from Lewistown is assisting patients with CPAP set up. We have completed 12 sleep studies since October. The large number of sleep studies shows the desire for patients to use Wheatland Memorial for their healthcare services.
2. Mr. Poss announced Ms. Johnson has received HIPAA certification and completed the Medical/Coder/Biller Certification in the last year and is doing very well.
3. Wheatland Memorial had Mr. Meadors, an electrical engineer on site to inspect the wiring in the facility. Mr. Poss wants to make sure the wiring complies with regulation. We will receive a final report on necessary electrical corrections.
4. Mr. Poss invited Mr. Chad Yoakum, a physical therapist from Livingston to visit about collaboration of his staff to assist Wheatland Memorial with vacations.
5. Ms. Moe and Billings Clinic are working to get Electronic Prescribing of Controlled Substances (EPCS) set up for providers.
 - a. EPCS will allow prescribers the ability to electronically send an accurate, error-free and understandable Schedule II-V controlled substance prescriptions directly to a pharmacy from the point of care.
6. Ms. Fenley announced an 88% compliance rate on employee influenza vaccinations.

7. The 2020 Antimicrobial Stewardship Grant funds will come in the form of pharmacy support to help Wheatland Memorial meet guidelines for appropriate antibiotic use for our patients.
 8. Ms. Fenley announce Wheatland Memorial has been recommended to receive a three-year trauma designation.
- b. *Upon motion duly made by Mr. Amundson and seconded by Ms. Peters, the consent agenda was approved with the preceding discussion.*

REGULAR AGENDA

I. November Financials

- a. For November, we posted a loss of \$144,586. This was unfavorable to budget by \$112,992. Total Operating Revenues of \$465,127 were unfavorable against budget by approximately \$106,000. The shortfall is the result of revenues being less than budget \$104,422. IP days were 1 which is under the average of 6. Skilled swing bed days were 2 for November while the average is 42.6 days per month. Clinic visits were 284 for November which is 21 less than the average of 305 per month.
- b. Our Operating Expenses of \$664,928 were unfavorable to budget by about \$29,000.
- c. Year to date We posted a loss of \$49,479. This was unfavorable to budget by approximately \$297,000. Total Operating Revenues of \$6,298,925 were unfavorable against budget by approximately \$581,000. Total Operating expenses were favorable to budget by \$156,775 which is a 2% variance.
- d. Balance Sheet, we ended the month with about \$214,418 in Cash. Cash increased by about \$31,000 from the prior month resulting in 11 days of cash on hand which is a 2 day increase from October.
- e. We have approximately \$2.55 m in net Restricted Funds, and \$1,015,621 in Net Patient Accounts Receivables. Our vendor payables balance was \$409,429 resulting in 43 days outstanding payables which is over the 30 days we want to maintain. (This indicator has been restated to remove payroll from the calculation.)
- f. Accounts Receivable days ended the month at 73; this was a 2 day increase from the prior month balance of 71 days.
- g. Budget is ready for approval.
- h. Ms. Koppel and Mr. Poss had a kickoff call with Wipfli. Wipfli is the new firm doing the audit and tax return work for Wheatland Memorial.
- i. *Upon motion duly made by Mr. Amundson and Seconded by Ms. Peters, the November Financial report was accepted as presented.*

II. Discussion Topics

- a. US Bank
 - i. Mr. Angland reviewed the US Bank accounts with the Board.
 - ii. Mr. Angland requested the Board put together an investment policy for US Bank. It is important for the Board to give US Bank some benchmarks for investments and helps hold US Bank accountable.
 1. Mr. McConnell will bring a suggested policy to the Board to review.
 - iii. Ms. Doak invited the Board to contact Mr. Angland or herself with any questions.

- b. 2020 Budget Review
 - i. Mr. McConnell presented the 2020 budget for discussion and approval.
 - ii. *Upon motion duly made by Mr. Amundson and seconded by Ms. Peters, the 2020 budget was approved with preceding discussion.*
- c. Mr. Poss requested board approval for a 3% rate increase for charges to go into effect January 1, 2020 for the hospital and clinic.
 - i. *Upon motion duly made by Ms. Peters and seconded by Mr. Amundson, the proposed rate increase was approved.*
- d. Mr. Poss requested a 3% rate increase for the Swing Intermediate patients effective February 1, 2020. A letter must be sent 30 days in advance for the Swing Intermediate Patient rate increase.
 - i. *Upon motion duly made by Ms. Peters and seconded by Mr. Amundson, the 3% rate increase for Swing Intermediate Patients was approved as presented.*
- e. Hospital Vending Machine
 - i. Mr. Poss presented a proposal and bid to purchase a new vending machine with funds from the Employee Activities Account for \$5,489.00.
 - ii. This vending machine will have options for sandwiches, drinks, and snacks.
 - iii. The Employee Activities Account receives monetary donations from employees as well as all profits from the vending machines.
 - iv. *Upon motion duly made by Ms. Peters and seconded by Mr. Amundson, the purchase of a new vending machine from the Employee Activity Account was approved as presented with preceding discussion.*
- f. Signature Cards
 - i. Ms. Barnhart presented new signature card from Citizens Bank and Trust for signatures to the accounts to be effective January 1, 2020.

III. Adjournment

- a. *There being no further business to be brought before the Board, a motion was duly made by Mr. Amundson and seconded by Mr. Moe, the meeting was adjourned at 8:45PM.*


DON AMUNDSON, SECRETARY/TREASURER

