

**CROOK COUNTY MEDICAL SERVICES DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES**

Tuesday, December 29, 2015

CCMSD Meeting Room

2:00 p.m.

**Present**

Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Judy Hutchinson, Trustee; Roger Jones, Trustee-absent.  
Nathan Hough, CEO; Bonnie LeSueur, HMS Financials

**Call to Order**

The meeting was called to order at 1:06 p.m. by President Sandy Neiman

**Public Comments**

None

**Adoption of Agenda**

*Judy Bettmann made the motion to accept the agenda as submitted, with addition of chairs. Judy Hutchinson seconded the motion. Motion carried.*

**Approval of Minutes**

*Judy Hutchinson made the motion to approve the November 24, 2015 minutes with the following discussion and corrections. POA is Power of Attorney., and December 8, 2015 minutes with correction that Roger Jones seconded the approval of the Agenda. Motion carried. Minutes approved.*

**Financial Report – Bonnie LeSueur**

Bear Lodge Financials –

Volume is up, expenses down. Bearlodge had a good month.

November 2015 Balance Sheet –

Sent to collections \$300,000.00+. Rocky Mountain is the old collection agency. They have not been doing anything. HealthLand is the new collection agency. Fees are 35%. They are getting action. Long term debt includes the capital lease to Razor.

November 2015 Income Statement –

Bonnie discussed income. Expenses – the Lab locum will become an employee in March 2016. Dietary has a locum at this time. It is being restructured. This will give us a savings of \$100,000.00/year. 340B – Weston County had offered to work with us on that.

November 2015 AR Aging Report –

Dana will send copies of the completed report ASAP. \$1.6 million in self pays with \$994,000.00 over 181 days. Medicare has \$40,000.00 over 181 days. Totals show \$434,547.87 0-30 days, \$500,000.00+ 30-90 days.

December 29, 2015 Cash Position -

\$200,000.00 in Long Term Liabilities – Razor. Refundable to Medicare. Negotiations with Athena are on-going. CCMSD has not released Athena – not until all is corrected with Razor, etc. The next 30 to 45 days will have a cash crunch. Three (3) payrolls to meet +-\$500,000.00. November AP \$207,577.81. Dec. + \$300,000.00 needs to be paid. Costs over \$1 million. \$400,000.00 will get the next payroll, November invoices +

Cost reports quarterly basis - \$250,000.00 – was out of the cost report.

Nathan is clamping down on costs. Patient safety is top priority.

*Judy Hutchinson made the motion to take \$200,000.00 out of the Trustee account to the General Fund to help cover costs. Judy Bettmann seconded the motion. Motion carried.*

Cost Report	Balances:	Take out of:	= Balance
Cost Report account	\$668,000.00	\$200,000.00	\$468,000.00
Trustee account	\$326,000.00	\$ 200,000.00	\$126,000.00

Windows are completely paid.

Bank Accounts – Nathan recommended consolidating and correcting some accounts.

*Connie made the motion to do the following:*

*1 – AP account. Get rid of the AP account, monies will go to General Account.*

*2 – Activities account – create a spend out account, get rid of Activities Checking*

*3 – Set up Corporate Credit Card (Activities Account and other use). It will be overseen and held by Audrey Finn. It will be checked out with pre-authorized paperwork, and will be brought back with receipts.*

*Activities spend down account will be tracked. \$2000.00 spending limit to be set on credit card.*

*Judy Bettmann seconded the motion. Motion carried, with the understanding that the credit card account will be re-assessed in three months.*

*Judy Hutchinson made the motion to combine Memorial Funds and Grants to one Restricted Funds account. Eliminate checking and put in savings account. Judy Bettmann seconded the motion. Motion carried.*

Board Treasurers Report – Judy Bettmann presented the Board Treasurer's Report.

12/10/15	Deposit	\$246,145.55	\$326,840.03 Balance
12/	Interest	\$ 23.49	\$326,863.51
12/29/2015	Ck to General	\$200,000.00	\$126,863.51 Balance

*Connie made the motion to ratify the Board Treasurer's Report as presented above. Judy Hutchinson seconded the motion. Motion carried.*

## **Payments Ratification**

Accounts Payable Ratification: September 2015, October 2015

Payroll Ratification: October 2015.

*Judy Hutchinson made the motion to ratify four payrolls:*

10/3/2015	\$117,582.59
10/17/2015	\$121,339.93
10/31/2015	\$131,436.08
11/14/2015	\$132,712.35 - Total \$503,070.75

*Judy Bettmann seconded the motion. Motion carried.*

## **Old Business**

Athena / Razor – Continuing issues were discussed.

Eide Bailey – Charge Master to be done in the spring

Grant - \$20,000.00 Gant thru Wyoming State. Actual cost \$2000.00 + travel to be charged.

Helmsley Grant – Status was discussed.

Costs of CT – Nathan discussed the status of the CT remodel, etc.

Carpet – table until results of CT remodel completed.

Moorcroft clinic – Demolition – on hold. Sandy will bring contact information on asbestos, etc.

By-laws – Medical Staff – on hold until CCMSD Board By-laws are completed

Policies – Trauma policies.

By-laws – Second Reading.

Signature Cards – All signature cards were passed around for signing.

Open House – January 6<sup>th</sup>.

Employee Christmas Party

### **CEO Report – Nathan Hough, CEO**

Nathan met with the Crook County Commissioners.

CCMSD Health Insurance – 34 employees signed. Montana Health is the Insurance carrier.

Physician Recruitment – Dr. Quasum inquired, requested 6 months work. PRN NP Rob Leonard inquired. Great Falls, two docs asked. 1 is very dynamic, has Family Practice.

By-laws – Second Reading. –

*Judy Bettmann made the motion to change the following: Delete page 8, Section 5 C. Replace with Board cannot divulge confidential information at any time. Judy Hutchinson seconded the motion. Motion carried.*

*Judy Hutchinson made the motion to accept the Second Reading of the By-Laws with the motion for changes above. Judy Bettmann seconded the motion. Motion carried.*

### **Old Business**

Chairs – Mel said seven chairs were repurposed. Several were thrown away, they were damaged. Three are in storage.

Credentialing Process – Nathan discussed the 4-step process.

1. Decision is made to pursue provider.
2. Pre-screen packet sent to prospective candidate, once completed and returned, broad national data base search will be performed to identify any “red flags”.  
*The findings of this search along with the candidates CV will be examined by Screening/Interview committee prior to extending a site visit.*
3. If an employment agreement is offered, employment will be contingent on becoming credentialed by CCMSD. Along with the employment agreement, an extensive packet will be completed by the candidate. Once this packet is completed and returned, it will be examined and verified by the Credentialing Committee.
4. Once vetted, the credentialing committee will make recommendations to the BOT in regard to privileges being granted.

Point person for new hiring is HR.

*Adjournment into Executive Session at 4:27 p.m.*

### **Executive Session**

Land – No action taken.

Employment contracts / credentialing – discussion only.

*Out of Executive at 4:58 p.m.*

### **Adjournment**

*Connie made the motion to adjourn at 5:05 p.m. Judy Bettmann seconded the motion. Meeting adjourned.*

**Next Meeting:** January \_\_\_\_\_ TBA at \_\_\_\_ p.m., location \_\_\_\_\_.

Respectfully submitted,

Connie Lindmier, Secretary