

**CROOK COUNTY MEDICAL SERVICES DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
Friday March 24, 2017  
Hulett Town Hall – meet at Hulett Clinic at 12:00 p.m.**

**Persons Present:** Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Joey Kanode, Trustee; Mark Erickson, Trustee; Nathan Hough, CEO; Joe Rude, HMS; Bonnie LeSeuer, HMS

**Feasibility Study – Hulett Clinic:** Board members, staff and HMS met at Hulett Clinic to view and discuss options for Hulett Clinic.

**Call to Order:** President Sandy Neiman called the meeting to order at 1:15 p.m.

**Public Comments:** None

**Adoption of Agenda:** *Judy Bettmann made the motion to approve the agenda with the following changes: add new business Courier service, EMS Sustainability Grant, Hosting A C Grant. Joey Kanode seconded the motion. Motion carried.*

**Approval of Minutes:** *Joey Kanode made the motion to approve the February 3, 2017 minutes as presented, Judy Bettmann seconded the motion. Motion carried.*  
*Judy Bettmann made the motion to approve the February 24, 2017 minutes with corrections as follows: delete details feasibility study. Correct Eide- Bailey to discussion, not motion. Mark Erickson seconded the motion. Motion carried.*

**Policies:** None

**Financial Report:** Bonnie LeSeuer presented the financials.  
**FULL FINANCIALS**

**Bear Lodge Rehabilitation – February Income is down. Therapy is busy normally but was slow in February.**

**February 2017 Balance, AR Aging, Cash Balance.**

**February 2017 Income Statement – reviewed. \$291,825.93 in General Fund. \$30,000 balance is now paid off.**

**February 2017 AR Aging - Good collections in January (\$1.1 M+-), February (\$600,000+-), March (3 weeks) (\$700,000 +-). March swing bed - \$85,000.00. Cash basis vs. accrual basis was discussed. Cash deposits are less. With income less expenses, profit for the first quarter was +\$400,000.00. much better than previously.**

**Discussion on how to get collections reported took place. We may wish to have a collections policy, to help us avoid minute details. We need a clear policy, and to have HIPPA protection as well. Newspaper – LTC, We Care, Health Fair. It may be time to publish things about our financials. Nathan recommended we do it after the cost report. Volumes are increased, things are turned around, EM System. The community wants us to prove that we are doing well.**

**Income statement - Revenue in Acute care is up, total revenue is up for February. Total income before expenses \$760,157.91.**

***Joey Kanode made the motion to approve the financials as presented. Mark Erickson seconded the motion. Motion carried.***

### **Board Treasurers Report – Judy.**

*Connie Lindmier made the motion to ratify the board treasurer's report as follows:*

*2/28/17 + \$6.06 interest. = Balance \$101,560.84*

*3/16/17 + \$2,686.21 Crook County Treasurer.*

*3/23/17 Balance = \$104,247.08. Joey Kanode seconded the motion. Motion carried.*

**Accounts Payable Ratification:** March 24, 2017 for February, 2017. *Connie Lindmier made the motion to ratify the Accounts Payable for \$262,349.97. Judy Bettmann seconded the motion. Motion carried.*

**Payroll Ratification:** *Joey Kanode made the motion to ratify payroll for 2/10/17 and 2/23/17 for total of \$282,708.59. Mark Erickson seconded the motion. Motion carried.*

### **OLD BUSINESS**

**Athena/ Razor:** Billing area is making progress. February live pharmacy. There were problems at first, but improving now. Lab is live – middle ware. “Merge” is working thru issues.

**Helmsey Grant:** April to have report

**Costs of CT remodel:** Drawings were shown and discussed, with the walk thru done at the Hospital on March 10, noon for structural evaluation for CT remodel. The old surgical wing was viewed. Pros – can pay for renovation by no cost to rent mobile CT. \$10,000/month x 12 = \$120,000.00. Repaving ambulance area was discussed, as well as electrical and roof. Mike from HGFA Architecture worked with them.

*Joey Kanode made the motion to start the ground work of the CT remodel with the current schematic including the O B room and surgery. Mark Erickson seconded the motion. Motion carried.*

**Hulett Clinic:** Joe Rude will contact the new person at WCDA. (Dave Spencer's replacement). Sandy will get that information to us.

*Judy Bettmann made the motion to move forward with background work on the Hulett Clinic, dependent on the feasibility study. Mark Ericson seconded the motion. Motion carried.*

Discussion followed concerning the draft and Eide Bailey & Davis feasibility Study.

**Moorcroft clinic:** The people who want to buy the old clinic want it because of location. Kyle recommended an appraisal. Discussion followed, with ideas of who to contact for appraisal, or option to get the value from the County. We must be able to justify fiscal responsibility. Nathan needs the board to see if it can be appraised. Options: County assessment (if Kyle approves, or an appraisal). Posting in the paper.

*Judy Bettmann made the motion to get a determination on legal status of the Moorcroft old clinic site, and have Kyle Ridgeway, board lawyer, writes legal determination on an appraisal or county assessment. Then a 30 day notice (or time determined by Kyle, legal) notice in the papers to be sent. Mark Erickson seconded the motion. Motion carried.*

**Chargemaster:** A problem of costs of clinic calls, and costs for clinic visits was discussed. Levels of visits and costs of these levels were discussed: Level 1 – or nurse only; Level 2 – Insurance may reimburse; Level 3 – complexity; Level 4 – 2 or more issues; Level 5 – complex. We need to get the word to the public, and note how it is competitive in cost.

*Joey Kanode made the motion to approve 7 (seven) new charges for chargemaster as presented by Nathan. Judy Bettmann seconded the motion. Motion carried.*

Levels are as shown:

**Point Click Care:** Bonnie would like to recommend the Board approve Point Click Care to move to Matrix (HMS uses Matrix in other facilities). Implementation, in house trainer, reporting and Medicare issues was discussed. Board discussed to get Athena working then go to the other program. Matrix implementing in house is much easier. Go live date would be at beginning of the New Year. Cost \$28,700.00, including implementation.

LT Only – web based, just like Point click = +- \$6,000.00/year

Matrix = +- \$6,000.00/year (+- \$500.00/month)

Point Click has problems showing up. Minimum data score – MDS Medicare reimbursements. List of improvements, would have more efficient access to data. It must come out of the LTC budget. Bonnie stated it will pay for itself by the increased income. How much ramp up time to do it.

*Mark Erickson recommended a motion to postpone changing Point click Care to Matrix until the next fiscal year. Joey seconded the motion. Votes were as follows: For – Mark, Joey, and Judy. Oppose – Connie.*

**Strategic vision of Board:** Meeting date April 10, 2017

**Telepharmacy:** Nathan will set up for CCMSD to hand out a survey at the clinics. Vila will need to do the survey, and not use CCMSD letterhead for the survey.

**Flooring:** Paid \$76,113.00 – The Foundation paid \$75,000.00. They received the check for the payment. Receipts were received.

Note: a Thank you in the paper from the Board to CCMSD Foundation needs to be sent.

**Bank Signatures:** complete

## **NEW BUSINESS**

**Open House:** will be scheduled for May or later.

1. Courier service.
  - a. Working on courier service, historically provided by a limited service with staff participation at a cost of over \$20,000.00 per year. We moved to an independent contractor at a cost of \$12-18,000.00 per year. Now we have a dedicated staff member run the route. We currently use maintenance truck for courier services when the truck is not available, pay mileage of about \$60.00 per trip when using personal car.
  - b. We also pay mileage for staff needing to travel to Moorcroft and Hulett as part of their job. (IT, Lab etc)
    - i. Would like to purchase a used car for the primary use of courier and to be stationed in Sundance also for staff use when going to Moorcroft and Hulett. In doing this we would then not pay mileage for staff to travel out of Sundance as they would use the car. If they choose to use their own when the company car is available, they would not be reimbursed mileage. Doing away with paying mileage on courier trips when the truck is unavailable in addition to staff traveling to clinics (IT, training, Lab staff etc) we would be on pace to pay for a \$5,000.00 car in less than 6 months. Discussion followed concerning contacting a motor company to request a donation car, which would drop the courier costs.
2. EMS 2017 WY EMS Sustainability Needs Assessment –
  - a. Application Period opens April 1

- b. Our cost capped at \$6,000.00 with study cap of \$60,000.00
- c. Run through WY dept of health, office of Emergency Medical Services
- d. Would like to apply and include/work with all the EMS services in the county to use a study such as this as a template to insure services continue throughout our county.

Discussion followed.

3. HVAC - Air/Heating quotes. We still need one phase 2 quote. Quotes from Powder River Heating and Comfort Systems came in.
4. *Mark made a motion to approve the heat/air quote for Comfort Systems with bid of \$57,950.00, with maximum amount of \$59,000.00, based upon approval by the Foundation. Joey Kanode seconded the motion. Motion carried.*

Lead time of 4-6 weeks is needed. Sandy will call the foundation tonight.

#### **CEO Report and Management Report– Nathan Hough, CEO.**

1. LTC Survey Plan of correction has been submitted and accepted.
2. Article in paper for survey.
3. Visit from State ombudsman on 3/16/17, she made a point to stop by Nathan's office to let him know how pleased the residents were with the care they are receiving.
4. Go Live completed with the Pharmacy module in Athena late week in February. Also Go Live completed with the Merge/Athena lab module, finished up on 3/16/17.
5. Artwork by local artists is on display in the Sundance campus, they may expand to Hulett and Moorcroft clinics.
6. Oren Pederson started in ED/Hospitalist role. Patients and staff are very pleased with his performance.
7. Health Fair Draw dates and locations are posted.

*Mark Erickson made the motion to hire HGFA architect to do design of services under \$25,000.00 CT Scanner area. Joey Kanode seconded the motion. Motion carried.*

#### **EXECUTIVE SESSION – None**

**Adjournment** *Connie made the motion to adjourn at 4:54 p.m. Joey Kanode seconded the motion. Meeting adjourned.*

#### **Next Meeting:**

**Special Board meeting – Long term strategy meeting, Board only. April 10, 2017. 11:00 a.m., Hospital Conference room, Sundance.**

**Regular Board Meeting – April 28, 2017 Meeting 1:00 p.m., Hospital Conference Room, Sundance**

**Strategic Planning Meeting: April 29, 2017, 10:00 a.m., Saturday. Location TBA.**