

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

Tuesday, May 24, 2016  
Hospital Meeting Room  
1:00 p.m.

**Persons Present**

Board members: Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Judy Hutchinson, Trustee; Roger Jones, Trustee.  
HMS / Staff: Nathan Hough, CEO; Joe Rude, HMS; Bonnie LeSueur, HMS;  
Guest: Julie Baker

**Call to Order**

President Sandy Neiman called the meeting to order at 1:00 p.m.

**Public Comments**

None

**Adoption of Agenda**

*Judy Hutchinson made the motion to accept the agenda as amended, including correction – delete march minutes approved and add April 19 minutes, change April financials to March; move land to executive session. Judy Bettmann seconded the motion. Motion carried.*

**Approval of Minutes – April 19, 2016.**

*Roger Jones moved to accept the minutes from April 19, 2016 as presented. Judy Hutchinson seconded the motion. Motion carried.*

**Financial Report – Bonnie LeSueur**

Bear Lodge Financials – The financials are more in line with expected. They are clearer.

April 2016 Balance Sheet – Bonnie discussed Balance Sheet. We may have to write off +- \$1.5 million to HealthLand at the end of the year, as unrecoverable.

April 2016 Income Statement – Corrections were done to move items to the right code with Razor, and to clear up confusion. Clinic revenues were down some, discussion followed. Audit fees were shown in March.

Friday, April 28<sup>th</sup> is the kick off for the financial software. July 1 to go live.

April 2016 AR Aging Report – Receivables are coming down. We are making payroll, and paying the bills.

May 24, 2016 Cash Position - \$160,000.00 in General Fund as of 5/24/2016.

*Connie Lindmier moved to approve the financials as presented. Roger seconded the motion. Motion carried.*

**Board Treasurers Report – Judy Bettmann**

Judy Bettmann gave the Board Treasurer's Report.

3/31/2016	Interest	\$ 8.26
5/13/2016	Deposit	\$37,723.72 – Crook County Treasurer
4/29/2016	Interest	\$ 7.26

5/24/2016 Balance = \$130,605.34

*Judy Hutchinson moved, and Roger Jones seconded to accept the Board Treasurer's Report as presented. Motion carried.*

## **Payments Ratification**

Accounts Payable Ratification: April 2016 – They have some catch-up on AP. *Connie Lindmier moved to ratify the Accounts Payable as presented with \$339,169.04. Judy Bettmann seconded. Motion carried.*

Payroll Ratification: April 2016 – Payrolls for April include:

4/2/2016 - \$129,624.90

4/16/2016 - \$134,957.88

4/30/2016 - \$129,819.15

Total Payroll = \$394,401.93

*Roger Jones moved to ratify payroll for April 2016 for \$394,401.93, as presented. Judy Bettmann seconded the motion. Motion carried.*

## **Old Business**

Athena / Razor – Nathan is working with an expert with Eide Bailey, who is helping with the revenue cycle with Athena. Financial package should go live July 1.

Helmsey Grant – Ellen, Helmsley representative. Let Nathan know that he could request a written letter for an extension if we need.

Costs of CT remodel – Remodel is still in the mechanical development stage. Mike the architect is working out the mechanical needs. We have paid the initial bill. Joe Rude showed the Board members drawings from a Montana clinic, to give an example. It shows 30,000 sq ft, not including LTC area. Cost is +- \$200.00/sq ft. We are checking options – build new vs. repairs.

Hulett Clinic – Dave Spencer will meet two board members Wednesday 6 pm at the Hulett Town Meeting about the \$25,000.00 grant. A motion was requested to authorize the Board and Nathan / hospital to move forward on the grant. The town will need to agree to let us act on our / their behalf.

*Connie Lindmier made the motion that the CCMSD (Crook County Medical Services District) would act as sponsors for the feasibility study for the Hulett Clinic. The State of Wyoming will supply \$25,000.00 grant. CCMSD will guarantee up to \$10,000.00 more to complete the grant, if needed. This is contingent upon the town of Hulett agreeing to transfer the responsibility to CCMSD for the feasibility study to replace the existing Hulett clinic. Judy Hutchinson seconded the motion. Motion carried.*

Moorcroft clinic – Roni anticipates moving out in June, so the 90 day deadline for move-out is not a problem.

By-laws – Medical Staff – The lawyer has the by-laws. Dr. Larsen will review them when the lawyer returns them.

Policies to be reviewed by two board members – The Purchasing policy has been approved and signed.

Schedules in the Paper – Nathan stated that the newspapers should have the corrected clinic schedules and the sports physicals information. Nathan suggested using the sports physicals for fund raisers for the schools, and reimbursement for partial fees to assist with public relations. Discussion followed.

Meal Costs – Jail meals – Nathan discussed with Sheriff Jeff the jail meals. Costs were higher than payment. They are updating and renegotiating the contract.

## **New Business -**

Review of Credit Card – The card did not get abused. All costs were \$1,290.00 – February, \$1,315.00 March, \$150.00 – April. All has been expensed correctly. Nathan keeps close watch on it. It is being used correctly.

Budget – Nathan, Joe, Bonnie presented the proposed budget. Discussion followed. Nathan explained the Flex budget approach. Department managers work within the budget and adjust staff as volumes fluctuate.

The Charge master results are in. No Charge master changes are reflected in this budget.

Pharmacy 340B - \$3,500.00 +- in the first two months costs. Expect +- \$12,000.00 / month in the next few months.

Respite care should have a positive impact on the budget and care.

Capital Equipment budget requests were discussed.

Judy Hutchinson recommended they check into costs of lease / purchase for capital equipment for individual equipment, and as a group. Nathan with put together his findings and present to Board.

*Judy Hutchinson moved to approve the proposed budget for submission to the County. Roger seconded the motion. Motion carried.*

CV/Credentialing – Dr. French – Nathan presented and explained the Privileging process, Credentialing process, and Malpractice Insurance Coverage.

*Roger Jones moved to move forward with credentialing, privileging for Dr. French. Connie Lindmier seconded the motion. Motion carried.*

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

Nathan discussed the following items.

Furniture – from Buffalo, Wyoming – delays in picking up the furniture.

Risk Management Survey with Yellowstone showed three areas. The Plan of Correction for October 2015 has 45 pages. May 2016 had one page. Huge improvement.

Clinic – Sundance clinic water issues are fixed. Causes were a crack in the foundation and the tile.

LTC Conference – Cody. Amber & Jamison attended. They came back excited, and are sharing their training.

Clinic growth has flattened out temporarily.

Swing bed is showing growth (4 in now). Large patient equipment was received (borrowed) to enable assisting a large patient.

Clinic services for the Jail – Nathan is working with the sheriff.

Eide Bailey – Deyonne is helping with processes, and making recommendations for staffing.

Walk in freezer – repairs were made. Nathan is watching for a replacement freezer.

WHA-CEO Trustee Education. Nathan attended.

## **Executive Session – land**

*At 4:07 Judy Bettmann moved to go into executive session. Judy Hutchinson seconded the motion. The Board moved into executive session to discuss land and personnel issues.*

*At 4:56 Roger Jones moved to go out of executive session. Connie Lindmier seconded the motion. The Board moved into regular session.*

The Board recommended that Nathan follow up with the land issue, and attach the estate for payment of the LTC Bill for the patient.

**Adjournment**

*At 5:01 Judy Bettmann moved to adjourn. Judy Hutchinson seconded the motion. Meeting adjourned at 5:01.*

**Next Meeting:**

Budget meeting – TBA – mid-June

Regular Board Meeting - Tentative Date: June 21, 2016, Tuesday 1:00 p.m., Hospital Meeting Room.