

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

Tuesday, October 4, 2016
Hospital Meeting Room
1:00 p.m.

Present

Board – Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Judy Hutchinson, Trustee; Roger Jones, Trustee
Staff/HMS – Nathan Hough, CEO; Bonnie LeSeuer, HMS
Guest – Mark Erickson, potential board member

Call to Order

President Sandy Neiman Called the meeting to order at 1:03 p.m.

Public Comments

Introduction of guest, Mark Erickson

Adoption of Agenda

Roger Jones made the motion to adopt the agenda with corrections, which include to add State inspection, delete meal costs for jail, budget, flooring. Judy Bettmann seconded the motion. Motion carried. Agenda adopted.

Approval of Minutes – August 25, 2016.

Judy Hutchinson made the motion to adopt the minutes as presented. Judy Bettmann seconded the motion. Motion carried, Minutes approved.

Financial Report – Bonnie LeSueur

Bear Lodge Financials –August 2016. Bonnie reviewed the Bear Lodge Financials.

FULL FINANCIALS - Bonnie stated that Athena has only one other critical access hospital it works with. Razor to Athena has been a nightmare. Billing is still a problem. Carey (in financials with CCMSD) is very good. She is frustrated. Athena is calling people about bills. Nathan will check into it. Bonnie is trying to connect with a critical access hospital in Idaho. Write offs were discussed.

July, August, September 2016 Balance Sheet – reviewed

July, August, September 2016 Income Statement – reviewed. Charges, if they are not cleared and sent off by the 4th day of the month to Athena, it will not show on the report.

Long Term Care is full as of today.

Time clock payroll and software use is going well. It will show departments better. It is a good addition.

Judy Bettmann asked who pays Bonnie's fees. They are all paid by HMS.

Audit just started yesterday with Eide Bailey. Bonnie will work with Jeff from Eide Bailey.

Medicare – no benefit from cost reports.

Nathan stated that Medicare is rated on last year's rates. Changes have made it more efficient.

Commercial payers will help balance out the changes.

Bonnie stated we need quarterly cost reports. Eide Bailey will work to provide the basis for the quarterly reports.

July, August, September 2016 AR Aging Report – reviewed

October 4, 2016 Cash Position – Bonnie stated that our cash position is extremely tight due to billing issues. Athena has +- \$1 million. Payables are at \$431,000.00 aging. Sandy discussed the new insurance company for Wyoming.

Board Treasurers Report – Judy Bettmann

8/11/16 -- deposit \$ 3,263.11 - from Crook County Treasurer mill levy

7/29/16 -- deposit \$ 22.14 - Interest

9/15/16 -- deposit \$86,643.94 - from Crook County Treasurer mill levy

8/31/16 -- deposit \$ 16.46 – Interest

Balance = \$269,963.72

Financial report submitted by Bonnie showed \$269,982.59 – which includes
September interest of \$18.87.

Discussion followed concerning submitting payroll reports separately.

Roger Jones made the motion to accept the financials report as presented. Judy Hutchinson seconded the motion. Motion Carried.

Connie Lindmier made the motion to approve the Board Treasurer's Report as presented. Roger Jones seconded. Motion carried.

Payments Ratification

Accounts Payable Ratification: October 4 for August, September, 2016.

Payroll Ratification: October 4 for August, September 2016

Old Business

Foundation Request for reimbursement of funds - after discussion,
Judy Hutchinson made the motion to put the \$1,000.00 donation sent by Betty White back into the Trustee Account from the General Fund. Judy Bettmann seconded the motion. Motion carried.

Athena/ Razor – The clinical side is marginally better than the financial side. We are still having problems.

Helmsey Grant – none

Costs of CT remodel – Nathan presented three options with bids to the Board for review. The CT used now costs \$12,000.00/month. GE has offered to upgrade to the newer up-to-date model at no extra cost.

Hulett Clinic – update – Three feasibility bids were discussed. Nathan stated that we should go with the firm who will do the best job.

Judy Hutchinson made the motion to go with Eide Bailey and Davis for the feasibility study, and upon approval of the Hulett Town Council, award the contract to Eide Bailey. Judy Bettmann seconded the motion. Motion carried. Nathan will follow up with the Hulett Town Council.

Moorcroft clinic – Old clinic – The City of Moorcroft - Peck, City Attorney. Nathan discussed their proposal. It consists of using the Old clinic for two years of use for training, and after two years they demolish the building. Bills and liability will be paid by the city of Moorcroft. The Board discussed, and tabled until we review the lease and have our lawyer review the building and lot "Lease", upon receipt.

Moorcroft clinic - New clinic – Nathan meets with the repair crew tomorrow (October 5).

By-laws – Medical Staff – By-laws will be reviewed and completed at their next Medical Staff meeting. They are devoting time to finish it.

Policies to be reviewed by two board members – HIPPA Policy is federally mandated.

Telepharmacy - The contract is in process. Jim Vila will follow up. He will insure his part. He will be designated as a visiting provider.

Judy Hutchinson made the motion to approve the Policy for Photographing, Video Recording, Audio Recording, and Other Imaging of Residents, Family Members/Visitors and Workforce Members, as per the Federal Mandate. It is stated as implemented September 1, 2016, approved by the Board October 4, 2016. Roger Jones seconded the motion. Motion carried.

Strategic vision of Board – Check to see if Saturday, November 19th at Hulett works for the majority.

The next Board meeting will be November 29th, 1:00 p.m. in the Hospital Board Room.

New Business

Grievance Procedure Policy – Nathan presented the policy. He stated they are updating the old form. He presented a Report of Concern, which is a standard form. Board will review the policy.

CEO Report and Management Report– Nathan Hough, CEO

X-Ray – The whole system quit. Biomed helped with the new part. Support is long past. The concern is, what if it happens again. Beginning in 2017 we take a 20% hit on Medicare reimbursement for the machine. New system would cover it. Nathan is checking on a new machine. It is a year-long project. Lease options may be a good way to go as well. Fair market value and trade-in were discussed. Nathan will discuss with GE what kind of package deal can be made.

Pharmacy Survey – no deficiencies

Acute Care Survey – no patient care tags. Deficiency on policy review – must be annual. Tag on environment of care – flooring.

Sprinkler Inspection - was good.

Dr. Woodell – Per diem agreement is being reviewed. He is a potential new Doctor.

Cable TV – they now have nice clear pictures

Amber – her Director of Nursing certificate is completed.

Flooring – carpets were cleaned and stretched in the past. It may be a good time to redo this.

Judy Hutchinson made the motion to move into Executive Session at 3:07 pm to discuss land, personnel, contracts. Judy Bettmann seconded the motion.

Executive Session – The Board moved into Executive Session at 4:05 p.m.

The board moved out of Executive session at 4:05 p.m.

After discussion, *Judy Hutchinson made the motion to act on the land situation. The motion is to pay \$102,500.00 including the land and trailer. Our attorney will draw up the forms. Trailer is valued at \$12,500.00 in appraisal. Judy Bettmann seconded the motion.*

Vote is as follows: For: Judy Hutchinson, Judy Bettmann, and Connie Lindmier. Opposed: Roger Jones. Motion carried.

Nathan will follow up and send the information to Kyle. Kyle will draw up the agreement. Title is to be paid by the seller.

Adjournment

Roger Jones made the motion to adjourn at 4:12 p.m. Judy Hutchinson seconded. Meeting adjourned.

Next Meeting:

Strategic Planning Meeting – Tentative Date: November 19, 2016, Saturday. 9:00-12:00, Hulett.

Regular Board Meeting - Tentative Date: November 29, 2016, 1:00 p.m., Hospital Meeting Room.