

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

**Tuesday, November 22, 2016**

**Hospital Meeting Room**

**1:00 p.m.**

**Persons present:**

**Board Members – Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Mark Erickson, Trustee; Joey Kanode, Trustee  
Management & Staff – Nathan Hough, CEO; Bonnie LeSeuer, HMS**

**Call to Order**

**The meeting was called to order by President Sandy Neiman at 1:04 p.m.**

**Public Comments – none**

**Adoption of Agenda** - *Judy Bettmann made the motion to approve the minutes with the following corrections and additions: Correct date to November 22, 2016. Add elections. Add payroll company. Change Medical Staff By-laws to be presented at next meeting. Delete meal costs and budget. Add policy-grievances. Add credentialing. Motion for bank signatures. Mark Erickson seconded the motion. Motion carried. Agenda approved.*

**Approval of Minutes** – *October 4, 2016, phone conference October 28, 2016 – Judy Bettmann made the motion to approve the minutes from October 4, 2016 as submitted. Joe Kanode seconded the motion. Minutes approved.*

*Judy Bettmann made the motion to approve the October 28, 2016 phone conference minutes/notes. Mark Erickson seconded the motion. Minutes approved.*

**Welcome board members** – Welcome to new board members.

**Mark Erickson-Sundance** – works as regional manager for Steris, an equipment provider for medical equipment.

**Joey Kanode-Moorcroft** – Owner of Sharon's Home Health Care

**New members explained their background and why they came on the board.**

**Welcome to both of you.**

**Elections** – *Officers were elected. Judy Bettman made the motion to retain the same officers for 2017. Mark Erickson seconded the motion. Motion carried.*

**Officers for 2017 are:**

**President – Sandy Neiman**

**Secretary – Connie Lindmier**

**Treasurer – Judy Bettmann**

**Trustee – Mark Erickson**

**Trustee – Joey Kanode**

**Financial Report – Bonnie LeSueur** – Bonnie presented the financials, board discussed and reviewed financials.

**Bear Lodge Financials –August 2016.** Bonnie reviewed the financials. Sandy explained why we receive the financials for Bear Lodge. CCMSD invested in Bear Lodge several years ago.

**FULL FINANCIALS** – all back financials

**October 2016 Balance Sheet** – Discussed the different parts of the EMR (Electronic Medical Records)

Electronic Medical Records – Athena

Intact – General Ledger Software

Pope & Connor – Billing issues.

Assets are not integrating into the General Ledger. Bonnie had called an Idaho hospital that uses Athena. Discussion on whether to pay % of revenues – will not pay % for about 1 ½ years. Training with Athena is not acceptable. Some issues continue. Bonnie is disappointed in their support. The past 30 days – Pope & Connor is assisting with the billing. Focusing on timely filing. Discussion on Charge master, billing, insurance companies, self pay, etc.

Business office – Jamison is the team leader. Discussion followed.

Billing is being manually entered and coded. Nathan described the process. Mark asked how many hospitals use Athena. Nathan said 2 (two)-including ours. Athena has been in clinics.

Joe asked what the cost to go to other systems would be. Discussion followed on the process and why CCMSD went with Athena.

Bonnie explained Intact vs. Athena and lack of proper training.

Sandy & Judy recommended we talk to our lawyer to discuss a timeline, milestones and consequences. Bonnie discussed billers & coders.

Charge master has been corrected and loaded properly (finally)

Bonnie will learn “Intact” and do it. Two major issues Bonnie is attacking. Charge master will go live this week or next week.

**October 2016 Income Statement** – discussed

**October 2016 AR Aging Report** – discussed

November 22, 2016 Cash Position - \$150,000.00 line of credit at the bank is still available. The bank is still holding it – to be released if needed. See attached document.

*Joey Kanode made the motion to table ratification of financials until bonnie is able to bring the correct numbers. Connie Lindmier seconded the motion. Motion carried.*

**Board Treasurers Report** – Judy Bettmann

Beginning balance - \$276,965.80

10/28/16 -\$270,000.00 - paid to CCMSD

10/31/16 +\$ 23.30 - Interest

11/10 +\$ 86,983.44 - from Crook County Treasurer

11/22/2016 - \$93,972.54 - Balance

*Connie made the motion to ratify the trustee account. Mark Erickson seconded the motion. Motion carried.*

**Payments Ratification**

**Payroll Ratification:** November 22 for October 2016. No documents were shown. Bonnie & Nathan stated that the payroll company is working extremely well. The managers like it. \$2,021.00 in training + \$200.00/time for payroll. Very reasonable.

**Health Care** – Blue Cross was not a choice. Montana Health had a 2% increase. The third company – Wyoming Education Trust Insurance was discussed. Package-see comments. Not the best / co-pay helps / not cover enough for dependents.

**Accounts Payable Ratification:** November 22, for October, 2016.

*\$497,928.60 aging. \$40,048.19 paid 11/22/2016. Total paid out 10/5 thru 11/22/2016 \$397,672.94. Judy Bettmann made the motion to accept the Accounts Payable Ratification for the amounts listed above. Mark Erickson seconded the motion. Motion carried.*

#### **Old Business**

**Athena/ Razor** – see above

**Helmsey Grant** – An update will be given during the Board Retreat to be set up. New board members will receive information on the grant.

**Costs of CT remodel** – update and printouts

**Hulett Clinic** – Data requested was received by the feasibility study company. Tentative plan is to give update in January 2017. We may hear from the feasibility study company directly to coordinate a meeting.

**Moorcroft clinic** - Old clinic – Town Council backed away from the building (asbestos). Bids on demolition were discussed, including other options. The County is willing to work with us. Tabled for one month.

**Moorcroft clinic** – New clinic repairs – Functional improvements were made by the contractor and Mel (CCMSD maintenance). Blackburn basements bill was \$1,150.00.

**By-laws – Medical Staff** – The by-laws are ready. Nathan will email a copy to all board members. For review. To be presented at December meeting.

**Policies** to be reviewed by two board members – Grievances – discussion on HMS & Board involvement occurred. Steps in involvement include going thru the chain of command and they talk to the management company. Board still as back-up final step if necessary.

**HMS Role** – Joe Rude from HMS explains HMS Role to the new board members.

**Strategic vision of Hulett Clinic and Hospital district.** – Tentative meeting set up **January 7 at Hulett, 9 a.m.** Nathan will call Melissa to reserve the room. Carry-in lunch by board members and attendees. Nathan will supply utensils, plates, etc.

**Telepharmacy** – A formal proposal will be presented to begin 2017. Drive thru at Moorcroft is being planned, and Hulett potentially.

**Flooring** – estimates. Discussion on which flooring will be replaced. Public areas, hallways, patient rooms. One response has been received. Asbestos abatement was discussed. Nathan presented a layout showing areas. Upper end of estimate is \$84,107.79. We allotted \$75,000.00. *Judy Bettmann made the motion to get more quotes. Connie seconded the motion. Motion carried.*

#### **New Business**

**Bank Signatures** – *Judy Bettmann made the motion to:*

*Remove Judy Hutchinson and Roger Jones from all checking and other accounts. Retain Nathan Hough, Connie Lindmier, Judy Bettmann, and Sandy Neiman. Retain Audrey Finn on Personal Needs account. Add Mark Erickson and Joey Kanode to all accounts. Connie seconded the motion. Motion carried unanimously.*

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

Nathan will email a copy of the CEO report to Connie. Nathan reviewed the EMS Pediatric Safety. Yellowstone Risk management, IT-HIPPA & security work; Trauma team; LTC (Long Term Care) families to visit and meals; Dr. Woodell in ED, ER; Re-appointment requests – the board reviewed and chairman signed.

**Credentialing** – Dr. Keith Waddell. The Board reviewed and accepted the credentialing for Dr. Keith Waddell.

**HIPPA** – Review in January.

*At 4:17 p.m. Judy Bettmann made the motion to adjourn into executive session. Connie Lindmier seconded the motion. Executive session.*

**Executive Session** – land, personnel, contracts, State inspection

*At 4:48 p.m. Connie Lindmier made the motion to move out of Executive Session. Mark Erickson seconded the motion.*

*Mark Erickson made the motion to the purchase of land for \$90,000.00. And within 60-90 days to have seller remove the trailer or rental agreement will be charged on the trailer on a monthly fee to be negotiated. Legal wording will be done by Kyle, attorney. Judy Bettmann seconded the motion. Motion carried.*

**Strategic Planning meeting will be advertised.**

**Adjournment** *Judy Bettmann made the motion to adjourn at 5:14 p.m. Mark Erickson seconded the motion. Meeting adjourned.*

**Next Meeting: Regular Board Meeting - Tentative Date: December 27, 2016, 5:00 p.m., Hospital Meeting Room, Sundance.**

**Strategic Planning Meeting: January 7, 2016, 9:00 a.m. Hulett Town Hall meeting room, Hulett. Carry-in lunch by board members.**

**Connie will get with Deanna Hooper to add the minutes to the website. Nathan will get contact information to Connie.**