

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

**Tuesday, December 29, 2016
Hospital Meeting Room
1:00 p.m.**

Persons Present:

**Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Mark Erickson, Trustee; Joey Kanode, Trustee
Nathan Hough, CEO; Joe Rude, HMS; Karl Rude, HMS; Bonnie LeSeuer, HMS – by phone.**

Call to Order

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

Public Comments – None

Adoption of Agenda - Judy Bettmann made the motion to adopt the agenda as written. Mark Erickson seconded. Motion carried.

Approval of Minutes – November 22, 2016 – Mark Erickson made the motion to approve the minutes as presented. Judy Bettmann seconded the motion. Motion carried, minutes approved.

Financial Report – Bonnie LeSueur

Bear Lodge Financials –September, October, November 2016. Bonnie LeSeuer discussed the Bear Lodge Financials.

Bonnie LeSeuer discussed the financials, including Balance Sheet, Income Statement AR, AP. Mark would like to see a detailed report and adjustments. Discussion followed concerning the accuracy of the reports, and how to get the accurate statements.

Nathan stated the old self-pay bills will be sent to clients. A letter will go with the bills, explaining the billing issues with EMS and reasons for delays, etc. Joey stated we need to be very careful with the wording, etc. Reputation of CCMSD has not been good, so we need to do all we can to improve the relations and reputation of CCMSD.

Mark requested a “what if” model showing the write-offs etc and the “real” picture for the strategic planning meeting.

Bonnie is still waiting to be trained on Intact.

Accounts Receivable sub ledger is not balanced. They are working to fix it.

Cost report and audit costs were discussed.

Difference between the Balance Sheet, Income Statement and the list of aging bills was discussed.

Listing is shown to let the Board know what bills were paid since the November financials (December bills that were paid after statements...)

Other items discussed included the provider’s accrual of vacation and sick leave.

A potential new person for Billing will be interviewed this week.

November 2016 Balance Sheet –

November 2016 Income Statement –

November 2016 AR Aging Report –

Pope & Connor has brought in \$385,000.00 October, \$592,000.00 November, \$566,000.00 December. Their work has been very valuable and worth their cost.

December 27, 2016 Cash Position – Bonnie discussed cash flow and cash position. Payables are fairly high. Some Medicare is coming in. Payroll is covered.

Judy Bettmann made the motion to table the financial report until more accurate numbers are available and the audit is finished. Mark Erickson seconded the motion. Motion carried.

Audit – Nathan sent in the audit. They are waiting on Athena reports to finish up the audit. It is not subject to penalty because they submitted a preliminary report.

Board Treasurers Report – Judy Bettmann

Beginning Balance - \$ 93,972.54

11/30 + 4.63 Interest

12/16 +\$180,046.74 – Crook County Treasurer Mill levy

Balance 12/29/16 = \$274,023.91

Connie Lindmier made the motion to ratify the Board Treasurer report. Joey Kanode seconded the motion. Motion Carried. Report approved.

Payments Ratification

Accounts Payable Ratification: December 27, for October, November, 2016.

Payroll Ratification: December 29 for October, November 2016

Judy Bettmann made the motion to ratify payroll for the following:

October 7-\$137,456.40 + October 21-\$144,808.90 = \$282,265.30

November 4-\$143,123.40 + November 18-\$140,963.18 = \$282,086.58

Mark Erickson seconded the motion. Motion carried. Payroll ratified.

Nathan discussed charge master prices and fee schedule and increases.

OLD BUSINESS

Athena/ Razor – Bonnie is still working thru issues

Helmsey Grant – No other updates. Update contract review is in April 2017.

Costs of CT remodel – Same as above

Hulett Clinic – Feasibility study update should be presented in January. Sandy has people in Hulett willing to give references in favor of the Hulett clinic.

Moorcroft clinic - Old clinic – demolition update and bids are still on hold. Discussion on Senior Citizens interest in the clinic. Joey is willing to visit with the Senior Center for discussion. Nathan will check on “unoccupied” building for insurance purposes.

Mark Erickson made the motion for Joey Kanode to contact the Senior Center in Moorcroft about feasibility of taking over the old clinic and site. Judy Bettmann seconded the motion. Motion carried.

Moorcroft clinic – New clinic repairs – Mel will finish the cracks in the clinic. Other work is completed.

By-laws – Medical Staff – Tabled to enable board members to complete reading the by-laws.

Policies to be reviewed by two board members – Sandy and Connie reviewed the policies. Nathan with review and make needed changes and come back with questions if needed.

Conflict of Interest Policy – Board members signed the policy. It will be stored in Nathan’s office.
ER treatment policy – Sandy discussed this policy.
LTC and Kitchen staff are working thru those policies.
Acute Care policies – Nathan will insure they are all up to date.

Strategic vision of Board - preparation – January 7th meeting. Location may be changed – possibly Best Western Hotel in Hulett conference room.

Possible topics: Roles and Responsibility of Board Members; population growth in areas of the county; CT technology; 5, 10, 20 year goals.

Telepharmacy – January Nathan expects information from Jim at Vila Pharmacy.

Flooring – Nathan showed samples. Abatement is mostly completed. It happened faster than expected.

Mark Erickson made the motion to ask the Foundation for \$75,000.00 for flooring. The remaining expenses above \$75,000.00 will be taken from the CCMSD Maintenance budget. Joey Kanode seconded the motion. Motion carried.

Connie will complete the letter to the Foundation and get it to Sandy.

Bank Signatures – Connie will get a copy of the minutes and the letter to update Board Member and staff signatures for each bank. Motion is in the November 22, 2016 minutes.

HIPPA – “game” training – Board education – Nathan played a “game” with the board to train on HIPPA.

Sandy stated that the Wyoming Trustee Board will offer online training again in 2017, similar to “Best on Board” training offered in the past. It should be available by May 2017.

Chargemaster – Nathan presented the ED new procedure chargemaster numbers and fee rates. 41899-Dental procedure, \$176.00 professional fee and \$539.40 facility fee.

Judy Bettmann made the motion to approve the dental procedure and fees. Mark Erickson seconded the motion. Motion carried.

No other Chargemaster changes at this time.

NEW BUSINESS - none

CEO Report and Management Report– Nathan Hough, CEO

Nathan discussed the follow up visit on the Survey. He explained a complaint with no basis.

Trauma Survey was deficiency free

HIPPA Security Risk analysis made progress

Health Fair is being planned. They are looking at having the Health Fair more often, possibly quarterly.

Holiday Family Meals in LTC went well.

LTC Heating issues. Heater has had issues 4 times so far. 2 of the three air units work. They are approximately 30 years old, so expect some issues. To replace all four units will cost around \$64,000.00.

X-Ray in Moorcroft – has had some problems.

CT-mobile – is down. The machine now works. However, the heater in the trailer is not working.

Dr. Waddell – ED – loves working in the ED. He wants to come back.

A provider is interested in ED/Hospitalist – paid by shift, not salary.

Kelli Rogue will visit LTC and prepare them for the next survey this spring.

State – flooring – CCMSD is back in full compliance (temporarily). Nathan will let them know when the flooring is completed, to update compliance.

Judy Bettmann made the motion to go into executive session at 4:06 p.m. Mark Erickson seconded the motion.

Executive Session – land, personnel, contracts, State inspection – no actions taken.

Judy Bettmann made the motion to go out of Executive session at 4:05 p.m. Mark Erickson seconded the motion.

Adjournment

Mark Erickson made the motion to Adjourn at 4:26 p.m. Connie Lindmier seconded the motion. Meeting adjourned at 4:26 p.m.

Next Meeting: Regular Board Meeting – Tentative Date: January 30, 2016, Monday, 1:00 p.m., Hospital Meeting Room.

Strategic Planning Meeting: January 7, 2017, 9:00 a.m. (Best Western Hotel conference room)

Respectfully submitted,

Connie Lindmier, Secretary