

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

Thursday, August 25, 2016
Hospital Meeting Room
1:00 p.m.

Dr. Steve French, our newest physician, introduced himself to the Board.

Present:

Board Members: Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer;
Roger Jones, Trustee; Judy Hutchinson, Trustee
Staff & Associates: Nathan Hough, CEO; Joe Rude, HMS, Bonnie LeSueur-HMS
Dr. Steve French

Call to Order

President Sandy Neiman called the meeting was called to order at 12:59 pm.

Public Comments

None

Adoption of Agenda

Judy Bettmann made the motion to adopt the Agenda with the correction that financials were June 2016 Financials, not July. Judy Hutchinson seconded the motion. Motion carried.

Approval of Minutes – July 21, 2016.

Judy Hutchinson made the motion to approve the minutes as corrected – Pg 1, Board reviewed and approved the provider template and recommend moving forward with new agreements. Nathan will terminate all agreements... Pg 2, Charge master... Roger Jones seconded the motion. Motion carried, minutes approved as corrected.

Financial Report – Bonnie LeSueur

Bear Lodge Financials – Bonnie LeSueur reviewed Bear Lodge financials. Discussion followed concerning financials and rent.

June 2016 Balance Sheet – Bonnie stated that they made big strides on the software. History has been loaded. General Ledger mapping is difficult because financial “Intacct”, the other program is different from Athena. See attached.

Audit will flow much more efficiently. October 1st week is scheduled for Audit.

Bonnie presented a listing of General Ledger information, discussion followed.

Jeff from Eide Bailey will work with Bonnie on information.

Healthland – a write-off will be needed. Bad debt. Budget will be added into financials.

Nathan will discuss department budgets with department managers and keep managers accountable.

Flex budgets are volume related, variances must match revenue.

Eide Bailey has mapping software to do interim audits.

June 2016 Income Statement – Clinic revenues should be better for August. Athena is here this week. “Front End Collector” is put in place.

June 2016 AR Aging Report – None

August 25, 2016 Cash Position – This week is payroll. They released \$80,000.00 today for payables. June and July invoices still owe +/- \$50,000.00. Audrey will have August invoices input today. Nathan discussed options for long term lease in capital. He will work with Sundance State Bank. Payroll will be outsourced. “Payroll professionals” will be the company. Discussion followed outsourcing vs. local payroll.
Time clock system – integration began today.
Payroll company must become an agent. Manual checks will go out. They are bonded, trustworthy. Separate payroll checks will be paid from a separate payroll account.

Board Treasurers Report – Judy Bettmann

8/11/2016 – deposit from Crook County Treasurer \$3,263.11

7/29/2016 – Interest 22.14

Balance 8/25/2016 \$183,303.32

Roger made the motion to approve the financial reports, including the Board Treasurer’s report. Connie seconded the motion. Motion carried.

Payments Ratification

Accounts Payable Ratification: July 2016. *Judy Hutchinson made the motion to approve the Accounts Payable for \$124,232.12. Roger Jones seconded the motion. Motion carried.*

Payroll Ratification: July 2016

Roger Jones made the motion to approve Payroll. Judy Bettmann seconded the motion. Motion carried.

Old Business

Athena/ Razor – Front end collector is complete. “Kinks” still exist on acute care side. LTC is on point click care.

Helmsey Grant – no update

Costs of CT remodel – no update. The CT will be discussed at the Board retreat after the November election. Discussion will include Renovating to have CT and/or Radiology and/or Diagnostic vs. New facility.

Hulett Clinic – Feasibility bids are in the final stages. Nathan posted RFPs on the clinic. The following companies responded: Eide Bailey; WipFli; Community Builders from Douglas (Joe Coin & Bobbie Fitzhugh); Turning Point Health of Denver; Cator & Ruma. Nathan should have the proposals to the next board meeting.

Moorcroft clinic – New clinic. Estimate for repairs showed cost \$1,200.00 and is guaranteed for 5 years. Blackburn should complete it by the third week of October.

Moorcroft clinic - Old clinic. A quote to tear down cost +/- \$45,000.00. Three or Four companies are interested. Discussion followed. Do not sell the land; put it into a parking lot. Torn down, hole filled, level, compacted gravel.

Nathan will post two ads. 1. Demolition / 2. Take & remove.

By-laws – Medical Staff – Staff is working on by-laws, progress is being made.

Policies to be reviewed by two board members –

PTO Policy. Medical Expenses reimbursement – example only – HMS does it as a benefits plan. We will address this – their preferred method is addressed in the provider agreement. “Physician Reimbursement Benefits”. Discussion followed.

Meal Costs – Jail meals – costs are down. There is not as much loss or are covering costs.

Budget, Strategic vision of Board, Strategic vision of Hulett Clinic and hospital district. – This will be done during the November Board meeting retreat.

New Business

Tele-pharmacy - Jim Vila submitted a proposal to use the Moorcroft clinic. (Last two rooms, access to alley for drive thru). He would do the remodeling for access and his two rooms. Cost would be for him +- \$25,000.00. He wants 3 year contract for it. \$8,300.00/year = \$37.00/sq ft. It is a good deal. Lease would include his liability and security. He will submit a remodeling drawing with proposal. It will be presented at the next meeting for Board Approval.

Flooring – Nathan will check on community comments. Flooring will be done when court house flooring is to be done. Hills will honor quote from last year.

Foundation Request – \$15,000.00 – defibrillator / \$5,000.00 Betty White \$ that she put into ER.

CEO Report and Management Report– Nathan Hough, CEO

TV – Arley & Bob donated a large portable big screen TV. A thank you was sent.

Granite – memorials for LTC. Nathan recommended a shadow box in the front entry.

Memorial trees will have new moveable granite signs.

Fair – LTC residents enjoyed the girls visiting with the horses.

The following if from the CEO report submitted by Nathan:

1. Had a very good visit with Andy and the Admin team from Gillette. Put in place some great cost saving measures which have already saved us money on supplies and medications.
2. Provider recruitment.
3. We continue to see growth in Fast Track. Ed visits in may were 52, June were 91 and July were over 102. On pace in Aug to again see over 100. Clinic visits continue to grow at a healthy pace. -- Roger discussed issues with lab results for a patient. Bar graph shows good growth in summer. Nathan is encouraged.
4. Last month I reported that we were working on updating the CCMSD Disaster Plan. Change in person heading up that project. Workgroup now meeting every week to complete.
5. WC to visit Oct 12th in Sundance and 18th in Hulett and Moorcroft to perform walk through/risk assessment.
6. Security risk analysis is currently being performed on network by Dan.
7. Met with Kathy L on Ambulance and we will hold off for now.
8. Provider agreements-

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- a. 90 Day Notice was given to providers with the old agreement; new agreements should be to them this week for review.
 9. Working with Sundance Bank as a Capital Equipment Lease option.
 10. Alzheimer's awareness walk/run Labor Day weekend.

Break: 3:43 p.m.

At 3:43 Judy Bettmann moved to go into Executive Session. Connie Lindmier seconded the motion. The Board moved into executive session at 3:47 p.m.

Executive Session –Purpose: to discuss personnel issues in LTC and hospital and land.

The Board moved out of Executive Session at 4:45 p.m.

Adjournment

Judy Hutchinson made the motion to adjourn at 4:45 p.m. Judy Bettmann seconded the motion. Meeting Adjourned at 4:45 p.m.

Next Meeting:

Regular Board Meeting - Tentative Date: October 4, 2016, 1:00 p.m., Hospital Meeting Room.