

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

Tuesday, January 26, 2016
Sundance Bank Meeting Room
2:00 p.m.

Persons Present

Board members: Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Judy Hutchinson, Trustee; Roger Jones, Trustee.
Staff and Management: Nathan Hough, CEO; Joe Rude, HMS; Bonnie LeSueur, HMS; Kelli Rogge, HMS; Donna Handley, HMS.
Guests: none

Call to Order

The meeting was called to order by President Sandy Neiman at 2:30 p.m.

Public Comments

None

Adoption of Agenda

Judy Bettmann made the motion to adopt the agenda as presented, with the correction of name of CEO Nathan Hough. Judy Hutchinson seconded the motion. Motion carried.

Approval of Minutes

Judy Hutchinson made the motion to accept the minutes with the following corrections: Roger Jones absent. Old business: credentialing process – correct to reflect the credentialing form and steps. Adjournment Next Meeting January. Judy Bettmann seconded the motion. Motion carried.

Financial Report – Mark Lyons – absent. Bonnie LeSueur

Bear Lodge Financials – Bonnie reviewed the Bear Lodge Financials.

December 2015 Balance Sheet – Cash position show some receivables coming in. Billing is up to date. We are using work-arounds with Razor. Adjustment shown is the adjustment made for Razor. Bonnie will contact Eide Bailey to see when to report Razor. Athena's down payment is \$30,000.00, paid. Monthly payments will begin the end of February. Bonnie will get the list from Sandy for the restricted donations. Activities will have a spend-down account, accountable to Audrey. Dana collects, Bonnie codes.

December 2015 Income Statement – Income statement was discussed. 35 employees signed onto the group insurance. See December for the final numbers.

December 2015 AR Aging Report - \$170,000.00+- in aging. Healthland accounts are being turned over to the collection agency.

January 29, 2016 Cash Position -

Judy Bettmann made the motion to approve the financials as presented. Judy Hutchinson seconded the motion. Motion carried.

Board Treasurers Report – Judy Bettmann

No check from County Tax in December.

Interest - \$ 20.60

Balance January 29, 2016 = \$126,884.11

Connie moved to ratify the Board Treasurer's Report. Judy Hutchinson seconded. Motion carried.

Payments Ratification

Accounts Payable Ratification: November 2015, December 2015 - Ainsworth Benning is paid. Pope & Connor is the billing company, correcting the billing accounts; Freeman is the lawyer used for collections. Delta Locum is the locum company. Rate for Federal mileage reimbursement went down. *Judy Bettmann made the motion to approve Accounts Payable. Roger Jones seconded the motion. Motion carried.*

Payroll Ratification: November, December 2015 (Nov 14 ratified) - three payroll
Judy Hutchinson made the motion to ratify payroll for the following five (5) payrolls:

10/31/2016 paid 11/6 2016, - \$108,537.98

11/14/2015 paid 11/20/2016 - \$132,712.35

Nov. Total = \$264,148.43

11/28/2015 paid 12/4/2015- \$132,283.09

12/12/2015 paid 12/18/2015 - \$136,613.24

12/26/2015 paid 12/31/2015- \$130,833.95

Dec. Total = \$399,730.28 = \$663,878.71

Roger Jones seconded the motion. Motion carried.

Old Business

Athena / Razor – February 9 will be online. They will take a week to implement.

Helmsey Grant – An email with potential costs was discussed, sent from Michael Burke of HGFA Architects, PLLC

Costs of CT remodel – steps were discussed. GE is working with Nathan to get financing options. Joe requested to move forward and see what packages are available, hire architects.

Roger made the motion to allow management to engage with the architects – HGFA, Michael Burke- to come up with final costs, and to explore financing options for the project. They will also check on the State requirements on the architect as well. Connie Lindmier seconded the motion. Motion carried.

Carpet – table until results of CT remodel completed.

Moorcroft clinic – Demolition – on hold. It is still used by Bearlodge Rehabilitation. Roni has a possible other location option, in which to move.

By-laws – Medical Staff – on hold until CCMSD By-laws ratified.

By-laws – Third reading.

Roger made the motion to accept the Third (3rd) Reading of the By-Laws with the change noted: Kyle Ridgeway's (lawyer) recommendations for "eligible voter" in Article II – Governing Body, Section 1 – Board of Trustees, D. Trustees representing sub-districts must be eligible voters of that sub-district for which they are elected. Trustees elected at large must be residents of the District. No other changes were noted. Judy Bettmann seconded the motion. Motion carried. Judy Hutchinson abstained.

House Open – Bear Lodge Rehab open house was well attended. It was very nice. New CEO and Providers were introduced. Nathan Hough CEO; James Larsen MD; Warren Shaulis NP; Debra Leigh NP; Audrey Bickerdyke NP; Lonnie Teague MD; Thomas Walsh MD.

Management Committee Report

Health Management Services – Joe Rude.

Joe discussed the Wyoming Business conference call with Karen Fate, Julie Kazlowsky. Hulett Town Council will change the resolution to state cash match. The Hospital will pick up the tab if costs over-run. WBC will take it to their meeting in February- Grant loan committee at Wyoming Business Council. We can come to the Board meeting.

Joe requested that Sandy sign a letter saying the hospital will cover over-runs.

Connie Lindmier made the motion to have Joe / Nathan draft the letter and Sandy sign to state that we will cover over-runs. Judy Bettmann seconded the motion. Motion carried.
Financials are on track, upgrades on the EMS system are on track.

New Business

None

CEO Report – Nathan Hough, CEO

Lilian Silver, consultant/evaluator-visited LTC 3 ½ days. She is optimistic in the outcome.

Hulett Clinic – the building next to the clinic sold. They will remove trees that have roots grown into foundation of building.

Signage – Clinic Parking Only – will need to be made.

Benefis, Great Falls – They have gently used equipment. Nathan will go & see what they have & what we need.

Program – Bright and Beautiful Therapy Dogs. It is new as of today. Therapy dogs for LTC. They are training 2 puppies. Employees are “donating” the dogs. Nathan explained the program.

Apartment – Dan in IT started last Monday. He will take over the lease on the apartment.

CCMSD Health Insurance – 35 employees are on the insurance.

Physician Recruitment - No changes in physician potential. They may talk to Family Practice physician for future hiring. The sign-on bonus listed in the paper was discussed. The practice HMS uses is Hire first, 6 months’ work, then send to CNA School. ED-Emergency department needs were discussed. Clinic is good for now.

Signatures – Retirement funds, 457s. Joe recommended we have the administrator sign instead of Board Members. Sandy & Judy Bettmann agreed.

Dana needs access to Lord Abbott Retirement Account.

Judy Bettmann made the motion to give Dana Borowski account access to the Lord Abbot account, and to put Nathan Hough as plan trustee on the Prime plan solutions 457B account. Roger Jones seconded the motion. Motion carried.

Executive Session

Judy Hutchinson made the motion to adjourn at 4:50 p.m. Judy Bettmann seconded the motion. Motion carried.

Connie Lindmier made the motion to go into executive session at 4:51 p.m. Judy Bettmann seconded the motion. Motion carried.

Land

Employment contracts / credentialing

No action taken

Judy Hutchinson made the motion to go out of executive session at 5:17 p.m. Judy Bettmann seconded. Motion carried.

Adjournment

Judy Bettmann made the motion to adjourn at 5:18 p.m. Judy Hutchinson seconded. Motion carried. Meeting adjourned at 5:18 p.m.

Next Meeting: February 23, 2015, Tuesday 1:00 p.m., Hospital Meeting Room.

Respectfully submitted.

Connie Lindmier, Secretary