

WESTON COUNTY HEALTH SERVICES
BOARD OF TRUSTEES MEETING
April 21, 2016

Present: Jill Sellers, President; Georgenna Materi, Secretary of the Board; Barry Peterson, Treasurer; Connie James, Trustee; with Jimmy Long, Trustee.

Also Present: Maureen Cadwell, CEO; Kyle Richards, Rapid City Regional COO; Jim Peck, Attorney; Piper Allard, Director of Patient Services; Lynn Moller, CFO; Julie Sindlinger, Director of Human Resources; Carmen Allison, Director of Home Health/Hospice; JoAnn Farnsworth, Quality Director; Denice Piscioti, Executive Assistant

Visitors: Alexis Shultz, News Letter Journal reporter.

Call to Order: Jill Sellers called the meeting to order at 6:00 pm.

Quorum: Georgenna Materi declared a quorum was present to conduct the business of Weston County Health Services.

Visitors Comments: None

Additions/Changes to the Agenda: Maureen Cadwell added she had a few more things to discuss during the CEO Report.

GEORGENNA MATERİ MADE THE MOTİON TO APPROVE THE CONSENT AGENDA, JIMMY LONG SECONDED İT AND THE MOTİON CARRİED.

Finance Committee Report:

Barry said the board had major financial decisions to make during the meeting. The finance committee reviewed the items at their meeting on Tuesday. He added it was important that the decisions were made carefully.

Financial Report

Statistical Report

- In-patient days totaled 221 for the month. Patient mix was 71% intermediate swing bed, 24% skilled swing bed and 5% in-patient.

- YTD in-patient days are 86% of budget and 85% of last year's volume.
- Swing bed days are 131% of budget and are 133% of last year.
- OP discharges are 107% of budget and are 110% of last year at this time.
- ER is 110% of last year and 108% of budget.
- PT visits are 107% of budget and 108% of last year.
- OT visits were 173 for the month, up 9 from the prior month.

Income Statement

- Year to Date Patient Revenue is 10.64% over the budgeted amount.
- Expenses are 8.66% over budget for the year.
- Net income for the month is a positive \$81,338. For the year, net income is a positive \$336,830.
- During the month we worked on adjustments and account analysis that in prior years was left until year end. Our purpose in doing this is to shorten the year end closing process and speed the audit and cost report process.

Balance sheet

- Accounts Receivable decreased during the month having a favorable effect on our days in A/R.
- We have implemented separate A/R accounts for our major classes of receivables, retail pharmacy, Home Health and Manor to more accurately match the account totals to the individual patient/resident accounts.

Cash Flow Statement

- Net cash flow decreased by \$503,182 during March.

Graphs

- Acute and Swing Bed days 221.
- Days in A/R, 83.65.

Retail Pharmacy

- During February 1630 scripts were filled, up by 50 from February.
- Revenue for the month was down compared to the prior month's total. February revenue was \$118,655.84. March's revenue was \$109,293.

The question was asked if the facility was seeing more bad debt since the addition of another collection agency a few months ago. Lynn reported the process hasn't been completed by Cerner to be able to get it up and going. He did crunch numbers from last year and believes the bad debt to be running close to 4% of last year and about 30% of self-pay. Both numbers were better than what he had anticipated.

Medical Staff Report: During the medical staff meeting, discussions about what could be done about could continue to be done with the Electronic Medical Records. The point was brought up that the physicians would like to meet the new pharmacist at the retail store.

CEO Report:

- **Building Project Update-** Things continue to move forward. The question had been raised if the board would want to move forward with remodeling the Therapy area in the next phase of construction to begin during the summer months. One of the big reasons it is being brought up now is because of the building systems and air exchanges are tied into that area. If it is done now the price that was quoted for the project will be what the cost however, if the board chooses to wait the price will be more. The other choice that will have to be made is when the hail damage on the roof from last June is repaired is to replace the shingles with 30 year or 50 year shingles. The current roof has 30 year on and that is what the insurance will cover and the quote for the new roof is for 50 year shingles. Both the contractor and insurance company agree it might make sense to do 30 year shingles due to the fact hail is common in the area. After listing the contingency items, Maureen noted there was about \$870,000 left. The Therapy remodel would be \$291,897 leaving \$578,686 still coming in below budget because the contingency is in the budget.
- **Billings Clinic Update-** Chris Stevens visited the facility and stated he was not getting accurate information back from his staff. Maureen discussed with him the four areas of the electronic medical records system that have not been working since the beginning and asked for a credit on the bill. A credit amount will be proposed by WCHS for approval by Billings Clinic.
- **Strategic Plan Review-** An update was given to the board including the top ten quality items, patient satisfaction scores and financial reporting.
- **Infection Prevention Control Conference –** Maureen attended with Angie Phillips and Carrie Farnsworth. Antibiotic stewardship was one of the topics along with including families and or patients in Quality Committees.

CFO Report: A preliminary budget report for the next fiscal year was given with different scenarios including cuts that could be made. The proposed Capital Budget for three years was also presented which included a portable ultrasound unit for the ER, refrigerator/freezer and incubator for lab, a digital mammography machine, a dual head injector for CT and an ultrasound bed for Radiology, traction table for PT, in-house intranet and planned for server up grade along with money budgeted for maintenance and small equipment for the Manor.

Quality Report: The 2016 Health & Trade Fair went well with a good turnout and lots of vendors. The new peer review work began in March to audit charts and will go into more detail when in the Quality Report in May. On the inpatient survey we were aiming for the 30% National average and we exceeded it. Those surveys looked good and there was not a lot of change from the last quarter. Response rates on the outpatient surveys are very low but ideas are already in place to increase the survey response. The Therapy had the same low response rate last quarter but since then implemented a plan to encourage people to fill out the surveys. That resulted in a hike in their return which was good to see.

Acute Care: The nursing staff came up with a process with Pharmacy to identify new medications. Both the nursing staff and Pharmacy are working with patients before they are discharged to learn about their medications from both perspectives.

Human Resources: Earlier this month, we did a Customer Service Training for every staff member. It was well received. The hunt is back on for a Long Term Care Director, in the interim Sarah Gregory has been named the DON and she is getting a lot of support. We have people enrolled in C.N.A., C.N.A. II and Med Aide classes. Renee Smith, the Dietary Manager passed her certification for her CDM earlier this week.

Long Term Care: Approval was received from the Wyoming Department of Health for our survey action plans and our posted in the facility. The first payment from a grant for 90% the new floor lift at the Manor was received. A community Dementia Support Group was started through the facility and meets the 2nd and 4th Thursdays at Weston County Senior Center at noon.

Home Health: Carmen and Heather attended the Wyoming Department of Health meeting on the waiver for the Title 19 program. There are quite a few changes and will change how things are done with patients.

Old Business:

- **Joint Board Meeting-** Is still on hold.

New Business:

BARRY PETERSON MADE THE MOTION TO ACCEPT THE MEDICAL STAFF CREDENTIALING FOR LAURA CAROL LONG, LCSW; GREGORY D. SAFFELL, MD; AND DEBORAH WEEMS, MD; CONNIE JAMES SECONDED AND THE MOTION CARRIED.

GEORGENNA MATERİ MADE THE MOTION TO APPROVE PAYING THE CONSTRUCTION APPLICATION OF \$456,080.08, JIMMY LONG SECONDED AND THE MOTION CARRIED.

BARRY PETERSON MADE THE MOTION TO SELECT DIRECT SUPPLY TO PROVIDE THE INTERNAL SIGNAGE FOR THE FACILITY, GEORGENNA MATERİ SECONDED AND THE MOTION CARRIED.

CONNIE JAMES MADE THE MOTION TO APPROVE THE PURCHASE OF A REFRIGERATOR FOR THE PHARMACY DEPARTMENT AT \$6,317.43 FROM MIGALI, BARRY PETERSON SECONDED AND THE MOTION CARRIED.

CONNIE JAMES MADE THE MOTION TO APPROVE THE \$7,800 SOFTWARE ADJUSTMENT FOR THE REQUIREMENT FROM KRONOS, BARRY SECONDED AND THE MOTION PASSED.

BARRY PETERSON MADE THE MOTION TO APPROVE THE \$300,000 TO INCREASE THE CONSTRUCTION BUDGET TO INCLUDE THE THERAPY REMODEL, GEORGENNA MATERİ SECONDED AND THE MOTION CARRIED.

- **Taft Street** – The City of Newcastle has abandoned the street west of the facility subject to WCHS will rebuild the new street moving it over. The street south of the building, Taft Street, only serves the facility since the

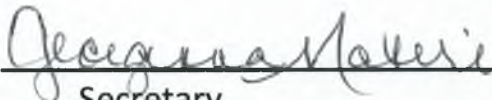
purchase of the house. Typically, the street is divided between the two property owners on each side. When attorney Jim Peck spoke to the owner of the mobile home park, Dan Harley, he requested if the street was abandoned a small wall be put up so vehicles wouldn't go through to his property and headlights wouldn't shine directly into it either. With those agreements, he would deed it to WCHS. Parking to the north is what has been discussed. An official request has been made to the city. Peck will see if the owner the mobile home park is still agreeable.

- **Future Board Meetings-** The Wyoming Hospital Associate sponsored event for board training is on the date of the May board meeting, so it will need to be rescheduled to Tuesday, May 24th.

AT 7:39 PM BARRY PETERSON MADE THE MOTION TO ADJOURN THE MEETING, JIMMY LONG SECONDED MOTION PASSED.



President



Secretary