

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

April 23, 2015

Present:

Board Members Present: Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, treasurer; Judy Hutchinson, Trustee; Roger Jones, Trustee;

Staff: Jeff Mengenhause, CEO; Ken Maston, EMS; Amber Ondriezek, DON; Rhonda Dick, RNC; Jami Helkenn, RTRM; Mel Miller, Maintenance.

Guests: Kyle Ridgeway, Attorney; Mark Lyons, CPA

Call to Order

President Sandy Neiman called the meeting to order at 1:07 pm.

Public Comments

None

Adoption of the Agenda

Judy Hutchinson moved to accept the agenda as amended. To include Adding new signatures to checking in Sundance; Bus tires; Joint meeting; Health Fair Update.

Roger Jones seconded the motion. Motion carried.

Approval of Minutes

Judy Bettmann moved to approve the March 26, 2015 minutes as presented. Judy Hutchinson seconded. Motion carried.

Financial Report – Mark Lyons

Bear Lodge Financials – Bearlodge is ok, it is a steady project. It looks good. Contract change of 70/30 split was discussed. Rent is paid monthly.

March 2015 Balance Sheet – Mark reviewed the Balance sheet. Cash in the bank is better than the past 10 months. Cost Report \$51,000.00. Accounts Receivable is working well. It has improved from \$200,000.00 in March up \$500,000.00.

Billing for LTC is done manually. Razor is not working for LTC. We cannot get detailed accounts from Razor. Historically +/- 45% is average. Razor was onsite Monday and Tuesday working on the program.

2015 Cost Report is in process. Signs are positive, we should not owe too much, we may have a receivable of +/- \$100,000.00. Deferred revenues from EMR incentive payment was discussed. Mark & Jeff recommended to put these into the savings account for future / possible ICD10 costs or revenue delays. See page 25 for Eide Bailey recommendations.

March 2015 Income Statement – \$137,886.68 loss is shown, which is lower than expected. Medicare numbers are not in those #s. Payments from Medicare (they owe us) will be shown later. March 2015 revenue was a good month. It has been generating +- \$50,000 loss. We should see improvements.

Jeff reviewed page 27A – Health Clinic Productivity. It shows what Rural Health Clinics require, and compares actual to required visits per clinic. Jeff stated that he will strive to be sure the clinics will never be closed. It is a team effort. He wants convenience for the patients, alternate hours. Ex: 7:30 am to 6:00 pm, lunch hours open, etc. Mark has some of that information. See pg 15 for costs / day. Mark explained costs, reimbursement, occupancy rates, etc. QRA – Medicaid residents are paying for themselves. (costs equal pay). \$190/day self pay is the low rate. \$220/day is top for this region. The assessment process can be used to determine level of care required, etc. Discussion followed. Rhonda stated that \$194.00/day is the current rate. Rhonda recommended to go to \$203 or \$204/day. Amber noted that we have almost 50% self pay. This is a large amount of self pay for average. If rates were raised 10% it would still be low. A tiered rate was discussed. Discussion on this will wait for updated EMR, Razor will not handle it.

Rhonda intends to budget for 20% updating of supplies and equipment every year. Pre-admission tools can be used for admission costs. Pharmacy costs should come down. Rhonda & Amber have not seen those changes yet.

Thank you to Mark for spending the extra time on financials and budgets.

Sandy asked to provide statistics on providers, clinics, emergency, etc. Jeff will update those when the new clinic manager arrives.

\$53,000 can go into savings now. Jeff will take care of it. Mark will get the correct amount to Jeff.

Budget rough draft will be ready by the May Board Meeting. It must be to County Commissioners by July 30th. Public comment is required as well.

March 2015 AR & AP Aging Report – Jeff reviewed this report. Jeff & Audrey will cut checks every Thursday. Most bills are up to date.

April, 20 2015 Cash Position –

Board Treasurers Report – Judy Bettmann

Deposit 4/17/15	\$ 3,375.99
Deposit Raffle	220.00
Designated to windows	
Interest 3/31/15	<u>30.17</u>
Balance 4/23/2015	\$353,853.94

Roger Jones moved to accept all financial reports as presented. Judy Hutchinson seconded. Motion carried.

Payments Ratification

Accounts Payable Ratification - Jeff reviewed this report. Jeff & Audrey will cut checks every Thursday. Most bills are up to date. Jeff requested \$104,500 to cover \$93,000 + \$11,329.95 to Cardinal Pharmacy = \$104,099.37.

Payroll Ratification – Jeff reviewed payroll. \$116,000 will be transferred from General account to Payroll. No motion needed.

At 2:07 pm Judy Hutchinson moved to adjourn and go into executive session. Judy Bettmann seconded. Motion carried.

Kyle Ridgeway, Legal Counsel

Executive Session

Front Range / Galaxy Medical Builders – Update

At 4:03 pm Judy Hutchinson moved to move of executive session into General Session. Roger Jones seconded. Motion carried.

Old Business

Meditech – Jeff updated on Meditech EMR. Discussion followed. Regional announced May/June 1 to implement Meditech. Financing / reimbursement annual fee would be \$1,300 less than Razor's.

LTC Survey Results & Plan of Correction – The Survey is complete. The plan of correction is being implemented. A waiver for extension for purchasing a shut off for the fuel tank remote was accepted.

Carpet Cleaning/Floor Waxing – ER & back rooms are complete. They were stripped and refinished. Other rooms are being done .

Hematology Analyzer – The loan was approved at Sundance State Bank. June the machine will be implemented.

Fuel Tank – Project is complete, see above for remote shut off.

CCMSD Email Accounts – The account set up should be completed in a couple of weeks.

New Business

LTC Bathing Room Quotes – Jeff showed the quotes. The insurance claim is completed. Mel Miller, maintenance discussed the three quotes.

Roger Jones moved to accept the bid from Versatile Carpets & Interiors for \$32,848.27. Judy Bettmann seconded. Motion carried unanimously.

Bus Tires – Discussion about activities paying for tires for the van/bus should be paid by the General account. Activities monies can be better used for patient care/activities. The board unanimously agreed that it comes from the General account. Jeff will take care of it. He will move \$1,043+-. To the activities account.

Sports Physicals – Jeff recommended free sports physicals for May, June, July for Crook County residents/students. It will bring people in/back in.

Roger Jones moved we do not charge a fee to students attending Crook County Schools for May, June, July 2015. This is for sports physicals only. Judy Bettmann seconded the motion. Motion carried.

Joint Meeting – tabled. Jeff will check into it.

LTC License – Jeff is working with Maureen in Newcastle for his LTC license. It is in process. A temporary license is now under Jeff.

CCMSD Health Insurance – Jeff is working on it. It is difficult to get a “decent quote”. Jeff will update the Board at the May meeting.

Physician Recruitment – No results.

Health Fair – They will have results after Saturday.

Windows – Mel & Jeff are working on it. They are reviewing types and styles.

Master Gardeners - Mel stated that he will meet with Brian Sebade from Extension and Master Gardeners on Monday, May 4. They will come up with a strategy and assist.

CEO Report – Jeff Mengershausen, CEO - see above.

Judy Hutchinson moved to request from the Foundation the balance on the bid for Versatile Carpets & Interiors for \$18,538.62. Roger Jones seconded. Motion carried.

Roger recommended to add another staff member on signature cards so Board members do not need to come to Sundance. Discussion followed.

Quilt - \$410.00 worth of tickets have been sold. The Board decided to wait until July 5th to draw for the Quilt. After the Health Fair the quilt will be viewed in the Summit National Bank at Hulett. Drawing will be July 5, 2015.

Adjournment

At 5:08 pm Roger moved to adjourn. Judy Hutchinson seconded. Motion carried.
Meeting adjourned at 5:08 pm.

Adjournment

Next Meeting: Tuesday May 19, 2015