

**CROOK COUNTY MEDICAL SERVICES DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES  
June 25, 2015**

**Call to Order**

President Sandy Neiman called the meeting to order at 11:09 a.m.

**Present**

Board members: Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Judy Hutchinson, Board member; Roger Jones, Board member – late due to Funeral.

Staff: Jeff Mengenhause, CEO; Joey Kanode (12:46 pm); Welchie M. Patterson, law enforcement (2:35 pm); Mel miller, Maintenance (5:30 pm); Mike Hilbert, Lab (+- 5 pm).

Guests: Kyle Richards, Rapid City Regional; Mark Lyons, Casey Peterson Accounting.

**Public Comments:** None

**Adoption of the Agenda:**

*Connie moved to adopt the agenda as presented. Judy Bettmann seconded. Motion carried.*

**Approval of Minutes:**

*Judy Hutchinson moved to approve the minutes from May 19, 2015 as presented. Judy Bettmann seconded the motion. Motion carried.*

Connie will get Special minutes from June 11, 2015 to the Board. Connie will also get signed copies to Jeff.

**Financial Report – Mark Lyons.** Mark Lyons reviewed the financials.

Bear Lodge Financials (pg 1-4). Reviewed. They are similar month to month. Cash payments are made to CCMSD quarterly.

May 2015 Balance Sheet (pg 5-8). Financially we are in a better, stronger position. The trend – may see increased volume. We should end the fiscal year strong (June 30, 2015). We are ahead ytd from last year. Budget allowed for \$231,485.83 loss. We have revenue of \$62,118.02.

May 2015 Income Statement – reviewed.

May 2015 AR Aging Report

June 22, 2015 Cash Position - \$1.6 million.

Discussion followed concerning ICD 10 and the need for up to 9 months of cash on hand.

(pg 10,11). Letter showing Grant program eligibility for 2015. 25 or fewer bed facilities are eligible.

(pg 12-23. Audit Adjustment Report.

11:39 a.m. Recess for tornado warning. Evacuated to hallway area with no windows.

12:00 p.m. Back into session.

Razor continues to be an issue: they cannot generate reports still. November was the last date they could generate reports. It was recommended that Connie call Razor again. The owner will have to get back to Mark Lyons immediately and let him know what the status is.

Mark stated that the last update was supposed to be available June 30<sup>th</sup>. Mark also said that the yearend financials will not pass the audit the way they are at this time.

Kyle Richards will have Dick from RCR legal department put pressure on Athena and Razor as well.

Reports unable to be generated are:

Revenue Reports – unable to be generated.

Accounts Receivable. Charges get listed but a claim is never produced from the list.

#### Board Treasurers Report

Judy Bettmann presented the Board Treasurer's Report. Shown are:

6/11/2015	CC Treasurer	\$154,827.47	
5/29	Interest	\$ 29.19	
6/5/2015	Raffle deposit	\$ 95.00	
6/18/2015	Raffle deposit	\$ 105.00	
Balance as of 6/25/2015			\$533,207.30.

*Judy Hutchinson moved to ratify the Trustee Board Treasurer's report. Roger seconded the motion. Motion carried.*

#### **Payments Ratification**

Accounts Payable Ratification: January 2015 – June 2015. (pg 24-55). *Connie moved to accept Accounts Payable January 2015. Roger seconded the motion. Motion carried.*

*(Sandy had stated to move to accept Payroll in the first motion. It was corrected to Accounts Payable. Judy Bettmann made the motion. Roger seconded. Motion carried)*

Payroll Ratification: January 2015 – June 2015 (thru pg 56). Jeff explained the Payroll reports. Previously Jeff had presented the last payroll before each meeting (half of month's payroll). *Judy Hutchinson moved to accept/ratify the payroll January 2015 thru May 2015. During discussion Mark clarified the term "special". Roger seconded the motion. Motion carried.*

#### **2015-2016 CCMSD Budget Review – Mark/Jeff (12:20 pm)**

Mark Lyons reviewed the assumptions on the budget. Mark had not included health fair. He explained the mediation costs and how it affects the budget. It is retroactive to June 24<sup>th</sup>, 2015.

Sandy stated to Mark that he is greatly appreciated for the way he works on the accounting and how he quickly answers questions, etc.

*Connie moved to go into Executive session at 12:26 pm to discuss Mediation/Settlement Agreements. Judy H seconded the motion. The Board moved into executive session.*

*At 12:39 Roger moved to move out of Executive session into Regular session. Judy Bettmann seconded the motion. Motion carried.*

Mark continued to review Budget and budget assumptions. (pg 57). We are short Providers. Sandy stated that we must have a doctor. Jeff stated we need two doctors. Discussion followed concerning hiring more NPs vs. hiring Doctors. The ER is the big issue. Micki is burned out (90+ hours a week). Sandy asked Kyle Richards if there is a way RCR could help with residents from RCR. Kyle stated that he would have to check Wyoming's laws. Interns still need a backup physician.

Mark reviewed Clinic revenue estimates – trying to ramp up the volumes/productivity standards going thru the clinics. Connie questioned why the Sundance Clinic and Moorcroft clinics showed major increases. Why does Hulett not show any increase in volumes. Clinics have capacity. We are not getting volume in the clinics.

Jeff stated that Hulett and Sundance are not meeting their federally mandated numbers for Medicare/Medicaid.

Jeff has signed back up with Jackson & Crocker for recruitment.

Occupational assumption – items are fully reimbursed if billed thru the hospital patient.

Jeff found a good insurance company. Assurant has a good local agent. Our hospital can be heavily funded on Medicaid. Most expenses are reimbursed by Medicare/Medicaid. 60-70% of patients are Medicare/Medicaid.

(pg 57) point 6

EMR - We may still be eligible for the Hit Payment. Meditech – 70% of our employees have used Meditech before. Meditech cost annually is \$152,000.00 annual fee. IT Support is included.

Helmsley Grant: Jeff showed a document for the Helmsley Grant for a new CT. A grant can pay for up to \$400,000.00 for a 32 slice CT Scanner.

(pg 58) Capital additions was reviewed.

Discussion followed concerning Wages / Insurance / Retirement and staff quality. Budget allows for Employee Insurance and potentially for retirement. Jeff stated that we may have to hold off on the 2% wage increase if income does not come high enough.

At 12:46 pm Joey Kanode from Newcastle Hospital District came into the meeting. After being introduced, Joey noted that Dr. Nobak has resigned (effective 90 days). 120+ patients are using our services. Joey noted that Home Health will be affected. He would like to talk to Dr. Jording. A doctor must sign off on patient care. Dr. Jording from Newcastle may be willing to help. They are trying to put a plan together.

Occupational therapy, 340B Pharmacy and Telepharmacy was discussed.

Discussion followed. RCR or Wyoming Hospital Association are options as well. They offer babies, respite, they are a VA preferred provider. There is a waiver program with the State of Wyoming. They contracted with North Platte & Big Country Therapy.

*At 2:06 pm Judy Hutchinson moved we recess. Judy Bettmann seconded the motion. Motion carried.*

*At 2:25 we moved back into regular session. Judy Hutchinson moved, Judy Bettmann seconded. Motion carried. ??*

Welchi Patterson, deputy – entered the meeting. Welchi stated that he had received a call from the County Attorney's office. They had stated that the Board had excluded people from the meeting - Today. Sandy stated that we asked them, the whole group, to step out and that we would call each one of the managers back in when we are in their division. .

Instead of everybody sitting here all day long. That's what we said.

So it was probably an employee?

Sandy explained: Because we did not know if we would go into executive first or budget first. And why should somebody sit here thru the budget process when theirs is the last part of the budget. We told them we would call them back in. It was totally open.

Welchi asked that they could have stayed in if they had wanted to.

Sandy stated, Yes, if they had demanded to. Yes. Not a problem. But we told them we would call them back in. That way one person, one manager isn't sitting here comparing to what another manager gets and they might want to get.

It's all public anyway. But we don't want to pay them \$20.00 or \$30.00 an hour to sit here.

Welchi asked "You don't want to pay me \$20.00 to \$30.00 to sit here"?

Laughter – No, no..That's why you're first on the agenda.

Welchi stated – That's the reason I came in. Joe (Baron) asked me to find out what was going on because of a conflict. I will go ahead and let him know what you said and go from there. Does anyone have any questions of me?

No, and we haven't gotten to each division of the budget. We're getting ready to go into Executive Session on something and then we will go into each division.

Welchi stated: Ok, thank you very much for the information. I will let him know.

Connie stated that if he has any other questions, he is welcome to call or come on in.

Discussion:

Jeff had all the managers so you (the Board) could ask them questions.

*At 2:42 pm Connie moved to go into Executive Session to continue Mediation/Settlement agreement discussion and action, and legal counsel. Roger seconded the motion. Motion carried. The board moved into executive session for legal counsel.*

*At 3:24 pm Roger moved to go out of Executive session back into regular session. Judy Hutchinson seconded the motion. Motion carried.*

2015-2016 CCMSD Organizational Budget – Mark continued to explain the budget. Discussion continued. With changes an estimated decrease in cash for budget will show \$120,596.

(pg 60,61)

Mike Hilbert, Lab - Mike explained Micro – quality control and Federal regulations. Costs estimated by Mike are +- \$14,000.00 to send out / \$77,000.00 income. With Chemistry analyzer more tests are done in house. The hematology analyzer was worn out. It will help tech time and avoid mistakes with the new machine.

(pg 71) CT scan. Estimated cost \$11,000.00 / month. Discussion followed on income potential and expenses.

Judy Hutchinson received an email from Joe Baron (during the meeting) "Exclusion of people from public meeting"... She will get copies to the Board and to Jeff, CEO, and Kyle Ridgeway, attorney.

(pg 124) Maintenance – Mel Miller stated that both water heaters need to be replaced. DVE model was quoted in the documentation. DRE Model is \$800.00 less @ +- \$10,500.00. The quote showed \$17,000.00 for two heaters plus \$1,000.00 electrical. Both are ASME rated. One heater is replacement of broken unit. The second is an update to the other unit. Mel requested approval to give them to go ahead to purchase and install the two water heaters.

*Connie moved to approve up to \$18,000.00 to purchase and install the two replacement water heaters. Mel will use his discretion to get the best deal. Also included in the motion is to give authority for*

*resolution on CCMUSD letterhead to increase the credit card for Jeff's one-time use to \$18,000.00 for purchase of two water heaters. Judy Hutchinson seconded the motion. Motion carried.*

Moorcroft Old Clinic. The Dentist will move out of the building by July 13 or 16. Bearlodge Rehabilitation is still in the building. Discussion followed concerning them working out of the new Moorcroft Clinic.

Training for Employees Discussion followed  
Wage Scale Discussion followed

## **Old Business**

Meditech – Discussed.

LTC Bathing Room – Floor is completed. We are waiting on State approval on how to vent the Bathing room.

Hematology Analyzer – See Mike Hilgert above.

The Board asked if Wilma, Sharon, Deanna and Kim have been reinstated. Jeff stated that all have been reinstated, except Kim Reed may fight the disciplinary action.

## **New Business**

Alicia LePard Credentialing – completed. Jeff will also check credentialing of doctors coming in.

Eide Bailly Cost Report & Audit Proposal –  
*Connie moved to accept the 2015 Eide Bailey Cost Report, Medicaid and Medicare Cost report and Audit. Costs to Eide Bailey are: \$19,250.00 + \$7,100.00 + \$1,450.00 = \$27,800. Out of pocket expenses will be billed later. Roger seconded the motion. Motion carried*

Satisfaction Survey – (pg 119-123) Jeff showed a satisfaction survey. Roger recommended we table this until we have a chance to read it. Table until July 13/15.

## **CEO Report – Jeff Mengershausen, CEO**

Wyoming Nursing Home License (pg 97-110) Wyoming Nursing Home License for Jeff is filed with the State. Completed.

Bear Lodge Rehabilitation Services – They are working / renting a small space in Upton. (pg 128)

Employee Recertification – (pg 129) list of employees and recertification dates due. Three steps are put into place at this time.

- The individual is solely responsible legally.
- Department Managers also must insure they have qualified staff.
- HR safety net to insure all employees/providers are certified.
- Employees must take two classes also to update.

Windows – Update

CCMSD Health Insurance – Approved in Budget

CCMSD Retirement Plan – H&K Financial and Edward Jones will come to show their best plans. They will come in July to present their proposals.

Settlement with Galaxy Medical Builders, Inc. – The Board was presented a Settlement Agreement signed by Thomas Woolen President of Galaxy Medical Builders – on which Agreement it had previously directed its attorney to obtain a signature. The Agreement reflects that in exchange for a mutual release of liability for the Construction Contract entered into with Galaxy in June 2013, Galaxy was entitled to keep the portion of the deposit that was given to it as a part of that Contract for the work it had performed under the Contract, and in exchange for a release of all obligations by both CCMSD and Galaxy under the Contract, Galaxy would remit payment of \$16,543.48 to CCMSD within one week after the agreement was executed by both parties.

*Judy Hutchinson made the motion to authorize Sandy Neiman to execute this Agreement on behalf of CCMSD. Connie Lindmier seconded the motion. The motion was carried upon a unanimous vote by the Board.*

Sandy Neiman so executed the Agreement and it was returned to CCMSD's attorney for further completion of settlement.

Settlement with Front Range Mobile Imaging, Inc – Pursuant to the authority given to Sandy Neiman, Roger Jones, and CCMSD counsel on June 3, 2015 to proceed with a mediation between CCMSD and FRMI – an agreement was struck between CCMSD and FRMI on June 24, 2015 during Mediation concerning the dispute over the medical equipment that was provided by FRMI to CCMSD. The terms of that agreement was that in exchange for mutual releases of liability under any of the purported agreements related to the medical equipment provided by FRMI the following transactions would complete the settlement:

1. CCMSD make payment to FRMI in the amount of \$121,500.00 within 30 days of execution of a settlement agreement reflecting the mediated agreement.
2. CCMSD is to be transferred good title to the 2011 Summit X-Ray table currently housed in Hulett, and shall not make further payments for that equipment.
3. FRMI takes back the rest of the equipment including the 2005 GE lightspeed 64 slice CT, the ACUSON Ultrasound, the CR System that was never delivered, and the 2001 Proteus X-ray Room.
4. FRMI will take back the 6 slice Mobile CT on July 2<sup>nd</sup>.

*Judy Hutchinson made a motion to direct Sandy Neiman to execute an agreement on behalf of CCMSD that is reflective of the agreement reached at mediation. Connie Lindmier seconded the motion. The motion was carried upon a unanimous vote by all Board members present.*

In addition, The Board directed Jeff Mengershausen, CEO, to get replacement CT bids to the Board to replace the 6 slice mobile CT being removed.

*Judy Hutchinson moved to take any fees out of the trustee account for mediation settlement. Judy Bettmann seconded the motion. Motion carried. (unanimous).*

Physician Recruitment – Discussed previously – Jackson Coker recruiting firm.

## **Adjournment**

*Connie moved to adjourn the meeting at 6:30 pm. Judy Hutchinson seconded. Motion carried. Meeting adjourned.*

**Next Meeting:** July 13, 2015, Monday - Budget Public meeting– 5:00 pm.  
July 30, 2015, Monday - Board meeting – 1:00 pm.

\*Budget hearings are required to be held no later than five (5) days after the third Thursday in July.

To add to agenda next meeting:

- Health
- Retirement
- Windows
- Survey
- Physician Recruitment

Respectfully submitted:

Connie Lindmier, Secretary