

**CROOK COUNTY MEDICAL SERVICES DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES  
May 19, 2015**

**Present:**

Board Members present: Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Judy Hutchinson, Trustee; Roger Jones, Trustee.

Staff: Jeff Mengenhausen, CEO; Amber Ondriezak, DON; Bonnie Wacker, LTC; Rhonda Dock, RNC; Jamie Heilkenn, Radiology Tech; Mel Miller, Maintenance.

Guests: Mark Lyons, CPA; Kyle Ridgeway, Attorney – by phone.

**Call to Order:**

President Sandy Neiman called the meeting to order at 1:01 pm.

**Public Comments:** None

**Adoption of the Agenda:**

*Judy Hutchinson moved to accept the agenda with additions of the wage chart to new business. Judy Bettmann seconded the motion. Motion carried.*

**LTC Bathing Suite:**

Discussion on tile colors, gray floor, lighter on walls and blue accent. Staff was involved in the final choice of colors.

**Approval of Minutes:**

*Roger Jones moved to accept the minutes as presented. Judy Bettmann seconded the motion. Motion carried.*

**Financial Report – Mark Lyons**

Bear Lodge Financials: Bear Lodge financials are steady. Mark reviewed information.

April 2015 Balance Sheet: Mark Lyons reviewed the Balance sheet, compared to 2014. Approximately \$293,000.00 Medicare receivables will be expected. Actual loss will be \$60,000.00 to \$70,000.00 with Medicare included.

Budget to actual expenses was reviewed. Jeff noted that managers will be able to monitor their budgets.

Capitol items are not included.

June 1 Budget form is new to use for 2015.

The request for 3 mills is due to the County Commissioners June 15<sup>th</sup>?. Tentative budget will be completed week of June 1.

Razor EMS continues to have problems with aging reports. Razor came to the Hospital. They resolved minor items but not major issues. Razor is still not delivering. Implementation costs must be paid, Monthly costs are not paid. Damage costs can possibly be billed to them.

April 2015 Income Statement was reviewed, and the April 2015 AR Aging Report.

May 15, 2015 Cash Position was reviewed, and showed a total \$1,614,487.02 deposits on hand. Receivables came down \$250,000.00 for April.

**Board Treasurers Report:**

Judy Bettmann presented the Board Treasurer’s report. The account showed the following:

Deposit CC Treasurer	\$23,886.78	
Interest April	\$ 28.92	
5/19/2015 deposit – Quilt Raffle	\$381.00	
Balance as of 5/19/2015		\$177,740.72
	Balance including interest	\$378,150.64
(Total Quilt sales deposited - \$791.00 so far)		

*Roger moved to accept the Board Treasurer’s report. Judy Hutchinson seconded the motion. Motion Carried.*

Jeff noted that R visions staffing monthly billing will go away in July. We need 15 Full time FTEs. 13 full time plus 7 part time.

**2015-2016 CCMSD Budget Review – Mark/Jeff  
BUDGET**

Mark discussed the preliminary budget. After discussion, Mark noted that he will update the budget to show the following:

Write off Razor software (\$350,000.00)

Meditech \$203,000.00 additional depreciation. Jeff will check to see total cost, estimated at \$1.2 million total cost plus \$154, 00 annual cost.

Judy Hutchinson asked the estimated time to implement Meditech. Jeff recommended we wait until Rapid City Regional implements their system in July. He hopes to be fully implemented in 5 (five) months. They will implement the financial piece first.

Point Click Care is implemented in LTC. Cost is free of charge \$70.00/month service charge.

Allnet has been paid +- \$77,000.00 in services. Rapid City Regional stated it will be more cost effective to hire an in-house IT person.

Jeff discussed a hardship waiver for EMR systems. This may delay costs or cut costs of implementation.

Razor certified in stage 2. \$490,000 was received / reimbursed. \$300,000.00 to pay to Razor. (See page 2 budget. Options were discussed.

ICD 10 – there will be billing issues. Jeff is training Coders in Medical Records. Jenny Call is training in information for providers.

They are doing manual billing at this time.

Jeff is negotiating payment plan with Meditech.

Grants:

Flex Grant / Chip Grant / WorkForce Grant.

The Budget is very conservative. Mark stated it will show \$605,000.00 loss. Actual loss is close to zero.

**EXECUTIVE SESSION**

*Connie moved to go into executive session at 2:05 pm. Judy Hutchinson seconded the motion. Motion carried.*

**Kyle Ridgeway, Legal Counsel (Call at 2:05pm)**

Executive Session

Front Range / Galaxy Medical Builders – Update

*At 3:13 pm Connie moved to go out of Executive Session. Judy Bettmann seconded the motion. Motion Carried.*

At 3:17 Sandy called the meeting back to order.

## **Payments Ratification:**

### Accounts Payable Ratification:

Jeff presented Accounts Payable for two weeks. *Judy Hutchinson moved to hold Accounts Payable ratification until the next Board Meeting. Jeff will bring the four months combined AP for ratification at that time. Judy Bettmann seconded the motion. Motion carried.*

### Payroll Ratification:

Jeff presented on payroll period for \$114,364.34. Discussion followed. One payroll period is not the complete month report. *Connie moved to hold Payroll Ratification until Jeff gets the four month combined payroll. Judy Hutchinson seconded the motion. Motion carried.*

## **Budget:**

Items to add to the budget will include:

- capital investment
- Wage scale
- Legal fees for CT, X-ray, etc.

Mark discussed the budget assumptions.

- Therapy services – more dependable. Assumes +/- 15% bump in swing and acute revenues
- Scrap Razor
- New CT
- Health Insurance +/- \$250,000.00
- Not Retirement plan (may be part of Health Insurance cost) benefits package.
- Meditech
- Assumed 3% rate increases
- 1 new provider
- NP in Moorcroft
- Pharmacy 340B
- Assumes LTC & Acute Care fully staffed
- Clinic Manager
- IT Person
- Accounting Manager
- Executive Assistant – possibly.

Preliminary budget will be brought to Board Members to read and email questions.

Jeff will present weekly reports to the board.

Staff Survey. Amber is working on it.

Wage Chart – Jeff showed it to the Board

## **Old Business**

Meditech – Update

LTC Bathing Room – Update. Board members can view progress after the meeting.

Carpet Cleaning/Floor Waxing – Sundance & Hulett are complete, Moorcroft is in process.

Hematology Analyzer – June 1 is the set up date. It is integrated into the system.

LTC Survey Results & Plan of Correction – Complete

CCMSD Email Accounts – Complete

## **New Business**

Kenda Huseby Credentialing:

*Roger moved to approve Kenda Huseby for Credentialing. Judy Hutchinson seconded the motion. Motion carried.*

Alicia: Jeff will get paperwork to us, and paperwork on other providers.

Clinic Manager: Did not work out. The New Clinic Manager, Wayne Farley – Nurse, is coming from Campbell County. He is expected Tuesday, May 26, 2015.

CCMSD Org Chart: See page 22. Coding/Medical Records will eventually go away. *Connie moved to approve the Organizational Chart as presented. Roger seconded the motion. Judy Hutchinson abstained. Motion carried.*

Wage Scale: Jeff showed the scale to the Board.

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

CCMSD, Newcastle and Lusk Joint Board Meeting: They are working on the schedule and date.

New Windows – Update

CCMSD Health Insurance – Update

CCMSD Retirement Plan – Update

New Windows: Mel Miller presented the samples and information for the windows. They prefer fiberglass interior & exterior (wood interior in patient rooms (19). Aluminum clad, chocolate brown. Costs of \$35,136.71 & \$2,241.82 = \$37,378.53. They will add the French Doors to be replaced in the Long Term Care area.

### **Executive Session**

*At 5:09 Judy Hutchinson moved to go into executive session. Sandy seconded the motion. Motion carried.*

*At 5:21 Judy Hutchinson moved to go out of executive session. Roger seconded the motion. Motion carried.*

*At 5:22 Judy Hutchinson moved to adjourn. Connie seconded the motion. Meeting adjourned*

### **Adjournment**

Next Meeting: June 25, 2015 11:00 a.m.