

**CROOK COUNTY MEDICAL SERVICES DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**
Tuesday, September 22, 2015

Present

--- Board members: Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann, Treasurer; Judy Hutchinson, Trustee; Roger Jones, Trustee
--- Staff/Contract: Robert Brummond, Interim CEO; Mark Lyons, Casey Peterson financial; Marsha Erickson, ____; Amber Ondriezek, DON; Amber Johnson, HR; Wayne Farley, Dir of Clinics; Alicia LePard, NP;
--- Guests: Karl Rude, HMS; Joey Kanode, Sharon's Home Health; Mary Lou Peterson, Terri Rogge??_

Call to Order

President Sandy Neiman called the meeting to order at 5:00 p.m.

Public Comments

None

Adoption of Agenda

Judy Hutchinson moved to approve the agenda as amended. This includes: Bear Lodge Financials not available; September 22, 2015 Cash position – not available; Old business: Moorcroft clinic (old); Hulett clinic; New Business: Moorcroft clinic (new); Gift for Dr. Noback; Hulett Clinic grant; CEO Report: Medical Staff update, Audit exit; Staff update. Judy Bettmann seconded the motion. Motion carried.

Approval of Minutes

*Judy Hutchinson moved to approve the minutes from the past four meetings/special meetings.
August 14, 2015 – correct Lens should be Lenz.
August 27, 2015 – approved
September 3 special meeting – approved
September 7 special meeting – approved.
Judy Bettmann seconded the motion. Motion carried.*

Financial Report – Mark Lyons

Mark presented the financials for August 31, 2015 with comparison to June 30, 2015.

Bear Lodge Financials – not available – Mark will email copies to Bob and board members.

August 2015 Balance Sheet

August 2015 Income Statement

August 2015 AR Aging Report

September 22, 2015 Cash Position - not available. Bob will email information to the board.

Mark noted that we need to monitor the collections and the accounts. Cash income has slowed down with business office changes. Some self pay may need to go to collections. CT income was under budget due to the month of not having CT Scanner. Net loss of \$84,679.80 is typical for this time of year. More mill-levy comes in December. It is not a consistent income, but is sporadic.

Judy Bettmann made the motion to accept Mark Lyons financial report. Judy Hutchinson seconded the motion. Motion carried.

Board Treasurers Report

Judy Bettmann presented the board treasurer's report.

August deposit of mill levy - \$ 80,219.51

\$504,001.08 Balance

Meetings to rotate to Moorcroft and Hulett –

Discussion of rotation of meetings: consistent time and location is best. It is less confusing for public, staff and board. Bob B can work up the agenda for meetings and submit draft. Karl recommended we set up a Simulcast of meeting as well. Email to staff, publication on CCMSD website and County website was recommended as well.

Employee Evaluation – This was the Employee Satisfaction Survey Monkey done by Jeff before completion of his tenure.

Moorcroft clinic – Old clinic. The board had voted to tear it down in previous meetings. The tower on the building should belong to CCMSD, but Mary Lou Peterson recommended calling Collins Communications. The board recommended to go thru the process and tear it down. Bob will work on it – permit to tear it down. Jeff Holberg- building inspector will be contacted.

Management Committee Report

Health Management Services – Welcome.

Connie made the motion to employ Kim Connor of Pope & Connor from Hudson, Wisconsin to set up the remote billing system. Setup will cost \$5000.00 for first week of set-up. She will set up and run outsource billing based on hourly wage or % of collections. (HMS will negotiate.) Judy Hutchinson seconded the motion. Motion carried.

Joe is working with Kyle on the management contract. It should be completed by September 29th.

New Business

Signatures – Bank accounts

Connie moved to add Robert O. Brummond, Interim CEO to the bank accounts at Sundance State Bank in Sundance, Pinnacle Bank in Moorcroft, Summit National Bank in Hulett. Board members Sandy Neiman, President, Connie Lindmier, Judy Bettmann, Judy Hutchinson, Roger Jones will be on Sundance State Bank accounts.

Robert O. (Bob) Brummond, Interim CEO, Board members Sandy Neiman, Connie Lindmier, Judy Bettmann, Judy Hutchinson will be on Pinnacle Bank in Moorcroft.

Bob Brummond, Interim CEO, Board members Sandy Neiman, Connie Lindmier, Judy Bettmann, Judy Hutchinson will be on Summit National Bank in Hulett.

Remove all other names, including previous CEO Jeff Mengenhausen.

Judy Bettmann seconded the motion. Motion carried.

Gift Certificate for Dr. Noback & Patti Voll –

Flowers were ordered by Sandy for Patti Voll, and she will receive a gift certificate (total value +- \$100.00)

A Gift Card to REI will be ordered for Dr. Noback – by Connie. (total value +- \$100.00)

The Board will split costs.

Spending limit for CEO –

Judy Hutchinson made the motion to keep the maximum allowed at \$7,500.00 until the final CEO is hired.

Judy Bettmann seconded the motion. Motion carried.

Bob noted that the credit card is cut up and gone.

We will check State Statutes. Hospital Districts may not be able to have a credit card for CEO use.. It is not an issue at this time.

Moorcroft clinic – new –

Judy Hutchinson discussed a repair list of items to be addressed. Joey Kanode recommended Zeb Davis for carpenter work. Kent Peterson does lawns and snow removal now. Bob recommended checking for bids on the wall damage. (separating from floor)

Is there an Occupational Therapist salary allowed for in the budget. Casper may have a source for OT. The potential to increase the swing bed program is good, and an OT must be employed in order to do that. Bob, Mark and Joey will work together on this project.

Hulett Clinic -

Dave Spencer from WBC-Wyoming Business Council-will meet with Bob at the hospital to discuss potential grants for the new Hulett clinic project. Funds are held in the Foundation account for this purpose, which can be used for matching or other use on the clinic.

Audit Exit –

Bob & Mark reported on the audit. There are not a lot of major issues. \$51,000 in AR, \$16,000-20000 in “John Doe” AR which should be deleted – were practice accounts for Razor). Cost report and Audit both should be completed in November.

Bathing Suite –

When the insurance bill is paid, and the balance remaining is shown, the Foundation will pay what balance is due. They will reimburse the hospital for any paid out.

CEO Report – Bob Brummond, CEO

Physician Recruitment –

Amber Johnson stated that she is attempting to contact two providers. There has not been good applicant flow. We should see an increase when things settle down.

CCMSD Health Insurance –

Bonnie has delayed the insurance. Discussion on companies to contact continued. Payne West Insurance / Blue Cross Blue Shield / Rocky Mountain / WEBT – County has this insurance. January 1 is the ACA compliance deadline, with fines set if we do not comply January 1, 2016.

Medical Staff –

Meeting Wednesday, September 23rd. Medical director in charge. 2 NPs coming on. Changes to the Medical Staff By-laws will be brought to the Board. Bob contests that the Board credentials providers, but agrees that the Board be updated on any providers. Discussion on coverage of clinics and hospital/LTC by providers continued.

Judy Hutchinson moved to recess at 7:35 pm to provide birthday dessert for Mark Lyons. Connie seconded the motion. Motion carried. Recessed.

Judy Hutchinson moved to go into Executive Session at 8:05 p.m. Judy Bettmann seconded the motion.

Executive Session

Management Contract discussion
Employment contracts

At 9:20 p.m. Judy Hutchinson moved to go out of Executive Session. Judy Bettmann seconded the motion. Motion carried.

No decisions made in Executive Session.

Adjournment

At 9:20 p.m. Judy Bettmann moved to adjourn. Judy Hutchinson seconded the motion. Meeting adjourned at 9:20 p.m.

Next Meeting: October 27, Tuesday, Sundance – 4pm. Location TBA.

November 24th?? - Tuesday

December 22nd?? - Tuesday

DRAFT