



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

January 19, 2015 (December 2014 & January 2015)

BOARD MEMBERS PRESENT: Sandy Neiman, President; Judy Bettmann, Treasurer; Judy Hutchinson, Trustee-absent; Connie Lindmier, Secretary; Roger Jones, Trustee

ADMINISTRATION/STAFF PRESENT: Ken Archer, Interim CEO (by telephone); Laura Moller, HIM, Medical Records; Deb Harvery, CPM, GPP Dietary; Mike Hilbert, Lab Manager; Jami Helkenn, Radiology Tech; Marsha Erickson, Radiology Tech; Jennifer Call, RN LTC; Rhonda Dick, RNC LTC; Amber Ondriezak, DON; Teri Ochocki, Billing; Brian Jordan, Maintenance; Bonnie Wacker SS/Activities Director; Ken Maston, EMS.

GUESTS PRESENT: Lenard Seeley

CALL TO ORDER: President Sandy Neiman called the meeting to order at 1:03 p.m.

PUBLIC COMMENTS:

A Gentleman (would like to remain anonymous) He and his wife would like to buy and donate a new piano, with a 5 year warranty. This includes tuning twice a year. Company would take the old piano. The board wishes to thank him.

ADOPTION OF THE AGENDA

Judy B moved to move open house on agenda to just after approval of minutes. Roger seconded. Motion carried.

Roger moved and Judy B seconded the motion to adopt the Agenda as amended. Motion carried.

CONFLICT OF INTERESTS: None

APPROVAL OF MINUTES: Roger moved to accept the minutes as submitted. Judy B. seconded the motion. Motion carried.

OPEN HOUSE: Goal is to get community involved with fundraising for windows, also foundation will help. Heating units for rooms and new flooring can also be installed after windows are paid for.

Donations – Sandy reviewed the list of donations.

Quilt donated by lady in Hulett for raffle tickets. Nice quality quilt! Audrey and Arley will keep track of tickets. Money goes toward remodel. We will display quilt in towns, quilt hanging bar for Sunday. She is also donating a stained glass for the silent auction.

Other donations and Door prizes.

We will have a complete listing after the fundraiser, and list in Newspaper.

TV donations – did not talk to donors of TVs about auction because of their donations of TV Stereos

Sundance State Bank

Fuller Funeral Home

Neiman Sawmill

Pinnacle Bank

Sundance Car Wash

Higby's café

Gearhart Fuel & Repair

Quilt from Cindy to be displayed at Banks, Clinics, etc. – Discussion followed, stating that we will sell tickets until end of May, 2015. (Please note: drawing was set for Health Fair April 25, 2015, so selling of tickets will end that day).

Lady at bank donated Crown Royal Quilt – for Rally raffle.

Lady from Hulett cooking meat – BBQ on/with meat.

Will send out special request to Powder River Energy & _____ & Judy Hawback.

Managers – show your rooms off.

January 25, 2015 – 1-4pm.

Rooms that are redone open for show.

Hope to have schematic of windows.

Health Fair: Are we still doing a Health Fair. Ken Maston stated that yes, we will do Health Fair. The drawing for quilt at Health Fair April 25th, 2015. Time and price of tickets.

People are really becoming involved and excited.

Ken will be here, Jeff will be here. Will be good introduction.

Board Newsletter – Sandy discussed the Board putting out a newsletter after monthly meetings to get to managers, to keep them up-to-date and keep them involved.

Communities are getting excited about what is going on.

Our Newspaper Rep is a fantastic Rep for us (Sarah).

Connie is working with Razor closely to get them here to iron out problems, work with each department and each clinic. Will get problems straightened out.

Razor did merge with another company (Athena Health). Razor sent out emails and phone calls from president, Reed Liggin.

Mark Lyons and Rapid City will be here.

Mike has someone next coming from Razor just for Lab next week. He will keep us appraised. Payroll is improving. Mary Sell and her company is doing a good job on payroll.

If any of the managers come to the Board and ask for funding, etc. We want total update reports to follow up after funding, etc. Discussion followed.

Mike asked about updating Hematology machine. Let us know what you are doing. It is included in the Capital List.

We want the lines of communication open, so all will know what is going on.

We have to cut out as much overtime, travelers, etc. You have to help us tighten the bottom line.

We need to work hand in hand.

Amber stated that everyone in the room is ready to work together as a cohesive unit.

Open House – meal free to attendees.

Pharmacy Program 340B: Sandy handed out program and information. We are moving forward with it. County Commissioner signed the necessary papers for proof of County ownership to complete the 340-B.

It will not go into effect until April, 2015. Can save a large amount of money for the facility.

Kyle at RCR and Jim Stevens of the Pharmacy worked well. There is a new cooperative spirit there that we have not seen before.

Ken will not be able to come to the Open House because of Kemmerer Board Meeting on 26th. We regret Ken cannot be here. Ken requested to put \$250.00 donation from Ken & Tammy for the Open House.

FINANCIAL REPORTS –

Mark Lyons was unable to be at the meeting due to illness. Ken made observations: Income statement – October. Page 4 Ken tries to see that Net is no less than what the depreciation is. If it is more Ken will be very concerned.

\$128,105.16 vs \$105,160.99.

November and December business did pick back up. Mark said will have the financials ready by end of January, and ready for February board meeting.

Cost Report – Audit is completed.

Jeff from Eide Bailey plans to give report at the February Board meeting.

Charge Master – will be in three weeks. The Board discussed holding off on the Charge Master for a while until we get financials in order. Discussion followed concerning missing charges if we do that. Is it possible to see if Eide Bailey will bill a scheduled payment on it. We should receive reimbursement from Medicare in the next couple of months, so could delay a short time. Charge Master takes three weeks to complete. Changes can be made immediately. Decision was delayed until the check on installment payments to Eide Bailey is completed.

Is everything in Laura's office coded and ready for receipts.

We cannot bill for anything that has not been documented.

No big backlog of charges not coded, etc.

Teri will get an accounts receivable asap.

Will re-address as we go thru financials.

Mark wanted to address loss, audit, Charge Master.

January Three Payrolls – money moved from general account to pay payroll and accounts payable.

See attached showing Total Invoices, Prime Medical, R Visions, Razor, RCR, and other. \$270,188.71.

Final payment to bank will be completed. Moorcroft clinic is paid off. The final payment was made for the roof. Checks signed today.

Bear Lodge Financials – None. Contract is signed and completed.

Moorcroft Clinic rent Bearlodge rehab- follow up.

Patient Statistics - none

BOARD TREASURER’S REPORT – Trustees Bank Account Status – Judy Bettmann

Balance as of 1/6/ 2015 is	\$ 104,336.17	previous balance \$ _____
Deposits – Mill levy =	\$ -0-	
Interest - _____		
Expenses – Payroll	\$ 160,000.00	
AP	\$ 100,000.00	
	\$ 2,500.00	

Judy moved to ratify the Trustee account. Roger seconded. Motion carried.

Medicare repayments - \$202,000.00 should be received mid-February. Medicare patient will go up (additional \$200,000.00 the next six months).

Motion to approve financials. Judy B. moved to approve financials for the month as discussed. Roger seconded the motion. Motion carried.

Productivity and revenue changes will occur with Provider changes. This should be a positive change.

COMPLIANCE REPORTS: Amber explained the QAPI. Managers met last week to discuss meaningful QAPI info.

UNFINISHED BUSINESS:

Med Staff Meeting January 28th is the next meeting

Radiology Remodel – Marsha gave update. Dakota Radiology is the new “reader”. It is \$300.00 per month less expensive, \$3600.00 per year savings. – Have been receiving everything back within a day.

Ken will get updates on the previous company, and see if we can get everything finalized.

Digitizing X-Ray machines at Hospital and Clinics. Digital with RCR is still being worked on.

Windows & Heating: Powder River report is enclosed. References and bonding will be required. Installation is approved. Ken spoke with Paul on engineering. Roger has talked to Paul. Brian, Roger and Ken will work on windows. Specs of windows will be used, these specs were approved by the State.

Policies: Books need to be reviewed and signed for 2015. Dietary and Lab were never completed.

All departments need to update and start getting the policy book ready to sign for the next meeting.

Employee's Health Insurance: Applications time is open until the end of January. Meaningful use money that we will get back is lower than we thought: \$110,000 / 3 year period. (\$50,000.00 first year, \$44,000.00 second year, \$11,000.00). A meeting will be set up on Health Insurance. Montana Health packet is in Board packet. We need to pick up the premium, all except \$90.10/month for employee. We have until 2016 to comply with this type of insurance proposal. If we do not have this type program, employers will have to pay \$2000.00 per employee, etc. We need to check into options. CCMSD employs over 50 employees, so penalties are in place. Rhonda asked if this is Montana Health. Wyoming Trust Association is with the County Commissioners. They are willing to come visit with us, but timing is not good. Coverage and cost with Montana Health is not good. Cancer survivor.

Telemetry - Cardiac Monitoring system: 26th January they will be here to install the system.

Resident Council: Bonnie Wacker is getting this restarted.

Fundraising for future and donations

Open House discussed at beginning of meeting.

Christmas Party was a potluck.

Bazaar Was good. Chili feed \$540.00 to \$580.00 was made.

CEO Recruitment: Jeff Mengenhause is to arrive February 16th. He will not need the apartment. He will stay with his sister in Sturgis, with a goal to find a home immediately. The Apartment owner does not require a long-term lease. Discussion followed concerning recruitment for providers and their possible need for the apartment on short-term basis.

Recruitment of Providers & New Providers:

NP offer (discussed in Executive Session)

Provider wages and offer sheets with contract extensions (Executive Session)

Internet

Eddie and Bric Browning – IT – wish to discuss IT and the internet issues at the next meeting.

Cleaning Contract (Collins Cleaning):

Brian Jordan, maintenance, contacted Gary Collins, he is set up to look at the annex Tuesday, January 20th.

He will also check with him for the carpet cleaning contract.

Snow removal – Brian discussed the bid for the Moorcroft clinic snow removal. They will follow up on it.

Diesel tank removal and replacement, landscaping. Brian explained the issue. Roger moved to move forward with Ingberg Miller Engineering on the diesel tank removal and replacement. Judy Bettmann seconded. Motion carried. Slurry costs will be separate.

Signature cards: Connie moved to get the signature cards for the banks by the next meeting. Roger seconded the motion. Motion carried. All Current Board Members, New CEO Jeff Mengenhause, and Audrey Finn will be on the signature cards. (These include Sandy Neiman, President; Connie Lindmier, Secretary; Judy Bettmann Treasurer; Judy Hutchinson, Board Member; Roger Jones, Board Member)

Mileage rate. Audrey discussed the new mileage reimbursement rate. Roger moved to increase the rate to match the new Federal rate for reimbursement mileage. Judy Bettmann seconded the motion. Motion carried.

Ken stated that the new HR Person will be Amber Johnson, from Spearfish. He interviewed her last week. She lacks upper level but has the basics. She interviewed well. She will work closely with Julie Sindlinger (from Newcastle, who is filling in now) in HR.

Audrey requested prices for Quilt raffle tickets. It is an administrative decision. Costs will be \$5.00/ticket or 5 for \$20.00.

Ken will look at Insurance. Purchase the Alcohol breath test for \$1,500.00 for Hulett and Moorcroft. It does not need Board approval. It assists in post accident situations.

NEW BUSINESS:

Razor facility visit schedule no date set yet.

Razor / Athena Health acquisition discussed earlier

EXECUTIVE SESSION

Connie moved to go into executive session at 3:21 pm., Judy Bettmann seconded the motion.

Roger moved to go out of executive session at 4:34 pm. Judy Bettmann seconded the motion.

Roger moved to give Ken authority to offer provider salaries as discussed in Executive Session. Judy Bettmann seconded the motion. Motion carried.

Funds available now can be used for telemetry - \$38,500.00.

Discussion continued on Home Health

Roger moved to adjourn, Judy Bettmann seconded the motion. Motion carried. The meeting was adjourned at 4:46 p.m.

NEXT MEETINGS:

January 25, 2015, 1:00-4:00 p.m. – Fundraiser / Open House / Silent Auction

February 26, 2015, 1:00 p.m. Board Meeting

March _____, 2015 Board meeting

Respectfully submitted and approved:

**Connie Lindmier
Board Secretary**