

Mountainview Medical Center
Board of Directors Meeting
August 22, 2018

Present: Bill Galt, Otto Ohlson, Chris Schlepp, Bill Schendel, Rick Seidlitz, Rob Brandt – CEO,
Tony Pfaff– Cypress Healthcare

Absent: Shane Sere day, Tanya Hill

1. Call to Order

Bill called the meeting to order at 4 p.m.

2. Minutes

Review of the minutes from June. Otto moved to approve them as presented, seconded by Rick. Motion Passed.

3. DON/Quality Report

- Staffing: multiple overtime shifts and Kari Jo worked 6. Currently we have 4 full-time and 2 casual RNs. An additional part time or casual would be nice.
LPNs: 3 FT and 1 casual, 1 person is being cross trained from clinic, need another 1.5. CNAs: really short, hired 2 casual.
- Training: 2 day work shop on Antibiotic Stewardship/Emergency preparedness
- Committee meetings: after action for the RAP festival, pharmacy, and trauma.
- Quality: revenue cycle continues to meet every week - new coding system started on Monday, materials management audit went well and past problems are no longer an issue.
- MHA flex presentation on our success with health care worker immunizations
- Tissue donation referral to Life Net Health, organ donation will remain with the same company.
- Trauma designation survey last week, recommending a 3 year certification, won't know for sure until November.

4. Medical Staff Report

Adam reported the trauma survey went really well, it will be easier to keep our designation in the future as we know what they want. The providers will be doing some hands on training with the mannequins for advanced/difficult procedures sometime in September. Also the SIMS truck is scheduled in October.

5. Financials ~ July

- Days cash on hand: 267
- Liabilities: \$994,311 – this is high due to closing the Insured Market Savings account.
- Revenue: hospital \$421,368; clinic \$75,338; gross \$496,706; net \$474,477
- Expenses: \$506,562 – part of that is \$45K in pharmacy for an expensive drug
- Net operating loss of \$32,085 but an overall profit of \$2,554 (the investment accounts did well)
- Census reviewed: 12 acute days; 25 swing; 58 ER visits; 282 clinic visits
- AR days 65

- Part of the revenue increase is due to the price increase that took effect July 1

7. CEO Report

Medical Staff Reappointment: Rob made the recommendation to reappoint Adam Stenseth M.D. for another 2 years. Rick moved, Otto seconded, Motion Passed

Medical Staff Contract: renewal for Ron Hamm PA, signed for another two years. Rick moved to approve, Chris seconded. Discussion. Motion Passed.

Pharmacy Contract: contract with Castle Mountain Drug. We have a pricing mechanism to check prices. Rob will continue to work on the contract with them; doing some checks on different figures. There are no changes at this point in time, it may be revisited next month.

Physical Therapy recruiting: A PTA (Assistant) started today. He practiced in Harlowton previously. This will be a big help to Doug, until another PT is recruited.

There is a local person who is going to school in Austin in January. We have the opportunity to do some sort of tuition assistance. They are just starting school which takes 3 years to complete. If we still have the opening, they would work for us with loan forgiveness, if not they pay it back. School costs approximately \$12,000 per semester. A motion is needed; Bill Galt abstained, Rick moved, Chris seconded to discuss helping PT student with school. Chris questioned the amount per semester, Rob was thinking 5K per semester. Rob explained possibilities of payback options. Question if the Bair would assist in the funding. Rob will bring options next month, we have until January to decide. It was agreed to let Rob pursue it. Motion is to authorize Rob to look into and come back to the board. Discussion had and documented. Motion Passed.

Dietary Update: have little staffing; outsourcing of the dinner meal is going well. Unfortunately, the manager called off and all 3 were outsourced today. We did hire 2 people, but they are not trained. May have to have alternate plans if anymore staffing changes. Rob did a cost comparison when the outsourcing of dinners was done, right now save \$300 per month. Outsourcing all meals is not going to save us. One shift was dedicated to dinners.

Policy - Staff Accounts: change to existing policy that stated we could hold an employee's last paycheck if they owed the facility money. We got a call from the department of labor and wages and cannot do that any longer. It now reflects the change in the law. Chris moved to approve the change, Rick seconded. Motion passed.

Information Items

Annual Program Evaluation. Departments that do patient care write a paragraph for the past year. The Board has to review and approve. Rob highlighted a few items. First page is volumes, there is a downward trend on acute days. Lab tests that were down are coming back up. Days in AR were good at 59; we may have a little bump with the change to a coding company and clearing house bugs get worked out. Radiology: CT scanner has done wonders for our facility. Clinic visits have done well and held steady. Infection control got rave reviews from the state and trauma survey. FTEs since 2013 have decreased: 46 FTEs, 64 total employees. Cut some expenses; and continue on an ongoing basis. IT and maintenance, one person doing fill help is not working out and position is now open; someone with a boilers license. Motion made to accept the report by Chris seconded by Rick. Motion Passed.

Public Comment - none present

Motion to adjourn into executive session: Rick moved, Chris seconded at 4:24 p.m.

Meeting reopened at 4:35; meeting adjourned.

APPROVED