Missouri River Medical Center Board of Trustees May 23, 2017

A regular meeting of the Board of Trustees of the Missouri River Medical Center was held on May 23, 2017 in the Reach Education Room of MRMC. The meeting was called to order by Chairman, Mike O'Hara at 3:10 PM.

Members: Members present were Mike O'Hara, Nikki Stovall, Mavis Engellant, Ross Rettig, and Larry Bauer. Also present were Louie King, CEO; Janice Woodhouse, COO-DON; Shari Dolan, CFO; and Star Taylor, Recorder.

Minutes: Minutes of the April 25th meeting were reviewed.

MOTION: The MRMC Board of Trustees approve the minutes of the April 25, 2017 meeting as written. Motion was made by Nikki Stovall, second by Larry Bauer. Motion passed unanimously.

Foundation Report: The rectory is in the stages of being moved by Tametti Construction. Janice has visited with them and they are willing to submit a bid to remove the rectory foundation.

Board Action Items:

- **Board Member Oath:** Nikki Stovall took the oath to serve as a Trustee for the next 3 years.
- **Conflict of Interest Policy:** All of the Trustees read and signed the Conflict of Interest Policy. This policy needs to be signed annually.
- **Manual review**: The Policy & Procedure Manual, Contract Manual, and Medical Staff By-Laws was reviewed and signed.
- Renewal of Benefis Management Contract:

MOTION: The MRMC Board of Trustees approves accepting the Benefis Management contract for a period of 1 year. Motion was made by Nikki Stovall, second by Mavis Engellant. Motion passed unanimously.

• Renewal of Benefis Provider Services Agreement:

MOTION: The MRMC Board of Trustees approves accepting the Benefis Provider Services Agreement for Dr. Jace Bird for three (3) years. Motion was made by Ross Rettig, second by Larry Bauer. Motion passed unanimously.

- **Projects:** The CBDG grant is progressing and we should hear something in late July or August. We have submitted the application for the Murdock Grant.
- Improvements/equipment: We received \$5,000 from the Lippard-Clawriter Foundation for the purchase of another Defibrillator in ER2 but have not made this purchase. Star priced out a new lifepak and a refurbished model; new is \$30,000 with a refurbished coming in at \$25,000. Janice and Star will look at other options including contacting Benefis to see if they will include us in the replacement of their LifePaks.

COO-Nursing Service Report:

- Construction of the O2 storage unit will be next week.
- The repairs to the shower will start soon.
- We have been having some plumbing issues but they are being corrected.
- Eco-Lab has been coming out to work on the dishwasher and they found that the facility
 water softener has quit working. Upon checking Janice found that the water softener was
 still under warranty. It was purchased thru Longhorn Plumbing which has gone out of
 business but Janice contacted the manufacturer and it sounds like they will honor the
 warranty.

Financial Services Report:

- **Financial Statement** Gross Operating Revenue for April was \$485,060 with Contractual Adjustments of \$27,434), other deductions of \$(3,705) and Operating Expenses of \$461,090 which resulted in a net operating gain of \$56,168. This report was a draft since information from the county was not available.
- Outpatient & Inpatient Services: Emergency Department visits were 44 for April. Physical Therapy visits were 246. Inpatient days were 11; Swing bed days were 79, Long-term Skilled Nursing days 594 for a total of 684 Patient days.
- Clinic Services: Benton Medical Center had 331 provider visits in April.
- Lab & Radiology Services: The lab conducted 2,288 tests and Rad conducted 45 tests. There were 12 CTs done.
- Shari reported that with visiting with Shelly Murphy from MACo and the hospitals contribution to the employee health insurance needs to be revisited. This contribution will be revisited next month when Shari has time to put some numbers in place.
- The feasibility study is taking some time to be completed.

CEO Report:

• Louie reported to the Trustees that the incentive adopted last month for the Nurses has been well received and effective.

asset to the fa		ve ER backgr	started on Monday and will be a great ground. Louie will try to get her to the	
MOTION:		y Mavis Eng	approves going into executive session gellant, second by Larry Bauer.	1.
MOTION:		s made by R	approves coming out of executive Ross Rettig, second by Larry Bauer.	
MOTION:		avis Engella	approves adjourning this meeting. ant, second by Nikki Stovall. Motion	
The next meeting is	scheduled for Tuesda	ay, June 20,	, 2017; at 3:00pm.	
Respectfully Submit	ted,			
Mike O'Hara, Chair	man		Star Taylor, Recorder	

Missouri River Medical Center Finance Report May 2017 Financial Statements

Statement of Operations

Revenue:

InPatient:

In Patients – 4 Skilled Swing Bed Patients - 1

CAH LTC Patients – 20

Total In Patient Days – 10 Total SSB Days – 32

Total SNF Days – 572

OutPatient:

PT - 234 visits

Lab - 169 patients - 2,210 tests

ER's - 41 visits

Clinic Visits – 345

Rad - 38 tests

CTs - 16 tests

Contractual Allowances – \$424,745

Medicare – \$9,001

Medicare Swing Bed – \$0.00

Medicaid - \$41,236

Clinic - \$25,171

Other Insurance – \$32,916

Charity - \$850

Employee Discount - \$420

AR Allowance Adjustment - \$315,151

Provision for Bad Debt - (\$348,670)

Bad Debt Allowance and Write-Off – (\$344,818)

Bad Debt Recovered – (\$3,852)

Other Operating Revenue

Cafeteria - \$1,105

School PT Services - \$1,547

Medical Records Fees - \$27

Expenses:

Will report anything that seems unreasonable.

Salaries: Down one provider – new one started the end of May

Benefits: Correlation to salaries

Professional Fees: Budget included the "catch up" of the Management fees owed to Benefis.

This is now paid in full and MRMC is paying the standard monthly fee only.

Supplies: Correlation to lower volumnes Repair and Maintenance: Plumbing issues

Purchased Services (Utilities):

Clinic Expense: Final catchup of BMG (Provider) services payments made in the month Depreciation: Monthly entry change, based on FY16 audit and new Dep Schedule Other Expenses (Insurance, Leases & Rentals, Travel, Educ, Postage, Dues):

Chiller Setup and Lease - \$10,082

Non-Operating Gain/Loss:

Non-Operating Revenue - \$34,270
Rent - \$500
Interest - \$421
RH Navigator Grant - \$101
Rural Care UCC Grant (For TeleHealth ER Connectivity) - \$3,806
Other - \$771

Non-Operating Expense Tele ER - \$2,553

Balance Sheet

Assets:

Cash & Cash Equivalent – \$1,145,164
General Checking – \$1,129,676 (\$440K is Strand donations)
Petty Cash - \$400
Credit Card – \$9,740
Data Bank Account - \$139
Patient Account - \$5,209

Net Patient Accounts Receivable – Change in account charges, payments and contractual adjustments for the month.

Other Receivables – \$37,946 Taxes Receivable - \$7,074 Employee Receivables – \$58 Other - \$30,813

Supply Inventory – Change in supplies purchased for the month and supplies disbursed to departments for the month.

Other Current Assets - \$50,141
Prepaid Expenses – Insurance - \$21,594 Service Agreements - \$28,547

Board Designated Cash and Investments - \$136,480
Investments at County - \$86,480 MHN (WorkComp) Equity - \$50,000

Property, Plant and Equipment - \$1,464,083
Land - \$93,904

Buildings - \$2,731,805 Fixed Equipment - \$26,870 Moveable Equipment - \$2,273,624 EHR Software - \$287,542 Construction in Progress - \$277,145 – Building of new rectory and architectural drawings Accumulated Depreciation – (\$4,235,213)

Liabilities:

Accrued Compensation – This consists of Accrued Payroll, which is wages and benefits earned, but not paid, and accrued vacation and sick leave.

Accounts Payable – This is the amount paid for the current month's liabilities, but the checks were written in the next month. Also, contains AP which has been entered into the system, but the checks have not been written.

Payable to Contractual Agencies – This consists of In Patient Bed Tax Payable, which has accrued, but has not been paid yet. These payments are made annually to the State of MT for the IP Bed Tax in December

In Patient - \$1700.00

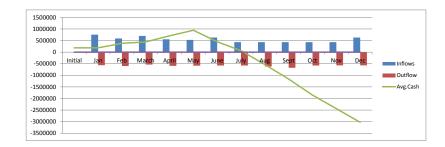
Other Current Liabilities – \$5,709 Security Deposit Rental - \$500 Resident Cash Payable - \$5,209

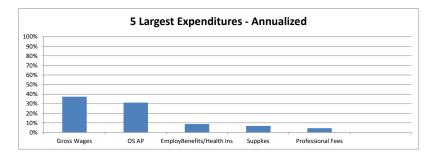
Long Term Debt – Intercap Loans - \$458,378, Medicare Payable – (\$3,896)

Fund Balances – This is only adjusted at the time of the audit, as it takes into account the revenue on hand at the beginning of the fiscal year, plus revenues received during the year, less expenses equal ending fund balance. The Ending Fund Balance becomes the Beginning Fund balance in the next fiscal year.

CASH FLOW PROJECTION Missouri River Medical Center

			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Cod on hand (harinning of the month)		Initial	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	Total
Cash on hand (beginning of the month)		183,102	183,102	374,494	438,473	698,090	946,125	447,243	56,991	-532,261	-1,162,839	-1,852,091	-2,440,843	-3,022,595	-3,406,847
Code according															
Cash receipts															
Collections on accounts receivable			430,120	589,229	439,155	476,576	417,883	425,000	425,000	425,000	425,000	425,000	425,000	425,000	5,327,963
UMIA Payments	UMIA pmts cease 5/20	018	0	0	0	0	0	0	0	0	0	0	0	0	0
Mill Levy Funds	Through 2021		4,454	635	17,344	43,934	101,305	200,000	1,500	1,500	1,500	1,500	1,500	200,000	575,172
Foundation/Other Donations			0	741	200,000	13,515	0	500	500	500	500	500	500	500	217,756
Loan Proceeds			321,000	0	0	0	0	0	0	0	0	0	450	480	321,000
Other NonOperating Revenue Rent, Grants, Interest Total cash receipts			175 755,749	117 590,722	41,154 697,653	20,755 554,780	5,599 524,787	150 625,650	150 427,150	150 427,150	150 427,150	150 427,150	150 427,150	150 625,650	6,441,891
Total cash receipts			/55,/49	590,722	697,653	554,780	524,787	625,650	427,150	427,150	427,150	427,150	427,150	625,650	6,441,891
Cash paid out															
Gross Wages			250,870	207,167	224,359	216,145	230,808	200,000	200,000	200,000	300,000	200,000	200,000	200,000	2,629,349
Employee Benefits			22,225	22,371	17,231	27,623	20,736	22,000	22,000	22,000	22,000	22,000	22,000	22,000	264,186
Health Insurance			30,384	29,819	29,253	27,732	27,779	30,000	30,000	30,000	30,000	30,000	30,000	30,000	354,967
Professional Fees			26,371	24.071	49,488	41,071	31,601	20,000	20,000	20,000	20,000	20,000	20,000	20.000	312,602
Supplies			30,310	51,183	35,959	48.697	25,846	40,000	40,000	40,000	40,000	40,000	40,000	40,000	471,995
Repair and Maintenance			7,807	8,457	11,585	23,323	13,997	7,500	7,500	7,500	7,500	7,500	7,500	7,500	117,669
Utilities			11,787	8,563	15,568	11,493	9,802	8,500	9,000	9,000	9,000	8,500	9,000	10,000	120,213
Insurance			6,114	4,994	4,994	4,994	4,994	4,994	4,994	4,994	4,994	4,994	4,994	4,994	61,048
Leases & Rentals			-3,009	1,322	94	519	9,946	9,000	9,000	9,000	9,000	9,000	1,500	1,500	56,872
Clinic			4,477	17,001	23,503	40,875	25,743	15,000	15,000	15,000	15,000	15,000	15,000	15,000	216,599
Depreciation			-26,467	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	66,021
Interest			-33	1,215	214	-30	213	500	500	5,668	500	500	500	500	10,247
Other Expenses			9,621	15,954	12,132	10,240	8,507	10,000	10,000	10,000	10,000	10,000	10,000	10,000	126,454
•															0
															0
															0
															0
															0
															0
Subtotal Operating Expense			370,457	400,525	432,788	461,090	418,380	375,902	376,402	381,570	476,402	375,902	368,902	369,902	4,808,222
Intercap Loan Payments	5 OS Loans - Maturity	dates of 2 @	0	0	0	0	0	0	0	36,158	0	0	0	0	36,158
Medicare/Medicaid Cost Report Payable															0
Reconcile GL Cash to County Reports due to outstanding checks															0
Outstanding Accounts Payable			193,900	202,007	102,248	128,560	165,289	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,192,004
Subtotal Balance Sheet Changes			193,900	202,007	102,248	128,560	165,289	200,000	200,000	236,158	200,000	200,000	200,000	200,000	2,228,162
Total cash paid out + Outstanding AP			564,357	602,532	535,036	589,650	583,669	575,902	576,402	617,728	676,402	575,902	568,902	569,902	7,036,384
Change in Cash			191,392	-11,810	162,617	-34,870	-58,882	49,748	-149,252	-190,578	-249,252	-148,752	-141,752	55,748	-594,493
Less Strand Donations							-440,000	-440,000	-440,000	-440,000	-440,000	-440,000	-440,000	-440,000	
Cash on hand (at the end of the month) if all OS AP were paid and less Strand donations			374,494 45.50	438,473	698,090	663,220	447,243	56,991	-532,261	-1,162,839	-1,852,091	-2,440,843	-3,022,595	-3,406,847	
Days Cash on Hand				49.40	70.09	94.74	103.47	50.00	50.00	50.00	50.00	50.00	50.00	50.00	
Essential Operating Data															
Net Patient Revenue			554,953	220,399	342,349	516,199	351,547								1,985,447
Accounts receivable (end of the month)			1,635,824	1,285,782	1,190,893	1,234,613	1,152,189								6,499,301
Bad debt (end of the month)			6,622	3,935	1,814	735	19,796								32,902
Inventory on hand (end of the month)			104,284	104,284	104,284	104,284	104,284	104,284	104,284	104,284	104,284	104,284	104,284	104,284	1,251,408
Accounts payable (end of the month)			193,900	202,007	102,248	128,560	165,289								792,004
Depreciation			-26,467	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	8,408	66,021
		•													





Missouri River Medical Center Consolidated Balance Sheet For month Ended May 31, 2017

	May 17 Act	Dec 16 Act	Change
CURRENT ASSETS			
Cash and Cash Equivalents	\$1,145,164	\$447,948	\$697,216
Net Patient Accounts Receivable	1,152,189	1,806,209	(654,020)
Less: Allowance For Bad Debts	(601,817)	(643,478)	41,660
Other Receivables	37,946	52,639	(14,693)
Supplies Inventory	104,284	147,082	(42,798)
Other Current Assets	50,141	21,249	28,891
CURRENT ASSETS	1,887,907	1,831,649	56,257
ASSETS WHICH USE IS LIMITED			
Board Designated Cash and Investments	136,480	136,350	129
ASSETS WHICH USE IS LIMITED	136,480	136,350	129
PROPERTY, PLANT, AND EQUIPMENT			
Gross Property, Plant and Equipment	5,690,888	5,562,950	127,938
Less: Accumulated Depreciation	(4,235,213)	(4,228,048)	(7,165)
PROPERTY, PLANT, AND EQUIPMENT	1,455,675	1,334,902	120,773
OTHER ASSETS			
Other Assets	2	(121)	121
OTHER ASSETS		(121)	121
TOTAL ASSETS	3,480,062	3,302,780	177,281
CURRENT LIABILITES:			
Accrued Compensation	317,204	335,028	(17,824)
Accounts Payable	165,289	394,146	(228,857)
Payable to Contractual Agencies	1,700	521,140	1,700
Other Current Liabilities	5,709	5,975	(266)
CURRENT LIABILITES:	489,902	735,149	(245,247)
LONG TERM DEBT		755,149	(243,247)
Long Term Debt	454,482	(159,764)	614,246
LONG TERM DEBT	454,482	(159,764)	614,246
Total Liabilities	944,384	575,385	368,999
FUND BALANCES		373,383	308,999
UNRESTRICTED	2,535,678	2,727,395	(191,717)
FUND BALANCES	2,535,678	2,727,395	(191,717)
TOTAL LIABILITIES and FUND BALANCE	\$3,480,062	\$3,302,780	\$177,281