

Missouri River Medical Center
Board of Trustees
September 26, 2017

A regular meeting of the Board of Trustees of the Missouri River Medical Center was held on September 26, 2017 in the Reach Education Room of MRMC. The meeting was called to order by Chairman, Mike O'Hara at 3:00 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 Bryan Cartwright, Recorder.

Guests:

Minutes: Minutes of the August 22nd meeting were reviewed.

MOTION: The MRMC Board of Trustees approve the minutes of the August 22, 2017 meeting as written. Motion was made by Ross Rettig, second by Larry Bauer. Motion passed unanimously.

Foundation Report: There is no report at this time.

Board Action Items:

- **Projects:** Louie gave an update on the Wipfli conference call held earlier today, which would provide funds needed for Phase 2/Construction of new Clinic. Louie also gave report on Jan Kennedy's visit to MRMC on September 13th. Jan is the facilitator of the Murdock Trust. The visit allowed us to clarify our project, and Louie is hopeful to see \$200,000 grant from Murdock, which would come in at the end of the phase 1 infrastructure project. Brian Solan with AMERESCO was at the facility checking meters earlier today for the energy grant. Mike and Louie will meet with CCHCF to obtain a pledge.
- Janice gave an update on the new washing machines that were installed today, and notified the board that Jody Decker had retired. Janice will receive training on the washing machines and will manage the Laundry department. Currently Laundry is staffed by two employees. Janice also mentioned looking into National Laundry.
- Mike O'Hara approved the Direct Radiology Providers.
- Janice explained PACS system and how X-rays are read remotely.
- **Improvements/equipment:** Janice reported the State Fire Marshall determined that the Wanderguard system would need to interface with the Fire Alarm System, which would cost significantly more. The Lippard-Clawitter grant was written for \$39,000 to cover

the hardware costs involved with the Wandergaurd, and MRMC would pay installation and per diem costs.

Nursing Service Report:

- Staffing is continuing to be challenging
- Janice attended the MHA conference.
- The CNA program at the high school has 4 students. Mike hears good feedback on the program.
- Janice is working with Havre Northern on placing students at MRMC.
- The Fort Benton Woman's Club had expressed interest in using the MRMC Van as community transportation at their last meeting, which Nikki Stovall had attended. Janice provided documentation on the grant to obtain the Share-A-Van, and the expiration of the grant. Discussion was brought up on the CDL requirement to drive the van due to it being a 16 passenger van, and that any drivers would need to be on the facilities insurance plan. Janice will research ownership of the Van and report back to the board at the next meeting.

Financial Services Report:

- Shari Dolan provided Performance Metrics, used to provide a cleaner snapshot on volumes. This year's cost report should be completed by end of November. We should start to see some of the CAH Conversion go back into operating, approximately \$250k in March or April.
 - See attached August 2017 Financial Statements, Balance Sheet, Cash Flow Projection, and Performance Metrics.

CEO Report:

- Louie updated the Board on the preparing of the Strand Foundation, and that he had received request to shorten the application.

MOTION: The MRMC Board of Trustees approves adjourning the meeting. Motion was made by Mavis Engellant, second by Nikki Stovall. Motion passed unanimously.

The next meeting is scheduled for Tuesday, October 24, 2017; at 3:00pm.

Respectfully Submitted,

Mike O'Hara, Chairman

Bryan Cartwright, Recorder

**Missouri River Medical Center
Finance Report
September 2017 Financial Statements**

Statement of Operations

Revenue:

InPatient:

In Patients – 3	Total In Patient Days – 7	Budget: 4
Skilled Swing Bed Patients - 1	Total SSB Days – 54	Budget: 39
CAH LTC Patients – 20	Total SNF Days – 574	Budget: 687

OutPatient:

PT – 220 visits	Budget: 210
Lab – 150 patients – 1,937 tests	Budget: 2,192
ER's – 31 visits	Budget: 40
Clinic Visits – 362	Budget: 384
Rad – 58 tests	Budget: 53
CTs - 16 tests	Budget: 10

Contractual Allowances – \$157,617

- Medicare – (\$4,672)
- Medicare Swing Bed – \$48,439
- Medicaid LTC - (\$25,891)
- Medicaid – \$9,094
- Clinic - \$12,310
- Other Insurance – \$17,459
- Charity - \$510
- Employee Discount - \$1,522
- AR Allowance – \$98,845

Provision for Bad Debt – (\$8,572)

- Bad Debt Write-Off – \$8,755
- Bad Debt Allowance – (\$14,357)
- Bad Debt Recovered – (\$2,970)

Other Operating Revenue

- Cafeteria - \$1,882
- Medical Records Copies - \$27

Expenses:

Will report anything that is unreasonable.

Salaries:

Benefits: Unemployment Insurance – corrected system calculation error

Professional Fees: Collection Fees - \$900 under budget

Supplies: Budget based on 3 year history – staff more aware of watching expenses

Repair and Maintenance:

Purchased Services (Utilities): Electricity higher due to warmer weather – operation of chiller

Clinic Expense: Benefis Medical Group (Dr Bird) – additional hours paid in September

Depreciation – Actual is based on current depreciation schedule.

Budget is based on Actual Dep Sched and projected capital assets for FY18

Interest & Amortization: Budget is higher due to budget spread and Intercap payments only made in August and February

Other Expenses (Insurance, Leases & Rentals, Travel, Educ, Postage, Dues): Higher due to budget spread in Regards to chiller lease. Only used July – Aug, but system only allows for 12 month spread

Non-Operating Gain/Loss:

Non-Operating Revenue - \$13,405

Rent - \$790

Contributions - \$7,545

Lippard Clawiter - \$5,000 (Chiller)

CCHF - \$1,170 (Memorial donations – used for shower remodel)

MT HealthNetwork - \$1,375 (Patient Lift)

Interest - \$452

Rural Care UCC Grant (For TeleHealth ER Connectivity) - \$3,796

Discounts - \$12

Other - \$810

Non-Operating Expense

Tele ER - \$3,862

Balance Sheet

Assets:

Cash & Cash Equivalent – \$556,368

General Checking – \$542,120 (\$440K is Strand donations)

Petty Cash - \$400

Credit Card – \$958

Data Bank Account - \$125

Resident Personal Funds Account – \$13,024

Patient Refund Account – (\$260) – Refunds processed in system, but adjustments were not posted to patient account yet

Gross Patient Accounts Receivable and Less: Contractual Allowance – **Change in account charges, payments and contractual adjustments for the month.**

Contractual Allowances:

Accounts Receivable - \$517,096

Bad Debt - \$295,100

Other Receivables – \$37,888
Taxes Receivable - \$7,074
Other (UMIA/MMIC Merger) - \$30,813

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

Other Current Assets - \$60,304
Prepaid Expenses – Insurance - \$36,745 Service Agreements - \$23,559

Board Designated Cash and Investments - \$136,581
Investments at County - \$86,581 MHN (WorkComp) Equity - \$50,000

Property, Plant and Equipment - \$1,493,861
Land - \$316,370
Buildings - \$2,783,166
Fixed Equipment - \$26,870
Moveable Equipment - \$2,276,312
EHR Software - \$287,542
Construction in Progress - \$64,374 – Architectural drawings
Accumulated Depreciation – (\$4,260,773)

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 - \$3,300

Other Current Liabilities – \$13,524
Security Deposit Rental - \$500
Resident Cash Payable - \$13,024

Long Term Debt – Intercap Loans - \$384,025 – Bi-annual payments made in February and August

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.**