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**Board of Directors Regular Meeting Minutes
December 20, 2018, 6:00 pm**

The regular meeting of the Pondera Medical Center Board of Directors was held on Thursday, December 20, 2018, at 6:00 pm, in the PMC Conference Room.

Those Board Members in attendance were as follows:

Bernard Ries, Chairman	Janice Hoppes, Treasurer	Craig Ostman
Darby Donovan, Vice Chairman	Brent Gaylord	Chris Sullivan
Debbie Sturm, Secretary		

Administration and Staff of PMC:

Laura Erickson, CNO	Rebecca Farr, Human Resources
Becky Nichter, Extended Care DoN	Sean Kavanagh, IT Director
Julia Drishinski, Director Infection Prevention	Lori Fletcher, Executive Assistant
Brenda Ries, Director of Finance	

Public Guests and Employees of PMC:

Jaynie Gollehon, PMC Credentialing Coordinator; JoAnne Cobb, Life Enrichment Manager

Bernard Ries, Chairman, called the meeting to order at 6:01 pm

MEETING CALLED TO ORDER

AGENDA ITEM	DISCUSSION	MOTIONS/ACTION
Public Comment	Bernard called for Public Comment. There was none.	
Approval of Agenda	Bernard asked if there were any changes or additions to the agenda. Bernard requested adding Resolution #84-122018-16 Medication Expansion under Finance Report. Bernard called for a motion.	Ms. Hoppes made a motion to approve the agenda; Ms. Sturm seconded with amendment. Motion passed.
Consent Agenda		
<ul style="list-style-type: none"> Approval of the Minutes from the Regular meeting held on 11-27-18 	Bernard asked if there were any changes to the minutes from the Regular meeting held on 11-27-18. There were none. Bernard called for a motion.	Mr. Ostman made a motion to approve the minutes from the Regular meeting held on 11-27-18; Mr. Donovan seconded. Motion passed.
<ul style="list-style-type: none"> Approval of the Minutes from the Executive Session held on 11-27-18 	Bernard asked if there were any changes to the minutes from the Executive Session held on 11-27-18. Jaynie Gollehon requested an amendment to the Executive Session minutes regarding the appointment of Dr. David Smirnow from Re-Appointment to Appointment. Bernard called for a motion.	Mr. Gaylord made a motion to approve the minutes from the Executive Session held on 11-27-18 with amendment; Mr. Sullivan seconded. Motion passed.
Finance Report	Brenda reviewed the November financials as follows: <ul style="list-style-type: none"> Total patient revenues for November were below budget \$56,000 (4%). When compared to the prior year, total patient revenues were \$19,000 lower (1%). Inpatient revenue which includes swing bed 	

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	<p>trails prior year by \$59,000 (36%)</p> <ul style="list-style-type: none"> • Outpatient revenue surpassed prior year by \$49,000 (7%). • Emergency department revenue surpassed prior year by \$15,000 (6%). • Extended care revenue trailed prior year by \$25,000 (8%). • For the year, total patient revenue surpassed budget by \$88,000 (1%). When compared to prior year, patient revenues have increased \$867,000 (6%). • Inpatient revenues have increased \$183,000 (18%) and outpatient revenues have increased \$988,000 (14%). • Emergency room revenue has declined \$86,000 (3%); however the decline continues to be more than offset by an increase in outpatient service revenue; which is a trend we like to see. • Extended care revenues have decreased \$218,000 (6%). • The increase in outpatient revenues continues to be driven by an increase in cardiac rehab services, home health visits and the addition of MRI services. Surgical procedures, radiology and ultrasound services and clinic visits are also contributing to the increase in outpatient revenues for the year. • Total operating expenses for November were over budget \$10,000 (1%). <ul style="list-style-type: none"> ◦ Professional fees were over budget \$69,000; which can be attributed to contract staffing in extended care, laboratory, physical therapy and information technology. ◦ Purchases services were over budget \$22,000; which can be attributed to clinic housekeeping services and increased cash collections in October. ◦ Repairs and maintenance were over budget \$5,000; which can be attributed to DME vehicle repair. • When compared to prior year, total operating expenses for November were \$45,000 (4%) lower. • For the year, total operating expenses are \$89,000 (1%) over budget. When compared to prior year, total operating expenses have increased \$158,000 (1%). • Earnings before interest, depreciation and amortization (EBIDA) which is a calculation of positive cash flow based on income statement numbers was -31% for November which is below our goal of 15%. In November 	

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<ul style="list-style-type: none"> FY 2019 Budget Approval Resolution 84-122018-16 – Medicaid Expansion 	<p>2017 our EBIDA was 5%. For the year, EBIDA is 5% compared to 6% in the prior year.</p> <ul style="list-style-type: none"> In November our cash balance decreased \$421,000. Accounts payable decreased \$288,000 and notes payable decreased \$24,000. Net accounts receivable decreased \$128,000, which equals the estimated cash value of our accounts receivable. Days cash on hand were 59 compared to 47 in November 2017. Days in accounts payable were 35 compared to 51 in the prior year. Contractuals were higher due to payback to Noridian <p>Following discussion, Bernard called for a motion to approve the Finance Report.</p>	<p>Mr. Gaylord made a motion to approve the Finance Report; Mr. Donovan seconded. Motion passed.</p>
	<ul style="list-style-type: none"> The Board, Brenda and other Management staff reviewed the proposed FY 2019 Budget. Following discussion, the Board approved the budget as presented. <p>The Board reviewed and discussed a list of capital improvements compiled by departments, categorized as critical, required and desired. Funding was discussed and Bernard requested that Management narrow the list down to those items that can be funded and completed within 60-90 days. Further discussion and action will be taken at the next Board meeting. Bernard called for a motion instructing Management to provide the requested list by or before the next Board meeting.</p>	<p>Mr. Ostman made a motion to approve the FY 2019 budget as presented; Ms. Hoppes seconded. Motion passed.</p> <p>Mr. Gaylord made the motion; Mr. Ostman seconded. Motion passed.</p>
	<ul style="list-style-type: none"> Brent reported he and Debbie had represented the Board at a meeting held in Cut Bank last week with Representative Llew Jones and Senator Susan Webber, along with Board Members from surrounding facilities. The topic of the meeting was the legislative outlook for Medicaid expansion and the impact on our local facilities. Mr. Jones and Ms. Webber stand in support of Medicaid expansion. Mr. Jones reported on this stand to look at methods to quantify eligibility and accountability. The legislators requested information from the facilities and Mr. Jones requested a resolution from the Board of Directors of each facility requesting repeal of the sunset now in place and protection of the healthcare coverage for qualifying individuals in Montana. Bernard read 	

AGENDA ITEM	DISCUSSION	MOTIONS/ACTION
	Resolution #84-122018-16 regarding PMC's support of the Medicaid Expansion (HELP Act and Support) and asked if the Board members would agree to sign the resolution. Following discussion Bernard called for a motion.	Mr. Ostman made a motion to approve Resolution 84-122018-16; Mr. Gaylord seconded. Motion passed.
Pondera Health Care Foundation Report	Darby reported that David Ratzburg, Brett Huntsinger and Lynn Newmiller have indicated interest in serving on the Board. Scott Johnson has resigned from the Board and Kristen Juras chaired the December meeting. The Board will vote on adding the three interested members and the election of officers at the January meeting. The Taste of Pondera fundraiser is set for February 2nd and more information will be forthcoming. The majority of the amount raised is earmarked for the Conrad Walking Path. Bids are again being solicited for completion of 1 mile of path.	
CEO Report	<p>Laura reported the following:</p> <ul style="list-style-type: none"> • We hosted the Employee Christmas Party on December 14th at the Branding Iron with approximately 125 employees and guests in attendance. This year the celebration was opened to employees' children with about 25 children attending for bowling and pizza. JoAnne Cobb was awarded the Employee of the Year and the Front Registration Staff of Connie Annis, Kathy Younce and Lynn Farrenkopf were recognized as the Team/Department of the Year. • Brenda and her staff decorated the tree for the Chamber Tree Auction. • We continue to work on an agreement for Laboratory Services that we would like to finalize by year end. • We are still looking at telemedicine coverage for ER. • There will be an official announcement tomorrow that the parking lot at the church across the street is open to employee parking to alleviate street parking and to facilitate those who park behind the Clinic when that lot is closed for the winter. • The State visited after we applied to be a Pediatric Capable facility to tie in with our trauma designation. Erica Krings did a lot of work with a lot of support from the entire Trauma Committee team. We received 3-year recognition as a Pediatric Capable Facility and received very high compliments from the staff that was here. Cynthia had written a specific emergency annex to go with it and they thought it was a model annex and should be used as a template for the entire state. 	

AGENDA ITEM	DISCUSSION	MOTIONS/ACTION
Adjournment	Bernard called for a motion to adjourn the public meeting at 7:30 pm.	Ms. Hoppes made a motion to adjourn the public meeting; Ms. Sturm seconded. Motion passed.

Approved by:



Bernard Ries, Chairman of the Board

or

Darby Donovan, Vice-Chairman of the Board



Debbie Sturm, Secretary of the Board

01/22/2019
Date