

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

August 22, 2017

Chairperson Kathy Frank called the Colstrip Medical District Board of Trustees meeting to order at 6:30 p.m. at the Colstrip Medical Clinic (CMC) with a quorum present. In attendance were Trustees Tom Crippen, Brie Casterline, and Rusty Batie. Also present were Clinic Administrator John Poole, Jose Ortiz, Jackson Craig, Darlene Sanders, and Sue Palm.

Communication from the Public:

- None

Consent Agenda:

Trustee Rusty Batie moved to accept the consent agenda with Trustee Brie Casterline seconding the motion and it passed unanimously.

- Minutes – July 25, 2017
- Warrants – (1) warrant for MasterCard for \$102,882.34.
- Review Check register for the period from July 1, 2017 to July 31, 2017
- Department Reports

Finance Report:

- For the month of July revenue was \$83,306, which is less than budget by \$38,515, and expenses were \$188,517, which is greater than budget by \$10,167, resulting in Earnings before Depreciation being a net loss of \$105,211. Total net loss for the month and fiscal YTD are 117,632. Net AR days are at 36.

New Business:

- The board approved the clinic administrator's request for Utilization of Credit Card Points. It was brought as a motion by Brie Casterline, seconded by Tom Crippen, and passed unanimously.
- Review and approval of FY 2018 Budget.
 - Administrator Poole explained that the clinic fees will be going up slightly next year, due to a review and adjustment by insurance.
 - Administrator Poole explained the current taxable valuation of the CMC.
 - Trustee Casterline asked about the reduction in budgeted amounts in Nursing as compared to 2017 budget. Administrator Poole commented that it was due to a change in expected FTEs.
 - Trustee Batie asked about the reduction to Health and Wellness for 2018.

Administrator Poole explained that there is an expected reduction in FTEs for the H&W department as well. The administrator and department head have reviewed the situation and feel that it will work with what is in the budget proposal.

- A motion was made by Trustee Brie Casterline and seconded by Trustee Rusty Batie. The vote passed unanimously. The budget for fiscal year 2018 is approved.
- Reviewed and discussed Administration policy 99, Policy and Procedures. Administrator Poole and staff have developed a policy to guide and direct the development of all CMC policies. Covered and discussed under Policy 99 are the following procedures:
 - Written Format
 - Definitions
 - Disclaimer
 - Policy Categories
 - Policy Development
 - Final Policy Approval
 - Implementation
 - Policy Amendments
 - Review of Policies

Old Business: None

The next regular Board of Trustees meeting will be Tuesday, September 26, 2017 at 6:30 p.m.

A motion for adjournment was made by Trustee Rusty Batie at 7:05 PM. Seconded by Trustee Brie Casterline, and passed unanimously.

Respectfully Submitted,

Approved,

_____, Date: _____
Rusty Batie, Secretary

_____, Date: _____
Cathy Frank Chairperson