

**Colstrip Hospital District**  
Minutes  
**Board of Trustee Meeting**  
September 26, 2017

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

**Communication from the Public:**

- None

**Consent Agenda:**

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

- Minutes - August 22, 2017
- Warrants - (1) warrant for MasterCard for \$49,540.45
- Review Check register for the period from August 1, 2017 to August 31, 2017
- Department Reports

**Finance Report**

- For the Month of August 2017, CMC had a loss of \$61,827. For the month of August revenue was \$122,263, which is less than budget by \$18,720, and expenses were \$155,714, which is less than budget by \$22,637, resulting in Earnings before Depreciation being a net loss of \$ 50,501. Total net loss for the month and fiscal YTD at \$179,459. Net AR days are at 47.

**New Business**

- The board approved the clinic administrator's request to increase credit card limit to \$150,000. It was brought as a motion by Tom Crippen, seconded by Brie Casterline, and passed unanimously.
- Review of Security and Building Key options.
  - A quote for \$124,000 was given by Long for installing a radio frequency key fob system for all employees on 46 doors of the CMC building. This would allow administration to limit access to certain areas of the building and to see who is accessing rooms.
  - A second option for re-keying the doors was also presented. This option is significantly cheaper. CMC currently uses keyed doors for security. The checks and balances in place have been successful. It was decided

that this is the best option and it is best to continue with keyed doors.

- A proposal was made to replace flex with bereavement leave. John reviewed the history of this proposal. Currently, employees on the PPO insurance plan receive a \$500 Flex account from CMC. This proposal would take away the \$500 Flex account and replace it with 10 days of bereavement leave per year. A lengthy discussion ensued. A motion to approve this change was made by Trustee Tom Crippen, there was no second. The motion died.
- The board approved the clinic administrator's request to Revise Policy 107, Hours of Work. A motion to change policy 107, hours of work to 8:00 am to 5:00 pm was made by Trustee Brie Casterline, it was seconded by Trustee Tom Crippen, and passed unanimously.

**Old Business:**

- None

The next regular Board of Trustees meeting will be Tuesday, October 17, 2017 at 6:30 p.m.

A motion for adjournment was made by Trustee Alison Peterson, seconded by Trustee Brie Casterline, and passed unanimously.

Respectfully Submitted,

Approved,

\_\_\_\_\_, Date: \_\_\_\_\_, Date:

\_\_\_\_\_  
Alison Peterson, Vice Chair

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Cathy Frank, Chairperson