

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

November 27, 2018

Trustee Cathy 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 Brie Casterline, Tom Crippen, Larry Miller, and Rusty Batie. Employees present were Clinic Administrator John Poole, Jackson Craig, Lissa White, Becky Suhr, Shayla Luhman, Gina Brown, Nick Terry, Zora Clark, Kristy Logan, Tanya Bradley, and Sue Palm. No representative from Billings Clinic was present. Members of the community present were: Ashley Dennehy, Tony and Jody Reda, Nona and Clarence Schaff, Becky Miller, Joe Novasio, Donaleen Rogers, Terry Taylor, Stacey Craig, Rachel Grafton, Scott White, Tom and Georgie Baer, Sable Kerzmann, Yvonne Gardner, Sabrina Nieman, Angie Hedges, Shawn Hage, Amy Pontius, Jody Williams, Helen Palmer, Sara and William Ryman, Kayla McKinney, Patti Baisch, Joe and Karri Kerzmann, Gary and Amber Ramsey, Laura Wulf, Rose Hanser, Joey Gillespie, Wendy Acton, Debra Terrett, Carrie Valdez, JoAnn Becker.

Communication from the Public:

- Sue Palm read a letter on behalf of clinic's administrative staff. The letter was in show of support for Administrator Poole and the Board.
- The following individuals provided various comments/questions regarding concern for the future of the clinic and the security of continued service (not necessarily in order, comments are summarized):
 - Donaleen Rogers discussed the difficulty of bringing an MD in; requested that the board consider finding an MD to replace Dr. Ortiz. She suggested that it is time to think outside the box.
 - Debra Terrett suggested that the board should do more outreach when board positions come open and that the county should have an election even if there is no opposition, in order to show confidence. Asked who the nurses work for. Expressed that money is not what motivates nurses, that it is about finding people to cover call.
 - Ashley Dennehy expressed concern for the need for support for our nurses. She expressed that it is very important to have locals that are caring for the community. She also requested an MD be found to replace Dr. Ortiz. Asked if the board or administrator had reached out to Talen and Western Energy to request additional funding.
 - Joe Novasio requested that the board or the clinic put something together to explain how the process works with Billings Clinic. Also suggested that money isn't necessarily the problem.
 - Stacy Craig asked if there is a common reason as to why all of the nurses have left?
 - Carrie Valdez expressed that the community is losing faith in the board and the clinic. She also asked about the last board election and who on the board had been elected. Tom Crippen had been elected, everyone else was appointed then unopposed.

- Jody Williams expressed that she would not like to be without a family MD. Says she is driving to Billings until another MD is hired at CMC. Suggested that there is a possibility to find a doctor and the clinic should try.
- Joey Gillespie asked what happens to cover emergencies. Also asked what the board has done leading up to this point and why isn't the clinic getting an MD.
- Tanya Bradley commented that the public should try to reach out to contact the board more.
- Kristy McKamey expressed that she was told that she couldn't contact the board with problems/concerns individually. She expressed that she would have stayed at the clinic if inclusive package offered. Would have stayed if paid more.
- Yvonne Gardner asked if the clinic could have brought in one traveling nurse to help cover call, in order to attempt to save the rest of the nursing staff.
- Nancy Reid asked if the board has considered hiring a nurse to work nights only.
- Nona Schaff asked if there is any way to repair relationships
- Angie Hedges commented that good nurses are no longer working at the clinic and that the board and administration are failing the community.
- Jody Reda expressed that she does not wish to see the clinic hire nursing students with no experienced nurses.
- Sabrina Nieman asked why the on-call nurses left, and suggested that it was the retention not the recruitment that is the problem.
- Terry Taylor commented that there are twelve or more nurses in the community that are not working at the clinic.
- Sable Kerzmann discussed conversations she has had with several of the former CMC nurses.
 - One nurse commented that it was the call schedule, that she has worked 5000 hours call.
 - One nurse stated to her that she was ignored when wanting to discuss the call schedule with anyone
 - The nurse told her that the most important lesson learned was to never meet with administration alone
 - Sable expressed deep concern for the clinic because the community lives depend on it.
- Peggy White asked if the board had looked at Avera
- Bill Ryman suggested that the board pass the incentive program to help solve the immediate problem of recruitment and retention

Consent Agenda:

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

- a) Minutes – October 30, 2018
- b) Warrants – (1) warrant (MasterCard for \$61,313.93)
- c) Review Check register for the period from October 1, 2018 to October 31, 2018
- d) Department Reports

Finance Report:

- For the month of October, CMC had a loss of \$58,911, after depreciation and District Income.
- Total patient revenues were \$160,952, which is greater than the fixed budget by \$47,397. Total Operating Expenses were \$182,373, which is greater than fixed budget by \$9,925. This resulted in a net loss before Depreciation and District Income of \$49,510.
- YTD revenues are greater than budget by \$61,095. Total expenses YTD were less than budget by \$25,471.

Administrators Report:

- Kim Studiner will join the team as a PA-C in December. With another FNP (Bonnie Oxford, FNP) that has agreed to cover one weekend per month, the call rotation for providers will be 1:4.
- John is working with Webgrains to update the website. Larry Miller asked if the board can have input on the website.
- A staff meeting was held to update everyone on the new provider model as well as recruiting a physician and asking for more mills.
- Clinic foundation auction was held November 14th. Raised \$5k.
- A class for seniors was held on November 14th as well. It taught how to plan healthy meals for the holidays as well as strengthening exercises.

New Business:

- Success Profile Contract – Workforce Engagement Survey
 - Administrator Poole brought to the board a proposal for a third-party employee survey to be conducted by Healthcare Performance Solutions and Success Profiles, Inc. The survey would include all employees, both past and present, since 2011.
 - Trustee Batie made a motion to approve the proposal and move forward with the survey. Trustee Casterline seconded the motion.
 - Discussion: Trustee Miller asked if it would be possible for the board to conduct a separate exit interview. The board discussed the avenue for this to happen.
 - After further discussion, the board voted 4-1 to approve the measure.
 - Ayes: Trustees Cathy Frank, Tom Crippen, Brie Casterline, Rusty Batie
 - Nays: Trustee Larry Miller
- Best on Board Governance Education
 - Administrator Poole discussed the Board training Program offered through Best on Board.
 - Trustee Miller requested options for a new training package if possible. Trustee Miller also provided possible reading material for the board regarding board management of healthcare professionals.

Old Business:

- Registered Nurse Recruitment and Incentive Program
 - Administrator Poole provided the board with a proposal for a sign-on bonus program for nurses. The program would provide up to \$25k spread over three years: \$7,500 upon hire, \$6,000 after completion of years one and two, and \$5,500 after completion of year three.

- Trustee Casterline made a motion to approve development and implementation of the program.
- Trustee Batie seconded the motion.
- The motion passed unanimously.
- Mill Levy increase
 - General discussion of the use of Avera with increased mill levy dollars.
 - Also discussed MD recruitment.
 - Timing for putting together a mill levy proposal:
 - Due date for getting a mill levy on the ballot is May 7th. Normally run on a mail-in ballot.
 - Board discussed the need for more planning in immediate future to get the proposal together.

Executive Session:

- Chair Cathy Frank called the board to executive session at 8:31pm. Executive Session was ended at 10pm.

A board meeting was scheduled for Thursday, December 13th 2018, at 6:30pm, to discuss future planning for financing the clinic with expected additional costs, and to possibly conduct exit interviews. After discovery of scheduling conflicts with the Colstrip Public Schools Christmas Concerts, the meeting was cancelled.

The next regular Board of Trustees meeting will be Wednesday, January 2nd, 2019 at 6:30 p.m.

A motion for adjournment was made by Trustee Tom Crippen. Seconded by Trustee Brie Casterline and passed unanimously. The meeting was adjourned at 10:19 pm.

Respectfully Submitted,

Approved,

 , Date: 1-2-19
Rusty Batie, Secretary

 , Date: 1/2/19
Cathy Frank Chairperson

November 26, 2018

These employees of the Colstrip Medical Center would like to present this Letter of Support for John Poole and the members of the Colstrip Medical Center's Board. We would like to commend John and the Board for their commitment to being fiscally responsible regarding managing the tax dollars they receive for the Colstrip Medical Center. They have shown that they take this responsibility very seriously. They have also been very supportive of the employees regarding providing great salaries and benefits. They often express their appreciation of the hard work and dedication of the staff at CMC. John and the Board are also very supportive of training for staff members. The medical staff, for example, have many training opportunities which is beneficial both for their education as well as improving the care we provide to our patients. We are all proud to be Colstrip Medical Center employees and will continue to work diligently with John and the Board to provide quality, compassionate care to our community.

Shayla Luhman



Darlene Sanders, PA-C

Sue Palm



Lissa White



Elizabeth Reid



Becky Suhr



Gena Brown



Audra Poydak

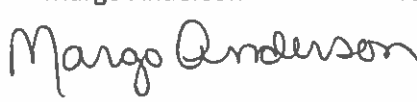
Nick Terry



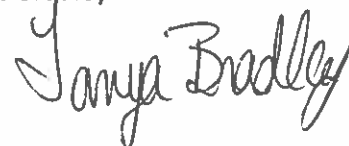
Zora Clark



Margo Anderson



Tanya Bradley



Kristy Logan



COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

October 30, 2018

Trustee Cathy 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 Brie Casterline, Tom Crippen, and Rusty Batie. Also present were Clinic Administrator John Poole, Jose Ortiz, Jackson Craig, Todd Wulf, Lisa White, and Sue Palm. On conference call from Billings Clinic was Gerele Pelton.

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. The consent agenda consisted of the following:

- a) Minutes – September 17, 2018
- b) Warrants – (2) MasterCard for \$49,605.07, Mitchell Agency insurance premium, \$12,473.16
- c) Review Check register for the period from October 1, 2018 to October 31, 2018
- d) Department Reports

Administrator's Report:

- Dr. Ortiz turned in his letter of resignation effective December 19th. We thank him for his 20 years of service to the clinic and community and wish him the very best in his future in Red Lodge.
- RN call pay was increased effective September 23rd. The increase was \$3/hr for nights and \$5/hr for weekends.
- Christie McKamey, RN, turned in her letter of resignation effective Nov. 2nd. Contracted with MHN for a locum nurse. Lynn Orr was hired, worked for four weeks, left October 17th.
- Working with Billings Clinic on revising the provider model.
- Billings Clinic conducted a market analysis for mid-levels. Out of this analysis, the P.A.s received a 10 percent pay increase.
- Reviewed staff salaries against Montana Hospital Association figures.
- In negotiations with Pacific Medical, Inc. for durable medical equipment supply.

Finance Report:

- John will provide the board with year over year district income, actual vs. budget.
- For the month of September, CMC had a loss of \$7,925, after depreciation and District Income.
- Total patient revenues were \$121,553, which is greater than the fixed budget by \$7,998. Total Operating Expenses were \$162,889, which is less than fixed budget by \$9,459. This resulted in a net loss before Depreciation and District Income of \$64,032.

- YTD revenues are greater than budget by \$20,726. Total expenses YTD were less than budget by \$35,397.

New Business:

- Larry Miller was sworn in as the appointed replacement for Trustee Allison Peterson. The board welcomes Larry to the table and looks forward to working with him.
- Administrator Poole presented changes to the Employee Benefits Policy. Trustee Casterline made a motion to approve the Policy changes to include the following:
 - Remove under Practice, A.4., Cash in Lieu of Coverage
 - Remove under Practice, E.1b) FSA \$500 contribution. (This will be replaced with a bereavement leave allowance under a separate policy.)
 - \$6,600/person increase in premiums to the clinicThe motion was seconded by Trustee Tom Crippen. The motion passed unanimously.
- Billings Clinic Medical Services Agreement – Gerele Pelton started the discussion by thanking Dr. Ortiz for his service
 - Recommended that now is the time to redo the services agreement and update it.
 - Dr. Seger desired to have a strategic planning session due to the impact on the stakeholders.
 - Reiterated that Billings Clinic will have appropriate coverage in place.
 - Dr. Seger working to solidify what the mid-level supervision will look like.

Old Business:

- Recruitment – this discussion was delayed pending a strategic planning session to be held in early November.

The next regular Board of Trustees meeting will be Tuesday, November 27th, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Rusty Batie. Seconded by Trustee Larry Miller and passed unanimously. The meeting was adjourned at 8 pm.

Respectfully Submitted,

Approved,


_____, Date: 11/27/18
Rusty Batie, Secretary


_____, Date: 11/27/18
Cathy Frank Chairperson

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

November 7, 2018

Trustee Cathy Frank called the Colstrip Medical District Board of Trustees meeting to order at 1:00 p.m. at the Colstrip Medical Clinic (CMC) with a quorum present. In attendance were Trustees Brie Casterline, Tom Crippen, Larry Miller, and Rusty Batie. Also present were Clinic Administrator John Poole, Jackson Craig, Lissa White, Becky Suhr, Darlene Sanders, Shayla Luhman, Gina Brown, Nick Terry, Zora Clark, Kristy Logan, and Sue Palm. Representing Billings Clinic were Gerele Pelton, Clint Seger, Vern Carda. Representing Talen Energy was Todd Wulf. Representing the Colstrip Ambulance Service was Shawn Hage. Representing SEMDC was Jim Atchinson. Members of the community present were: Karen Kautzman, Tim Kautzman, Nancy Reid, Joe Novasio, Rick Harbin, John Williams, Jody Williams, Debra Terrett, Stacey Craig, Dan Valdez, Carrie Valdez, Joey Gillespie.

Communication from the Public:

- Trustee Larry Miller read a letter provided to the clinic on behalf of Angie Hedges, to be addressed to Billings Clinic. Mrs. Hegdes also requested that the board conduct another meeting in the evening if possible.
- The following individuals provided various comments/questions regarding the future of the clinic and the new provider model: Joe Novasio, Karen Kautzman, Debra Terrett, Rick Harbin, John Williams, Darlene Sanders, Zora Clark, Tim Kautzman, Shawn Hage, Dan Valdez, Kristy Logan, Todd Wulf, Jody Williams

Old Business:

- Billings Clinic Clinical Contract
 - Dr. Seger began the discussion on a review of the model of care at Colstrip. The proposal was to move to a mid-level model of 3 providers
 - It will need to be supported uniquely (education, tele-med support, offsite physician supervision)
 - Physician would be "medical director". Would be onsite once/month. Preferably one person, not multiple physicians taking turns.
 - Emergency care would be supported tele medically and by video if necessary. Care is very processed w/algorithms. Training will need to be strengthened for P.A.s and nurses.
 - Discussed cost to recruit and hire another physician. And discussed typical time to hire. 80-100k/yr for recruiting. Typically, 3-5 years to hire. Less than one percent of all M.D.s would consider moving to rural service.
 - Discussed cost of Avera coverage. 50-60k/year
- Others present raised concerns and questions regarding nurse retention due to being on-call, high turnover at the clinic, the need for 24-hour care to be provided, heightened care needed for treating possible injuries at plant and mine.
- Ambulance service was discussed. Shawn Hage mentioned that the ambulance team must receive guidance from a physician (doesn't necessarily need to be Billings Clinic provider).

- After discussion and questions from public, Tom Crippen made a motion to hire a 3rd P.A.
- Brie Casterline seconded the motion.
- Motion passed unanimously

The next regular Board of Trustees meeting will be Tuesday, November 27th, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Tom Crippen. Seconded by Trustee Larry Miller and passed unanimously. The meeting was adjourned at 2:34 pm.

Respectfully Submitted,

Approved,


Rusty Batie, Secretary

Date: 11/27/18


Cathy Frank Chairperson

Date: 11/27/18

Colstrip Hospital District
Minutes
Board of Trustee Meeting
September 17, 2018

Trustee Cath Frank called the Colstrip Hospital District Board of Trustees meeting to order at 6:30 pm at the Colstrip Medical Center (CMC) with a quorum present. In attendance were Trustees Tom Crippen and Brie Casterline. Also present were Clinic Administrator John Poole, Dr. Sieger, Jose Ortiz, Jackson Craig, Sue Palm, Christie McKamey, Irene Nelson, and Jody Williams.

Communication from the Public:

- John Poole presented thank you cards from Elizabeth and Jim Atchison with SMCDC for our support.

Consent Agenda:

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

- a) Minutes – August 22, 2018
- b) Warrants – (1) warrant for MasterCard for \$46,515.76
- c) Review Check register for the period from September 1, 2017 to September 30, 2018
- d) Department Reports

Finance Report

- For the Month of September 2018, CMC had a loss (after depreciation expense and District Income of \$87,709.00. For the month of September revenue was \$138,813, which is greater than budget by \$25,257, and expenses were \$191,583, which is greater than budget by \$19,135, resulting in Earnings before Depreciation and District Income being a net loss of \$76,818. Net AR days are at 54 days.

New Business

- The board voted between three candidates on, (Irene Nelson, Jody Williams and Larry Miller), and approved the installation of Larry Miller as the new Trustee member to fill the board position left vacant by Allison Peterson for the remainder of her term.
- Tom Crippen made a motion and Brie Casterline seconded with unanimous board approval for the use of 6,500 reward points for the gift cards plus tax for the staff.
- Brie moved and Tom Crippen seconded with the board approving an increase in on call pay by \$3.00 for weekday nights and \$5.00 for weekends.

Old Business:

- Board discussed researching renting an apartment.
- Dr. Sieger working on getting a position open due to the upcoming departure of Dr. Ortiz.

The next regular Board of Trustees meeting will be October 23, 2018 at 6:30 p.m.

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

Respectfully Submitted,

Approved,



Brie Casterline, Trustee

Date: _____



Cathy Frank, Chairperson

Date: _____

10/30/18

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

August 21, 2018

Trustee Cathy 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 Alison Peterson, Brie Casterline, Tom Crippen, and Rusty Batie. Also present were Clinic Administrator John Poole, Jackson Craig, Darlene Sanders, Lisa White, and Sue Palm and Larry Miller.

Communication from the Public:

- Jackson Craig read a letter to the board asking for the board to consider and pass the budget for the next fiscal year, and reminded the board to appreciate where our tax money comes from when looking at the budget.
- Colstrip Citizen Larry Miller expressed interest in filling the board position vacated by trustee Alison Peterson. Larry expressed concern for filling the position being vacated by Dr. Ortiz, and general concern for the future of the clinic.

Consent Agenda:

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

- a) Minutes – July 31, 2018
- b) Warrants – (1) warrant (MasterCard for \$62,327.99, Liberty Mutual annual fee for \$4,592.00)
- c) Review Check register for the period from July 1, 2018 to July 31, 2018
- d) Department Reports

Administrator's Report:

- Administrator Poole discussed plans to attempt to fill the upcoming vacancy from Dr. Ortiz. He has been meeting with the Billings Clinic about the position. He mentioned that there is currently a P.A. that is interested. There is a possibility of having Jose continue to supervise the clinics mid-levels if it can be agreed upon.
- The clinic will have a contract nurse starting early September for 13 weeks.
- Administrator Poole discussed that Talen Energy has contacted him regarding financial assistance for on-call providers at the clinic. No formal decision has been made yet, and the board will require further information.
- Some vandalism had occurred at the clinic. A few sprinkler heads had been damaged.

Finance Report:

- For the Month of July, CMC had a loss of \$56,208, after depreciation and District Income.
- Total patient revenues were \$101,698, which is less than the fixed budget by \$11,858. Total Operating Expenses were \$127,376, which is less than fixed budget by \$45,072. This resulted in a net loss before Depreciation and District Income of \$42,890.

- July revenues are less than budget by \$8,008. Total expenses YTD were less than budget by \$45,072.

New Business:

- Brie Casterline made a motion to accept the resignation of Alison Peterson, Rusty Batie seconded the motion and it passed unanimously. The Board reluctantly accepted Alison's letter and would like to express thanks and appreciation to her time serving the community as a trustee. The board would also like to wish her the best in the future.
- Recruitment
 - The Board discussed the ability to hire new a provider and difficulties faced with recruiting new providers to Colstrip. Administrator Poole recommended conducting a strategic planning session with the Board and clinic staff in the future.

Old Business:

- Approve FY 2019 Budget – Tom Crippen made a motion to accept the 2019 budget as reviewed. Brie Casterline seconded the motion. The motion passed unanimously.

Executive Session

- Chairperson Cathy Frank called the board into executive session with Administrator Poole at 7:20pm.
- Executive Session was ended at 8:17pm

The next regular Board of Trustees meeting will be Monday, September 17th, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Rusty Batie. Seconded by Trustee Brie Casterline and passed unanimously. The meeting was adjourned at 8:20 pm.

Respectfully Submitted,

Approved,


Date: 9/17/18
Rusty Batie, Secretary


Date: 9/17/18
Cathy Frank Chairperson

Colstrip Hospital District

Minutes

Board of Trustee Meeting

July 31, 2018

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, Lissa White, Zora Clark, and Thad McGrail from Morrison-Maeirle.

Communication from the Public:

- None

Consent Agenda:

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

- a) Minutes - June 26, 2018
- b) Warrants - (1) warrant for MasterCard for \$51,173.36
- c) Review Check register for the period from December 1, 2017 to December 31, 2017
- d) Department Reports

Finance Report

- For the Month of June 2018, CMC had a gain of \$28,813 (after depreciation & District Income). For the month of June, Total Patient Revenues was \$106,622, which is less than the fixed budget by \$34,361 and Total Operating Expenses were \$258,808 which is greater than budget by \$80,458 resulting in a net loss before depreciation and district tax income of \$ 175,397. Net AR days are at 44.

New Business

- Presentation on Network Security by Thad McGrail from Morrison-Maeirle. Thad reviewed our network security measures currently in place.
- Clinical Decision Support by Jackson Craig, PA-C. Jackson described how this software supports real-time, patient-specific alerts at the point of care to help our providers deliver the highest quality care. It will increase patient communication by notifying patients when then need to make an appointment and providing information on diagnoses.
- Motion was made by Trustee Tom Crippen to Approve Audit Contract with Strom And Associates. Motion was seconded by Trustee Brie Casterline. No Discussion. Vote was unanimously approved by the board.
- FY 2019 Budget. Unable to complete the FY 2019 at this time since the Taxable Valuation has not been sent by Rosebud County.

Old Business:

- None

Executive Session

- Chairperson Cathy Frank called the board into Executive Session at 7:25 p.m. Board was called out of Executive Session at 7:51 p.m.

The next regular Board of Trustees meeting will be Tuesday, August 21, 2018 at 6:30 p.m.

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

Respectfully Submitted,

Approved,


Alison Peterson, Vice Chair

Date: 8/21/18


Cathy Frank, Chairperson

Date: 8/21/18



COLSTRIP MEDICAL CENTER

Expenses:

Professional Services	\$ 945,118
Capital Improvements	\$ 27,347

Total Expenses \$ **972,465**

Income:

Levy, (Maximum Levy 76,757 at 9.15 mills)	\$ 702,327
Non-Tax Entitlement	\$ 270,138

Total Income \$ **972,465**

Submitted:

Tom Crippen, Treasurer
Colstrip Hospital District

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

June 26, 2018

Trustee Alison Peterson 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 and Brie Casterline. Also present were Clinic Administrator John Poole, Jose Ortiz, Darlene Sanders, Sue Palm, Lisa White, Zora Clark, and Christi McKamey.

Communication from the Public:

- John discussed the success of the barbeque, with 350 people attending the 25th barbeque.

Consent Agenda:

- Trustee Tom Crippen moved to accept the consent agenda with Trustee Brie Casterline seconding the motion and it passed unanimously.
 - a) Minutes- May 29, 2018
 - b) Warrants- (2) Warrant (MasterCard \$48,253.02) (Strom & Associates, PC \$15,500.00)
 - c) Review Check register for the period from May 1, 2018 to May 31, 2018
 - d) Department Reports

Finance Report:

- For the month of May, CMC had a gain of \$131,844 after depreciation expense and District Income. The district received \$191,123 in Tax Revenue, which included \$7,715 in Protested Tax Settlement. The District Refund \$5,528 of the Protested Value.
- Total patient revenues were \$124,901, which is less than the fixed budget by \$16,082. Total Operating Expenses were \$151,580 which was less than the fixed budget by \$26,771. This resulted in a net loss before Depreciation and District Income of \$46,571.
- YTD revenues are less than budget by \$150,367. Total expenses YTD are \$168,908 less than budget. YTD loss is \$8,667.

Department Report:

- Christi McKamey presented on all that the Nursing Department has been doing. Have new UAP, as well as a number of community projects. Awareness projects such as with CPRD Lifeguards, that included mock drills with EMS assisting. Trained with Janet Trethaway on the Lucas Compression Device. Simulation Truck with staff and Mine Rescue Team. Clinic going over and beyond in fulfilling emergency/disaster drills. Jose & Christi are doing a wonderful job per John Poole.

New Business:

- Motion was made by Trustee Brie Casterline to Approve the FY 2017 Audit Report. Motion was seconded by Trustee Tom Crippen. No Discussion. Vote was unanimously approved by the board.
- Motion was made by Trustee Brie Casterline to Change legal name on Bylaws to Colstrip Hospital District. Motion was seconded by Trustee Tom Crippen. No Discussion. Vote was unanimously approved by the board. Sue Palm notarized.

Old Business:

- Motion was made by Trustee Tom Crippen to Accept the final reading of 149 Disciplinary Guidelines. Motion was seconded by Trustee Brie Casterline. No Discussion. Vote was unanimously approved by the board.

Executive Session:

- Trustee Alison Peterson called the board into Executive Session at 6:59 p.m. Board was called out of Executive Session at 7:18 p.m.

The next regular Board of Trustees meeting will be Tuesday, July 31, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Tom Crippen. Seconded by Brie Casterline and passed unanimously. The meeting was adjourned at 7:20 p.m.

Carol Frank 7/31/18
Chair person

Alison Peterson 7/31/18
vice chair

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

May 29, 2018

Trustee Cathy 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 Alison Peterson, Brie Casterline, and Rusty Batie. Also present were Clinic Administrator John Poole, Jackson Craig, Jose Ortiz, Darlene Sanders, Lisa White, and Sue Palm.

Communication from the Public:

- Received a Thank You card from Donaleen Rogers

Consent Agenda:

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

- a) Minutes – April 30, 2018
- b) Warrants – (1) warrant (MasterCard for \$68,149.66)
- c) Review Check register for the period from April 1, 2018 to April 30, 2018
- d) Department Reports

Administrator's Report:

- Administrator Poole presented to the Colstrip Impact Advisory Group on May 15th. He was asked to discuss the impact of shutting down Units 1 and 2 on the Colstrip Medical Center.
- The Billings Clinic Privacy Officer and Risk Management visited the Clinic and identified four items that needed improvement. The staff at the clinic has moved swiftly to address the concerns.
- Administrator Poole met with Morrison Maeirle to negotiate a new contract.

Finance Report:

- For the Month of April, CMC had a loss of \$69,631, after depreciation and District Income.
- Total patient revenues were \$134,303, which is less than the fixed budget by \$6,680. Total Operating Expenses were \$174,675, which is less than fixed budget by \$3,676. This resulted in a net loss before Depreciation and District Income of \$59,382.
- YTD revenues are less than budget by \$146,714. Total expenses YTD were less than budget by \$142,137. The YTD loss is \$140,900.

New Business:

- Oath of Office (Alison Peterson)
 - Tom Crippen next month
- Election of Officers

- Motion was made by Trustee Alison Peterson to keep all positions the same. Motion was seconded by Trustee Brie Casterline. No discussion. Vote was unanimously approved by the board.
- Code of Business Conduct
 - Trustee Brie Casterline made a motion to accept and sign the Code of Business Conduct. The motion was seconded by Trustee Alison Peterson. The motion passed by unanimous vote and the code of business conduct was signed by all members present.
- Conflict of Interest
 - Trustee Alison Peterson made a motion to accept and sign the Conflict of Interest. The motion was seconded by Trustee Rusty Batie. The motion passed by unanimous vote.
- Approval to close unused business account.
 - Account 7207 Building Fund was opened in 2006 to contain the bond for building the clinic. The account is still open but there are no longer any bills to pay with it. Administrator Poole asked for permission to move the small remaining funds from 7207 to 7204 General Operating Account and close the building account.
 - Trustee Rusty Batie made a motion to complete the transaction and closure of 7207. Trustee Brie Casterline seconded the motion. The motion passed by unanimous vote.

Old Business:

- Second reading of Policy 149 Disciplinary Guidelines
 - No changes recommended. Moved to third reading.
- Final Reading Policy 147
 - Discussed Policy 147 Student Loan Repayment. Administrator Poole made recommended changes regarding rules for repayment during disciplinary action.
 - Trustee Rusty Batie made a motion to accept Policy 147 as addressed. Trustee Alison Peterson seconded the motion. No further discussion. The motion passed by unanimous vote.


The next regular Board of Trustees meeting will be Tuesday, June 26th, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Alison Peterson. Seconded by Trustee Brie Casterline and passed unanimously. The meeting was adjourned at 6:50 pm.

Respectfully Submitted,

Approved,

_____, Date: _____
Rusty Batie, Secretary

 _____, Date: 6/26/18
Cathy Frank Chairperson
Alison Peterson, Vice Chair

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

May 15, 2018

Trustee Cathy Frank called the Policy Committee Meeting of the Colstrip Medical District Board of Trustees to order at 1:00 p.m. at the Colstrip Medical Clinic (CMC). In attendance were Trustees Cathy Frank and Tom Crippen. Also present was CMC Administrator John Poole.

Communication from the Public:

- None

The committee reviewed four Admin Policies:

131 Leave of Absence:

Administrator Poole will contact Billings Clinic regarding leave of absence to get their definition of immediate family and whether that includes stepchildren. According to the MGMA immediate family includes parent (legal guardian), spouse, child, sister, brother and grandparents. The Committee eliminated line number eight stating that only one leave of absence will be granted within a calendar year.

147 Student Loan Repayment:

The Committee is in agreement that the Student Loan Repayment looks good with the modifications recommended from the last board meeting regarding Student Loan suspension if the employee is on Leave of Absence or Disciplinary Leave. This Policy will be presented to the Board for Final Approval on May 29.

148 Grievance:

Administrator Poole will copy the MGMA grievance policy and the committee will compare the two at the next meeting. Mr. Poole will also contact the third-party mediation group. He might get advice from Billings Clinic and or the Rosebud County Attorney.

149 Disciplinary Guidelines:

The Disciplinary Guidelines were reviewed. No modifications were recommended. Policy will presented to the Board for a Second Reading on May 29.

Meeting ended at 1:30

The next regular Board of Trustees meeting will be Tuesday, May 29, 2018 at 6:30 p.m.

Respectfully Submitted,

Approved,

_____, Date: _____
Tom Crippen, Treasurer

 , Date: 5/29/18
Cathy Frank Chairperson

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

wApril 30, 2018

Trustee Cathy 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 Alison Peterson, Tom Crippen, and Rusty Batie. Also present were Clinic Administrator John Poole, Zora Clark, Bill Nuemiller, Jackson Craig, Kristy McKamey, Lisa White, Scott White, and Sue Palm.

Communication from the Public:

- Received a Thank You card from the Women of the Moose regarding the Easter Egg hunt
- Bill Nuemiller was present and thanked the clinic staff and the board for supporting the power plant's Activities and Recognition team for many years of help including this year (close to 15 years).

Consent Agenda:

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

- a) Minutes – March 27, 2018
- b) Warrants – (1) warrant (MasterCard for \$51,153.71)
- c) Review Check register for the period from March 1, 2018 to March 31, 2018
- d) Department Reports

Administrator's Report:

- HL-7 lab interface go live date was April 18th.
- Century Link installed a new DSL to improve internet speeds. Also looking to install a fiber backbone in the clinic
- Administrator Poole had a call with the Miles Community College Nursing Program to discuss possible training opportunities at CMC. This could help with the recruiting difficulties at CMC and get good training for the nursing students.
- Audra Poydack has been hired for the receptionist position.

Finance Report:

- For the Month of March, CMC had a loss of \$10,279, after depreciation and District Income.
- Total patient revenues were \$138,006, which is less than the fixed budget by \$2,977. Total Operating Expenses were \$183,831, which is greater than fixed budget by \$5,481. This resulted in a net loss before Depreciation and District Income of \$66,982.
- YTD revenues are less than budget by \$140,185. Total expenses YTD were less than budget by \$138,461.

New Business:

- Reviewed Preliminary Budget for Fiscal Year 2019
 - Budget looks similar to current year, about 1% less.

- First reading on new Disciplinary Guidelines. Board will review policy at next meeting.
- The board created a new Policy Review Committee consisting of Cathy Frank and Tom Crippen, along with Administrator John Poole. The Committee's first meeting will be May 15th, 1pm at the Clinic. The committee will start review of all old policies for updating. Any policy changes needed will be brought to the board for review and recommendation.

Old Business:

- Discussed Policy 147 Student Loan Repayment. Administrator Poole will make a few recommended changes and Board will vote on policy at next meeting.

The next regular Board of Trustees meeting will be Tuesday, May 29th, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Allison Peterson. Seconded by Trustee Tom Crippen and passed unanimously. The meeting was adjourned at 7:08 pm.

Respectfully Submitted,

Approved,


_____, Date: 5-29-18
Rusty Batie, Secretary


_____, Date: 5/29/18
Cathy Frank Chairperson

COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

March 27, 2018

Trustee Cathy 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 Alison Peterson, Tom Crippen, and Rusty Batie. Also present were Clinic Administrator John Poole, Zora Clark, James Clark, Jackson Craig, Darlene Sanders, Kristy McKamey, Jamie Behles, Lisa White and Sue Palm.

Communication from the Public:

- None

Consent Agenda:

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

- a) Minutes – February 27, 2018
- b) Warrants – (2) warrants (MasterCard for \$38,613.15, WA Mitchell Agency for \$2,500.00)
- c) Review Check register for the period from February 1, 2018 to February 28, 2018
- d) Department Reports

Administrator's Report:

- Received Bids on RFID locks for four doors
- Still looking to find a solution to improve network speeds.
- Members of the board would like to wish him the best in his new endeavor.
- The clinic is moving forward with Patient Portal.
- The clinic is experiencing issues with slow internet speeds, which is causing problems for many job functions. Administrator Poole has received a couple of bids as options to upgrade to a faster connection speed.
- Looking to hire a contract nurse for 13 weeks through MHN due to difficulty of finding new hires to move to Colstrip.
- The clinic and the board would like to congratulate Donaleen Rogers on her upcoming retirement May 1st and wish her the best. Thanks Donaleen!

Finance Report:

- For the Month of February, CMC had a loss of \$40,998, after depreciation and District Income.
- Total patient revenues were \$133,036 which is less than the fixed budget by \$7,947. Total Operating Expenses were \$142,599, which is less than fixed budget by \$35,751. This resulted in a net loss before Depreciation and District Income of \$30,181.
- YTD revenues are less than budget by \$135,214. Total expenses YTD were less than budget by \$143,942.

Department Reports:

New Business:

- Revise Admin Policy 114 Paid Time Off
 - Executive Session was requested by Zora Clark. The Board and Administrator Poole entered into Executive Session at 7:07 pm. The Board ended the Executive Session at 7:25 pm.
 - Trustee Tom Crippen made a motion to adopt the recommended changes to Admin Policy 114 Paid Time Off, with the exception of the minimum required hours per week to be increased to 38 hours, not 40, as originally proposed. Trustee Allison Peterson Seconded the motion, the vote was unanimous. Motion passed.
- Revise Admin Policy 129 Employee Benefits
 - Administrator Poole made recommendation to the Board regarding proposed changes to the policy. The changes proposed were to increase the average hours per week that an employee must work in order to receive benefits from 0.8 to 0.9 FTE equivalents (from 32 hours per week to 36).
 - Trustee Tom Crippen made a motion to approve the changes as written. Trustee Allison Peterson seconded the motion. The vote was unanimous. The motion passed.
- First Reading Admin Policy 147 Student Loan Repayment
 - The Board will review and discuss at next meeting.

Old Business:

- 1. Succession Planning –
 - Administrator Poole met with Liz Chang, who is in charge of the power grant, to see if there is any possibility of using some of the money for the clinic.
 - Administrator Poole is having a meeting with Miles Community College on April 4th to discuss the possibility of the clinic begin used as a training site to help students and assist with nurse and lab training.
 - Also discussed the possibility of using power grant dollars for loan repayments for staff as a retention and recruiting mechanism.
 - With Donaleen retiring and other retirements possible in the near future, the clinic has opened a receptionist position to hire and begin training soon.
- 2. Operating Goals for 2018
 - Patient Portal is working well

The next regular Board of Trustees meeting will be Tuesday, April 30, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Allison Peterson. Seconded by Trustee Tom Crippen and passed unanimously. The meeting was adjourned at 8:05 pm.

Respectfully Submitted,

Approved,



Rusty Batie, Secretary

Date: 4/30/18



Cathy Frank Chairperson

Date: 4/30/18



Kathy Fahrenbruck
PO Box 167 Forsyth MT 59327
kfahrenbruck@rosebudcountymt.com
406-346-7661

April 6, 2018

Board of County Commissioners
Boards of School District Trustees
Boards of Special Districts
School District Clerks

As of March 31, 2018 deposits and pledged securities are as follows:

The county accounts had a balance of \$2,261,329.07. Investments currently held for the investment pool are as follows:

First State Bank	\$	8,000,000.00
Buchanan Capital	\$	4,000,000.00
DA Davidson & Co	\$	14,000,000.00
State Investment Pool, County	\$	9,697,654.40
State Investment Pool, Dist 6	\$	37,417.05
State Investment Pool, Protest Taxes	\$	169,497.35

We have current investments that will mature by December 13, 2022. Current interest rates are between .85 and 3.00 up to 6% if they can be held until maturity. STIP interest rate is 1.6321018%. A list of the pledged securities are on file in my office and also with the commissioners.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Fahrenbruck".

Kathy Fahrenbruck
Rosebud County Treasurer



THANK YOU

Thank you for sharing your time and knowledge with the Colstrip Power Plant employees at our 2018 Health and Safety Fair. Your participation helped to make our event a success!

Gail Dithlow

THANKS FOR YOUR SMILES AT 6:00AM

Bob Schumaker



Activities & Recognition Team (ART)

Thank you! Carol Gerhardt

*Thank you!
Kathy Goodheart*



COLSTRIP HOSPITAL DISTRICT

Minutes

Board of Trustee Meeting

February 27, 2018

Trustee Cathy 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 Alison Peterson, Tom Crippen, Brie Casterline, and Rusty Batie. Also present were Clinic Administrator John Poole, Jose Ortiz, Jackson Craig, Darlene Sanders, Kristy McKamey, Lissa White and Sue Palm.

Communication from the Public:

- None

Consent Agenda:

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

- a) Minutes – January 23, 2018
- b) Warrants – (1) warrant (MasterCard for \$86,043.00)
- c) Review Check register for the period from January 1, 2018 to January 31, 2018
- d) Department Reports

Administrator's Report:

- Sad to announce that Faraz Ahmed will be resigning from the Billings Clinic Effective March 9th to take another position elsewhere.
- Members of the board would like to wish him the best in his new endeavor.
- The clinic is moving forward with Patient Portal.
- The clinic is experiencing issues with slow internet speeds, which is causing problems for many job functions. Administrator Poole has received a couple of bids as options to upgrade to a faster connection speed.
- Administrator Poole sent the CMC board members a copy of a letter he is planning to deliver to the Colstrip Advisory Board for possible use of a portion of the \$10M being donated to the Colstrip area by Puget Sound Energy when Units 1&2 close. The letter discusses the possible uses that the Clinic may have for a portion of the funds. The public meeting will be Friday, March 2nd at 1pm.
- The clinic has installed a security camera system and it appears to be functioning very well so far.
- The clinic has upgraded the on-hold music system for the facility. The new system upgrade is free and the monthly fee will no change \$45 per month.

Finance Report:

- For the Month of January, CMC had a loss of \$63,735, after depreciation and District Income.
- Total patient revenues were \$177,036, which is greater than the fixed budget by \$36,053. Total Operating Expenses were \$209,077, which is greater than fixed budget by \$30,726. This resulted in a net loss before Depreciation and District Income of \$53,128.
- YTD revenues are \$726,938, which is less than budget by \$125,811. Total expenses were \$1,140,262, which is \$108,191 greater than budget resulting in Loss Before Depreciation and District Income of \$416,324.

- Health and Wellness saw 213 patients in one day and 811 in the month of January. This dramatic increase was due to a 100% random drug screening at the Rosebud mine.

Department Reports:

- Dr. Jose Ortiz:
 - Dr. Ortiz gave the board a presentation regarding the number of no-shows and cancellations that the clinic deals with on a continual basis.
 - More than 1,000 appointments were lost in 2017 due to no-shows or cancellations
 - In 2018 the clinic has made it an operational goal to reduce this number substantially
 - The clinic plans to implement several measures including: pre-appointment phone calls, Urgent care follow-ups and phone calls.
 - It is thought that a reduction in no-shows and cancellations will help with liability because follow-up will be better and documentation of reasons why an appointment was missed will be stronger
 - Dr. Ortiz also summarized emergency procedures drills that were conducted on the 10th of February. There were many in attendance from Colstrip Medical Clinic, Colstrip Public Schools, Colstrip Police Department, Colstrip Volunteer Fire Department, Rosebud County Sheriff
 - The drills helped identify possible improvements in site management and communications
 - Jose will be going to Texas for training to become a Medical Review Officer (MRO)

New Business:

- None

Old Business:

- 1. Succession Planning – There is some interest from a mid-level provider to move into the area and work at the clinic. Administrator Poole and Chairperson Frank met with Faraz and Dr. Seger at BC to discuss the idea of adding another mid-level in order to put the clinic in a better position for succession planning should Jose decide to retire or move to another position. The discussion was good and forward looking, but it was still not possible at this time to handle another provider from a financial perspective. The clinic and board will need to continue to evaluate scenarios for succession planning on an ongoing basis.
- 2. Operating Goals for 2018
 - Develop Patient Portal to have 100 patients log into their portal
 - Clinical Decision Support to manage Diabetic and Hypertension Patients
 - HL7 to Billings Clinic Lab
 - Improve No-show and Cancellation numbers

The next regular Board of Trustees meeting will be Tuesday, March 27, 2018 at 6:30 p.m.

A motion for adjournment was made by Trustee Brie Casterline. Seconded by Trustee Tom Crippen and passed unanimously. The meeting was adjourned at 7:23 pm.

Respectfully Submitted,

Approved,


Rusty Batie, Secretary

, Date: 3/27/18


Cathy Frank Chairperson

, Date: 3/27/18

Colstrip Hospital District
Minutes
Board of Trustee Meeting
January 23, 2018

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:

- Zora shared her gratitude for the clinic's support during her 1st semester of lab tech schooling.

Consent Agenda:

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

- a) Minutes - December 19, 2017
- b) Warrants - (1) warrant for MasterCard for \$51,173.36
- c) Review Check register for the period from December 1, 2017 to December 31, 2017
- d) Department Reports

Finance Report

- For the Month of December 2017, CMC had a gain of \$262,706 (after depreciation & District Income). The District received \$343,394 of tax and entitlement revenues this month. For the month of December, revenue was \$122,263, which is less than budget by \$18,720, and expenses were \$110,271 which is less than budget by \$30,711, resulting in Earnings before Depreciation being a net loss of \$ 67,980. Net AR days are at 39.

Administrator's Report

- Reviewed identified Operating goals for the next 1-2 years (Expand Clinical Decision Support beyond Influenza and complement the DQCMS Diabetes program, Continue with Portal, Explore reminder phone calls for appointments, develop a written succession plan, maintain building with a rotating replacement of major parts).
- Presented findings on eliminating call. This would take the tax money off the budget. There was not a scenario found that would keep the clinic in the black without call.
- The recent audit went well. There should be no findings.

Foundation Report

- Zora reported that work on the summer fundraiser will begin shortly.

Department Report (Business Office)

- Business office's goal is to decrease AR, with the goal being under \$200,000. This month, it was \$24,000 less than November. AR is rising secondary to high deductible plans.
- The staff is working on signing up patients for the Patient Portal when they check in and learning new 2018 CPT codes that have changed.
- For credit card payments, we are now using First Data through the First Interstate bank and it is going well.

New Business

- The board updated signature cards at First Interstate Bank.
- Succession Plan for retirements, loss of employees, etc., was presented.
- Operating Goals were presented & reviewed. These goals were based off the recent SWOT analysis.

Old Business:

- None

The Board of Trustees moved into an Executive Session at 7:15.

Executive Session

- Review and approval of the Administrator's annual review was completed.

End Executive Session at 7:40

The next regular Board of Trustees meeting will be Tuesday, February 27, 2018 at 6:30 p.m.

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

Respectfully Submitted,

Approved,



Alison Peterson, Vice Chair

, Date: 2/27/18



Cathy Frank, Chairperson

, Date: 2/27/18