

**Pondera Medical Center
Board of Directors Meeting
December 17, 2009, 7:00 pm**

The regular December meeting of the Pondera Medical Center Board of Directors was held on Thursday, December 17, 2009 at 7:00 p.m. in the Pondera Medical Center Conference Room.

Those Board Members in attendance were as follows:

Ted Kronebusch, Chairman	Joe Christiaens, Vice Chairman	Bernard Ries, Treasurer
Karla Styren, Secretary	Jim Nelson	Brent Gaylord
Jaynie Gollehon		

Absent: Cheryl Bakken, Personal

Administration and Staff of PMC:

Mark Jones, CEO	Dr. Peter Barran	Mary Erickson, Acute DoN
Brenda Ries, Accounting Mgr.	JD Duncan, HR Director	Wayne Ashworth, Risk Mgr.
Lori Sebben, Executive Assistant		

Public Guests and Employees of PMC:

None

Ted Kronebusch, Chairman, called the meeting to order at 7:02 p.m.

MEETING CALLED TO ORDER

AGENDA ITEM	MINUTES	MOTIONS/ACTION
Public Comment	Ted called for any public comments. There were none.	
Approval of Agenda	Ted asked if there were any changes or additions to the agenda for this meeting. Ted requested the agenda be amended to include an update from JD regarding the Foundation and explanation of the Confidentiality Statements the board members would be signing. Ted called for a motion.	Mr. Gaylord made a motion to approve the agenda with amendments; Mr. Nelson seconded. Motion passed.
Consent Agenda: • Approval of Minutes from meeting on 11-19-09	Ted asked if there are any changes to the minutes of the meeting held on 11-19-09. There were none. Ted called for a motion.	Mr. Gaylord made a motion to approve the minutes from the 11-19-09 meeting; Mr. Nelson seconded. Motion passed.
Senior Staff Reports	Discussion was held regarding staff reports. Ted asked if there were any questions. The group discussed the walk-in clinic impact on ER; expansion and/or moving PT closer to the Wellness Center, OBs for 2010; PMC	

<p>Senior Staff Reports - Continued</p>	<p>Statistics; Winkley Women’s Mammography Van services and costs; and the possibility of obtaining services from a new Ear, Nose, Throat specialist from Great Falls. Following discussion of staff reports, Ted called for a motion.</p>	<p>Ms. Gollehon made a motion to accept Senior Staff Reports; Mr. Christiaens seconded. Motion passed.</p>
<p>Finance Report</p>	<p>Bernard gave a summary of the November 2009 Financial Report.</p> <p>The group discussed AR, AP and cash on hand; taxes on leased equipment - Joe will investigate taxes.</p> <p>Bernard informed the group that the Finance Committee intended to start having meetings during the afternoons of workdays to work with staff on the budget. Bernard requested the final budget be presented to the Board at the January meeting.</p> <p>Discussion was held regarding charge accounts at local businesses; the Board recommended that accounting staff re-evaluate procedures for charging to PMC.</p>	
<p>CEO Report</p> <ul style="list-style-type: none"> • Board Education 	<p>Mark thanked the Board members for attending the Christmas Party and discussed the new annual CEO Award of Excellence that was presented to the Ambulance crew at the party. Jaynie told the group she had heard that employees were pleased with the recipients of the award. Mark thanked senior staff for their hard work on the budget. Bernard requested senior staff review the budget every six months.</p> <p>Mark discussed the Worker’s Compensation Report that had been included in the packet. Brent gave kudos to Wayne for his accomplishments; Wayne accredited his success to cooperation of all PMC staff. Ted requested the report be communicated to the public. The group discussed sharing information with other healthcare facilities and local businesses in an effort to generate revenue.</p>	

	<p>Mark discussed proposed costs for remodeling the current facility and informed the Board he would not be presenting that to the County for funding. Some discussion was held regarding grant monies from the USDA for a feasibility study.</p> <p>Mark distributed the Board Key Strategic Goals that had been developed as a result of the Board's retreat. JD explained the plan, processes and discussed future strategies, noting that most would be presented in the CEO or dashboard reports.</p> <p>Ted requested an update on the Hutterite OB program. Mark and Brent said there was no new update; Brent told the group he had not gotten a response back from Mr. Kleinsasser; Ted requested an update from Brent at the January Board meeting.</p> <p>Brent requested an update on EMR/EHT progress every month. Mark explained that PMC is waiting on an assessment from David Ginsberg to determine where PMC is and what needs to be done to facilitate migration to EMR.</p>	
Corporate Bylaws	The Board reviewed the Corporate Bylaws; Brent thanked all who had worked on getting the bylaws finalized. Ted requested a motion.	Mr. Nelson made a motion to adopt the Bylaws; Ms. Styren seconded. Motion passed.
Policy Review	Mary briefly discussed the Retention of Revised or Outdated Policies and Procedures policy. Ted called for a motion.	Mr. Gaylord made a motion to adopt the policy; Ms. Gollehon seconded. Motion passed
Adjournment	Ted called for a motion to adjourn the public session meeting at 8:51 p.m.	Mr. Gaylord made a motion to adjourn; Mr. Nelson seconded. Motion passed.

Open meeting was adjourned at 8:51 p.m.

Ted Kronebusch, Chairman of the Board

Karla Styren, Secretary of the Board

Date