

**Pondera Medical Center  
Board of Trustee Meeting  
March 26, 2009, 7:00 pm**

**A meeting of the Pondera Medical Center Board of Trustees was held on Thursday, March 26, 2009 at 7:00 pm in the Ponder Medical Center Conference Room.**

**Those Board Members in attendance were as follows:**

Ted Kronebusch, Chairman	Reta Rae Weisgram, Secretary	Cheryl Bakken, Treasurer
Bernard Ries	Jim Nelson	Brent Gaylord
Karla Styren		

**Administration and Staff of PMC:**

Mark Jones	Brenda Ries	Dave Doran
JD Duncan	Dr. Peter Barran	Mary Erickson
Debbie Procella	Lisa Hanson	

**Public Guests and Employees of PMC:**

Buck Traxler

**Ted Kronebusch, Chairman, called the meeting to order at 7:03 pm.**

**MEETING CALLED TO ORDER**

AGENDA ITEM	MINUTES	MOTIONS/ACTION
<b>Public Comment</b>	Ted called for any public comments, there were none.	
<b>Approval of Agenda</b>	Ted asked if there were any changes or additions for the agenda for this meeting, Mark requested the addition of 'Resolution for Purchase of Oxygen Tanks' under Action Items. Karla made a motion to accept the agenda as amended, Jim seconded the motion. The Board members approved the motion.	Mrs. Styren made motion to approve agenda with changes, Mr. Nelson seconded. Motion passed.
<b>Consent Agenda:</b> • <b>Approval of Minutes from meeting on 02-26-09</b>	Ted asked if there are any changes needed for the minutes to the meeting on 02-26-09, there were none. Jim made a motion to approve the minutes from the meeting on 02-26-09, Bernard seconded the motion. The Board members approved the motion.	

<p><b>Senior Staff Reports</b></p>	<p>Jim informed the group that all Board members should read these reports when they receive their Board meeting materials and not try to read them in the meeting.</p> <p>Jim also commented that the Beehive and Horizon Lodge seemed pleased to have PMC making visits.</p> <p>Bernard asked what NAC in the Extended Care report is, Mary informed him that should have been CNA.</p> <p>Ted asked if there were any questions, there were not.</p>	
<p><b>Finance Report</b></p>	<p>Cheryl gave the February Financial Report:</p> <ul style="list-style-type: none"> <li>• Net patient revenue was under budget \$33,035, year to date under budget \$47,839</li> <li>• Operating expenses were under budget \$61,440, year to date under budget \$24,186</li> <li>• Operating gain was \$40,607, year to date there was a loss of \$28,887.</li> <li>• Other items discussed included patient visits, Extended Care residents, days cash on hand, and accounts receivable.</li> </ul> <p>Cheryl asked for a motion for Eide Bailly to do the audit for 2008. Karla made the motion, and Bernard seconded the motion. The Board members approved the motion.</p> <p>Ted asked Dave to get bids for the 2009 audit with different companies, Dave agreed to this.</p> <p>Brenda discussed the CPSI Outsourcing report. The results are currently showing that this project is benefiting the facility.</p> <p>Reta Rae thanked Brenda for the Patient Bill Explanation she presented at the recent Community Survey town meeting.</p> <p>Mark discussed the current and past lodging expenses that PMC has paid for various traveling/locum staff. Dave informed the group that it may be beneficial for PMC to</p>	<p>Mrs. Styren made a motion to have Eide Bally do the 2008 audit, Mr. Ries seconded. Motion passed.</p>

	<p>invest in a house for this lodging expense. Dave discussed options that are available for purchasing a home and how this would be an asset to PMC. Dave also explained the impact this type of purchase would have on the cost report and the potential savings. Mark asked the Board to give consent for Dave to investigate this matter further, the Board members agreed to allow further research.</p>	
<p><b>CEO Report</b></p>	<p>Mark discussed the following topics:</p> <ul style="list-style-type: none"> <li>• NW Regional Critical Access Hospital Conference: Mark was able to attend this conference recently and briefly summarized the information he obtained. Mark discussed the CMS RAC (Recovery Audit Contractors) Audit updates, HRSA (Health Resources and Services Administration) presentation, stimulus funds, and Remodeling vs. Rebuilding options.</li> <li>• RAC Audit Committee: Mark informed the group that Dave and Mary have formed a committee to address concerns with RAC Audits.</li> <li>• Mark discussed the House Bill 645 and stimulus funds allocations.</li> <li>• The group discussed some topics that will be covered at the Board Members' Strategic Planning meeting on 04-11-09.</li> <li>• There will be an Easter Basket auction on April 9<sup>th</sup> and 10<sup>th</sup>.</li> <li>• There will also be a Hospital Auxiliary Bake Sale on April 10<sup>th</sup>.</li> <li>• Mark discussed the problem with the boiler that was installed approximately 5 years ago and what steps are being taken to correct the problem. Mark informed the group that the plumbing was incorrect on the boiler so it has never worked. Mark has contacted the contractor who installed the boiler about this matter. The plumbing replacement would cost \$3,000 in labor for a different contractor to install, but the original contractor agreed to purchase all supplies. After hearing this discussion, the Board members agreed that cost of the labor would be</li> </ul>	

	<p>worth the use of the boiler and agreed to pay for the labor costs.</p> <ul style="list-style-type: none"> <li>• IT Update: Mark informed the group that the CPSI Materials Management database is being built. A conference call is scheduled for April 1<sup>st</sup> with KRMC regarding the Meditech system. Mark has also discussed the Meditech system with Jack King at NMHA. Mark explained the differences between the CPSI modules and the Meditech system. Mark advised the group that he will keep the Board updated on this matter.</li> <li>• Bond Research: Ted requested a committee to research bonds and/or tax levees for building expenses. The committee will consist of: Mark, Ted, Brent and Bernard.</li> <li>• Leadership Conference: Mark discussed a conference on leadership with the Governance Institute. Ted has paid for his transportation to Arizona for this conference. After discussion, the Board members agreed that Ted should attend as the Board representative and try to bring back educational material. The Board also agreed that PMC will pay for Ted's registration and lodging for the conference.</li> </ul> <p>The group discussed the need to establish an electronic medical record database and also E-Prescribing. Debbie informed the group that she has requested information from Pete at Olson's Drugs regarding E-Prescribing. Debbie has requested Pete present this information to the Medical Staff at the May Medical Staff meeting. Mary asked Mark if PMC could provide Pete one of the computers we received from Benefis, Mark is agreeable with this.</p>	
<p><b>Strategic Planning Update</b></p>	<p>Mary discussed various items in the report she provided to the Board members. Mary extended a 'kudos' to the Clinic billers on working so diligently on collections. Mary informed the group that work on the Charge Master changes is on-going. Mary discussed hiring John Gardipee in Extended Care and</p>	

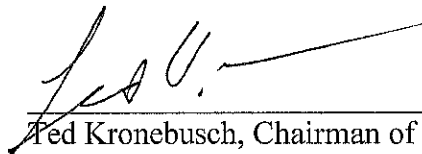
	what his responsibilities are. Mary explained the unit of measure for Physical Therapy patients shown on the report.	
<b>Policy Review</b> <ul style="list-style-type: none"> <li>• <b>Employee Discount Policy</b></li> </ul>	Brenda discussed the amendments made to the Employee Discount Policy, which include: removing Board members from receiving the discount and using the same discount policy facility wide. Brent discussed a problem in the wording. The Board members requested that the wording regarding students read 'a full time student up to the age of 24'. Brent made a motion to accept the amended Employee Discount Policy, Karla seconded motion. The Board members approved the motion. **Jim Nelson did not vote on this motion due to a conflict of interest. **	Mr. Gaylord made a motion to accept the amended Employee Discount Policy, Mrs. Styren seconded motion. Motion passed.
<b>Cooling Vest Use in Ambulance</b>	Mary informed the group that she had discussed cooling vests with the Trauma Surveyors about these vests. The surveyors informed Mary that the use of these vests is rare for EMTs as they are trained to stabilize and transport patients not diagnose them. The surveyors also informed Mary that normally Paramedic companies would utilize these vests and only when there is a Physician or PA-C present to diagnose the patient. <i>*This discussion was a result of a prior request from Mr. Gaylord at the 01-29-09 Board meeting regarding cooling vests for patients experiencing cardiac arrest.</i>	
<b>Action Items:</b> <ul style="list-style-type: none"> <li>• <b>Resolution to Purchase Oxygen Tanks</b></li> </ul>	Mark discussed the decision not to build an oxygen filling station at this time. Mark informed the Board that he has received a proposal from General Distributing for purchasing oxygen tanks for PMC. Mark informed the group that the oxygen tank rental is very expensive. Mark discussed the details of the proposal and the potential savings for PMC. Mark requested approval for the Resolution to Purchase Oxygen Tanks. Brent made a motion to approve the resolution, Cheryl seconded. The Board members approved the resolution for purchasing oxygen tanks.	Mr. Gaylord made a motion to approve the Resolution to Purchase Oxygen Tanks, Mrs. Bakken seconded. Motion passed
<b>Corporate Bylaw Update</b>	JD distributed information regarding indemnification from the PMC attorney. The	

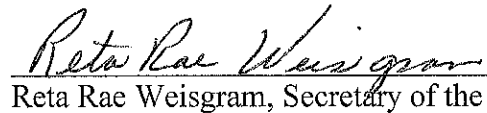
	<p>information is to replace Article I, section D in the Corporate Bylaws. The information will update the indemnification process for new laws. Ted asked that the Corporate Bylaws be amended as stated and new copies be provided to Board members for their review. Debbie will make changes and send out copies of the bylaws to the Board members.</p>	
<b>General Discussion</b>	<p>Mark informed the group that Lifeline Screening is distributing advertisement for screening for Peripheral Artery Disease. Mark informed the group that he has discussed this company with Ann O’Leary of the Montana Board of Medical Examiners. Ann informed Mark that there is an on-going investigation on this company and patients should be cautious. Mark informed the group that the public should be informed that if they opt for this screening and then seek treatment from PMC, PMC will perform a test for this disease as we will not use the results from this company as we are unable to certify the accuracy of the equipment Lifeline uses or of the result interpretation. JD added that Benefis will be conducting advertising for our testing of this disease.</p> <p>The group discussed the repairs for the bridge in the front of the building. Ted asked Mark to write a letter to the Commissioner’s office regarding the repairs.</p>	
<b>Adjournment</b>	<p>Ted adjourned the public session meeting at 10:00 pm.</p>	

**Open meeting was adjourned at 9:46 pm and Executive Session to begin at 10:00 pm.  
Ted Kronebusch, Chairman, called Executive Session to order at 10:09 pm.**

**Executive Session**

<p><b>Consideration/Action-Medical Staff Appointments</b></p>	<p>Ted called the Executive Session to order at 10:09 pm. Debbie presented the following Medical Staff files for consideration by the Board:</p> <ul style="list-style-type: none"> <li>• <b>Bruce Fisher, Podiatry:</b> Provisional Privileges for appointment to Courtesy Medical Staff were requested based on experience, education, training, professional competence, good judgment and demonstrated ability to adhere to lawful ethics, work cooperatively with staff and properly discharge medical staff responsibilities. PMC Medical Staff had given prior approval for appointment. Karla made a motion to approve the Courtesy provisional privileges for Bruce Fisher for a term of six months, Jim seconded motion. The Board members approved the motion.</li> </ul>	<p>Mrs. Styren made a motion to approve Courtesy provisional privileges for Bruce Fisher for a term of six months, Mr. Nelson seconded motion. Motion passed.</p>
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 Ted Kronebusch, Chairman of the Board

  
 Reta Rae Weisgram, Secretary of the Board