

## **Big Sandy Medical Center (BSMC) Board of Directors Meeting**

May 15, 2025

Present:

Current Board Members: Anna Bold - Chair, Amber Terry-Vice Chair (via Zoom), Dr. Karen Baumann Secretary, Ann Quinn, Matt Gullickson

Cypress Healthcare: Rob Brant, Tony Pfaff, Ron Wiens, CEO, Sarah Schlepp: Finance

Employees: Ashley Jacobi, DON, Jessica Ophus, RN, Krystyl Kulbeck, PA, Dusty Allderdice

Chairman Anna Bold called the meeting to order at 5:33 pm (Quorum present)

The March minutes were read and approved.

Financial Report provided by Sarah Schlepp:

Census Statistics:

- Hospital Days
  - Inpatient: 6
  - Skilled SB: 52
  - LTC SB: 561
- Outpatient Services
  - Laboratory: 132
  - Xray: 33
  - Physical Therapy: 39 patients with 525 modalities
  - Nursing Services: 20
  - Clinic: 279
    - Chiropractic: 32
    - Mental Health: 31
  - ER visits: 22

## Financial Report from Sarah Schlepp

\$1,299,000 Cash on Hand-137 days cash on hand

Net AR: \$990,000

Days of revenue in gross AR 74

Total Assets: 7,792,000

Operating Revenue \$1,004,000

Non-operating revenue \$11,000

Total Net Revenue: \$1,014,998

Total Expenses: \$771,059

YTD Income: \$204,000

Sarah stated the cost report should be returned either this week or next, and will then be sent on to CMS.

Brittany Sherburn, Business Office Manager will be attending the CPSI Conference in Florida to learn more about the billing process. Zoe Obert, QA RN will also be in attendance.

Financial Report approved.

Ron added that the leadership team is working on the budget for the year.

The process is as follows:

The Operating budget is broken down as follows, then sent for approval as a whole

- Utilization budget is based on past expenses
- Revenue is based on estimates from previous trends
- Payroll expense is estimated based on staff mix
- Non-payroll budget is based on previous spend

The Capital Budget is required and covers the estimates for the next three years

Department Leaders will list all projects projected to be >\$5000 with priority breakdown as Urgent: 0-6 months, High: 6 months- 1 year, and Medium 1-2 years

### **Ashley, RN, DON provides Nurse report**

Current census of 20 patients, 19 LTC, 1 SB

Full time day shift nurses: 5

Ashley and Jessica as 1 as they each also have office time

Samantha and Sarah as 1 as they are both enrolled in the LPN to RN bridge program and supported by Next Nurse so they are provided 10 paid hours of education time/week.

Full time CNAs: 11

Part time CNA: 1

Travel Staff: One Nurse, one night CNA. Each of these positions are open.

### **HR report from Karma, reported out by Ron**

We have 42 full time employees, 11 per diem

Clinical Care Coordinator and Transitional Care Coordinator were hired and have completed orientation

One dietary aide hired

Open positions: Full time: Housekeeping supervisor, Housekeeper, Cook, Dietary Aide, Nurse, CNA, PTA

Policy Approval was brought up. Jessica encouraged Board Members to continue to work through their 'task list' any policies needing updates need to be 'rejected' back to the appropriate party (HR or CEO). After all policies are approved, the approval date will be modified so smaller groups are due for approval often, instead of all of them at one time.

QAPI report: Lab goals were not reached due to a burnt fuse that took multiple attempts to repair. No further discussion; report approved.

### **CEO Report:**

Ron stated there have been two local inquiries for the open CFO position, but neither person is qualified. There is an ad running with the Great Falls Tribune online.

Tony stated other Cypress facilities are also looking for the position to be filled with no interest in other locations either.

He mentioned the budget as was described before.

The annual employee survey was completed. Only 15 surveys were completed and the results show a down trend in many areas.

Bryan from Associated Employers will be here in June to work with some staff in hopes to mitigate that negativity.

Legislation update:

AHA provides constant updates on the Medicaid funding cuts, Ron is following those closely

Rural Hospital Stabilization grants, if passed, will benefit BSMC by way of helping to fund facility upgrades and possibly even pay supplementation

Ron will attend the MHA CEO Mid-Year Conference; they will discuss the Legislative session and the new MHA CEO candidates will be introduced.

Ron and Ashley will attend the Yellowstone Risk Management Conference June 1-7

Ron and Dr. Davis will attend the Frontier Health Conference June 16-20

**Old Business:**

Hospital Week BBQ is tomorrow (May 16); please arrive at 10-1030 to assist in set up and begin preparing the meal. KRTV will be present. Please wear your Cheers to 60 years T-shirts in celebration of our 60<sup>th</sup> year.

The EMERGENCY letters have been ordered to be placed above the ER door on the north side of the building. They will be illuminated.

Mid-State Signs is also preparing a quote for the monument sign

The proposal for a new building feasibility study was \$13,000, 80% was covered by a grant, and BSMC will pay the remaining 20%.

Korb Construction is ready to move forward with the CT project. They are awaiting the quote for the Cement Pad to be poured. The goal is to break ground before Homecoming.

CT project update: Ron applied to the Tracy Foundation for funding for the CT project; the application was denied. A capstone goal of \$50,000 was set, but the

facility needs to raise \$126,000 to be awarded. The Big Sandy Medical Services Foundation did present the facility with \$30,000 for the CT project. An application to the Otto Bremer Trust was also submitted for \$35,000. We have not received a response to that application yet.

Plans for the landscaping around the clinic are underway. Karma, Ron, and any employee volunteers will be assisting in getting Elsie's Garden, and the remainder of the landscaping completed.

**New Business:**

The Long-Term Swing Bed waiting list is at 26 people. This is the largest amount of people we've ever had on our wait list. There have been questions/concerns about the best way to serve those waiting placement. A new web page has been built, providing families with contact information for local resources to help with in home care. A new application for the wait list is in the works and will be added to the website once completed. The goal is to serve our local population and/or local providers' patients first, and those who live and doctor in surrounding communities second.

**Public Comment:**

None

Next meeting will be held June 19, at 5:30 pm

The meeting is adjourned at 6:30 pm.

  
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Anna Bold – Chair

  
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Secretary – Karen Baumann