

MAYERS  
MEMORIAL  
HOSPITAL  
DISTRICT

# Finance Committee Meeting

Wednesday, August 24, 2016 – 9:00 am

Board Room, Fall River

Meeting called by:

Allen Albaugh, Chair

Type of meeting:

BOD Committee

Board Clerk:

Valerie Lakey

Attendees:

Allen Albaugh, Committee Chair, Board Member  
Art Whitney, Board Member  
Louis Ward, CEO  
Travis Lakey, CFO

## ----- Agenda Topics -----

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1) Meeting Called To Order		Albaugh	
2) Requests from audience to speak to issues/agenda items	Attach-ments	Albaugh	
3) Approval of FC Minutes (July 27, 2016)	A	Albaugh	Action
4) Department Reports (per schedule – one revenue and one non-revenue per month) <ul style="list-style-type: none"> <li>Hospice</li> <li>Infection Control</li> </ul>		Ranquist Lee	Reports
5) Financial Reviews – <i>(will be sent by T. Lakey, CFO)*</i> <ul style="list-style-type: none"> <li>a) July Financials</li> <li>b) Accounts Payables (AP)/ Accounts Receivable (AR)</li> </ul>		Lakey	Action Action Action
6) Administrative Report – Building Update, USDA, etc.		Ward	Information
7) Other			
Adjournment			

Posted: 08/17/16 by V. Lakey

*\*Financials will be limited due to the recent downtime on the EHR System*

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING  
MINUTES – JULY 27, 2016 9:00 A.M.

BFC Attendance:  
Allen Albaugh  
Art Whitney  
Louis Ward, CEO  
Travis Lakey, CFO

**DRAFT  
Attachment A**

Valerie Lakey, Clerk of the Board

Other:  
Beatriz Vasquez  
Marlene McArthur  
Barbara Spalding  
Susan Garcia  
Justin Sears

*(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)*

SUBJECT	DISCUSSION	
CALL TO ORDER	The meeting was called to order by Albaugh at 9:05 AM in Fall River Mills.	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 06.22.16 were approved. <b><i>(Albaugh, Whitney) Correction – Whitney called 2016.06.22 meeting to order.</i></b>	<b>Approved</b>
Department Presentation	<p><b>Dietary, Susan Garcia – (Handout)</b> Reviewed budget. Staff and food costs are the largest expense in dietary. Revenue was \$59,000 last year. The department has received 2 grants – Driscoll \$10,000 for new equipment for kitchen; McConnell – dining rooms were renovated. Future plans include: allocating some of the departments with expenses, things will be charged to appropriate departments. There will be small increase in cafeteria. Whitney asked about per day cost per meal for SNF; Garcia will get that information. There are about 8000 meals per month served. The department is budgeted for 25 full time employees – they average about 21. US Foods is the largest vendor– have to purchase 80% from them per the Premier Contract. There is a County inspection quarterly; State and Federal annually. Albaugh asked about employee turnover. Working on ideas to help with turnover in the department. Hours: 4 am – 8 pm</p> <p><b>Volunteer Services, Barbara Spalding and Foundation, Marlene McArthur – (see presentation)</b> 8120.58 volunteer hours - \$191,320.86 value. Volunteers go through orientation, training, etc.</p> <p>Capital Campaign training was on Monday. Timeline was discussed. Thanks for the renovation of the Thrift Store building. MMHD -</p>	

MAYERS MEMORIAL HOSPITAL DISTRICT


BOARD FINANCE COMMITTEE MEETING  
MINUTES – JULY 27, 2016 9:00 A.M.

	\$24,000 and foundation \$10,000	
Financials	<p>June 2016 Financials were discussed. Notes as follows: <i>(Whitney/Albaugh)</i></p> <ul style="list-style-type: none"> <li>• A lot of misc non-patient revenue</li> <li>• PRIME - \$750,000 net. We have put in \$187,500 and received back \$375,000 will be putting balance in September. Have to meet the metrics.</li> <li>• Albaugh had questions about how the various IGT funds are booked.</li> <li>• Clawback was discussed – still on the books. It will be removed when auditors give us the go ahead.</li> <li>• FTE's and purchased services went down</li> </ul>	Approved
Administrative Report	<ul style="list-style-type: none"> <li>• Ward discussed OB services. Decline in volume, staffing issues, training, etc. Ward will be asking the full board for direction. We are trying to meet the challenges with staffing and lack of coverage. The recommendation to cease the OB service – need to develop and exit plan and a timeline. It is a Quality issue. We have done a financial analysis. Loss of \$48,000 per year. This is not a financial decision. Level of resources in a rural community. Continue to train for our nurses for ER births, EmCare to provide training to ER docs. ER Equipment. The potential date for the last day of service would be September 15<sup>th</sup>. It will change a lot of things in other areas.</li> <li>• SEMSA – Covered in detail in Ward's board report. Ward met with Gonzo yesterday, ED staff is very on-board. Whitney – upside – staff savings and staff availability. SEMSA is working with us and Modoc. Will provide training. Downside – If it doesn't work out – we would have to re-establish our service through MMHD. Set up a membership – we currently have PHI and REACH; SEMSA will cover those until next sign-up period – then we could sign-up through SEMSA. A lot of details and discussion still on the table.</li> <li>• Building project – will be discussing at the full board meeting.</li> </ul>	
Adjournment	Meeting was adjourned at 11:10 am	

By: Valerie Lakey

**Dietary**  
**For Period: 12-2016 (06/01/2016 - 06/30/2016)**

	<u>June</u>	<u>Budget</u>	<u>YTD</u>	<u>Budget YTD</u>
<b>Expenses</b>				
8340-0000(DIETARY - MANAGEMENT)	\$5,418.10	\$6,639.00	\$77,522.88	\$79,621.00
8340-0620(DIETARY - DIETARY TECH)	\$26,829.82	\$35,672.00	\$395,669.11	\$427,744.00
8340-0800(DIETARY - MEDICARE)	\$539.99	\$678.00	\$7,067.54	\$8,147.00
8340-1000(DIETARY - FICA)	\$2,308.96	\$2,904.00	\$30,219.76	\$34,837.00
8340-1200(DIETARY - SICK PAY)	\$324.80	\$0.00	\$3,402.00	\$0.00
8340-1600(DIETARY - WRKM'S COMP INS.)		\$2,263.00	\$16,220.93	\$27,142.00
8340-1800(DIETARY - VAC & HOL PAY)	\$4,405.69	\$4,546.00	\$50,401.49	\$54,527.00
8340-4200(DIETARY - FOOD, MEAT, FISH ETC)		\$0.00	\$0.00	\$0.00
8340-4300(DIETARY - FOOD OTHER)	\$37,824.19	\$45,276.00	\$522,991.02	\$542,902.00
8340-4500(DIETARY - CLEANING SUPPLIES)		\$0.00	\$617.76	\$0.00
8340-4600(DIETARY - OFFICE SUPPLIES)	\$25.19	\$126.00	\$1,002.46	\$1,501.00
8340-4900(DIETARY - MINOR EQUIPMENT)	\$13.50	\$3,297.00	\$35,873.89	\$39,517.00
8340-5000(DIETARY - NON-MED SUPPLIES)	\$2,720.44	\$1,116.00	\$16,708.47	\$13,389.00
8340-6200(DIETARY - REPAIRS & MAINT)	\$355.00	\$216.00	\$10,330.58	\$2,584.00
8340-6800(DIETARY - FREIGHT)	\$76.15	\$57.00	\$2,065.93	\$685.00
8340-6900(DIETARY - OTHER PURCH SERV)	\$4,300.00	\$4,227.00	\$43,090.00	\$50,695.00
8340-7400(DIETARY - DEPRECIATION EXPENSE)		\$419.00	\$3,436.04	\$5,020.00
8340-7600(DIETARY - RENT/LEASE EQUIP)		\$48.00	\$305.56	\$568.00
8340-8300(DIETARY - LICENSES & TAXES)	\$700.64	\$515.00	\$8,992.60	\$6,171.00
8340-8700(DIETARY - OUTSIDE TRAINING)		\$41.00	\$0.00	\$500.00
8340-8800(DIETARY - TRAVEL)		\$0.00	\$30.52	\$0.00
<b>Total Expenses</b>	<b>\$85,842.47</b>	<b>\$109,040.00</b>	<b>\$1,225,948.54</b>	<b>\$1,295,560.00</b>



**MAYERS INTERMOUNTAIN  
HEALTHCARE FOUNDATION**

**Mission Statement**  
**"Mayers Intermountain Healthcare Foundation supports the mission of Mayers Memorial Hospital District and is committed to developing and distributing resources to support and enhance the continuation of its services."**

*Mayers IHF is a 501(c)(3) non-profit corporation which was created in 1998 to support Mayers Memorial Hospital (Federal ID: 91-031915)*

## Board Of Directors

<p><b>OFFICERS</b></p> <p>Dr. Keith Earnest <i>President</i></p> <p>Dr. Steven Raffin <i>Vice President</i></p> <p>Gail McClung <i>Secretary</i></p> <p>Paul Kerns <i>Treasurer</i></p>	<p><b>DIRECTORS</b></p> <p>Mona Carr</p> <p>Renee Coe</p> <p>Edna Eades</p> <p>James Hamlin</p> <p>Randal Harr</p> <p>Martin Johnson</p> <p>Elsie Mathews</p>
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Exofficio Directors: Louis Ward & Beatriz Vasquez

## Staff Members

<p><b>Marlene McArthur</b> Executive Director</p> <p><b>Barbara Spalding</b> Director of Volunteer Services &amp; Events</p>	<p><b>Kandie Dekker</b> Program Assistant</p> <p><b>Jessica Stadem</b> Grant Writer</p>
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PLUS...the tireless efforts of our 70 committed volunteers!

## Fundraising Arm for MMHD

- Raises money through the following:
  - Events: Chocolate Festival, Golf Tournament, Hospice Dinner, Community Health Fair
  - Grants (Foundation & District)
  - Annual Drives
  - Stores: Thrift Store, Gift Shop, Resale Store
- Awards money to the hospital in the form of:
  - Scholarships (employees and community)
  - Equipment & Program Support
  - Capital Campaigns

### Financial Snapshot

	2013	2014	2015
Programs/MMHD Support	74,977	77,894	208,769
Scholarships	- 0 -	1,000	11,500
Fundraising Revenue	38,200	67,630	65,168
Revenue	543,700	347,904	320,651
Expenses	422,255	146,647	265,038
Revenue Less Exp	121,445	201,257	55,613
Net Assets	419,982	620,346	666,661

### Foundation Votes Financial Summary Calendar Years 2013-2015

6-Month Period: January 1 - June 30

Year	Total	Gifts	Grants	Interest	Net Assets
2013	\$8,008.77	\$1,144.73	\$6,864.04	\$0.00	\$927,000
2014	\$6,490.24	1,267.34	5,222.90	\$0.00	\$939,000
2015	\$2,728.43	1,000.00	1,728.43	\$0.00	\$950,728
2016	\$2,172.17	629.75	1,542.42	\$0.00	\$952,800

12-Month Period: January 1 - December 31

Year	Total	Gifts	Grants	Interest	Net Assets
2013	\$7,432.60	2,000.00	5,432.60	\$0.00	\$927,000
2014	\$7,346.48	821.30	6,525.18	\$0.00	\$939,000
2015	\$4,708.08	1,400.00	3,308.08	\$0.00	\$950,728
2016	\$3,176.97	629.75	2,547.22	\$0.00	\$952,800

### 2015 Summary by Activity

Activity	Hours	Value	Notes
Administrative Support	120	\$1,200	
Medical Support	150	\$1,500	
Financial Support	100	\$1,000	
IT Support	80	\$800	
Facilities Support	90	\$900	
Security Support	70	\$700	
Legal Support	60	\$600	
Marketing Support	50	\$500	
Human Resources Support	40	\$400	
Public Relations Support	30	\$300	
Community Outreach Support	20	\$200	
Event Support	10	\$100	
Other Support	10	\$100	
<b>Total</b>	<b>812.58</b>	<b>\$8,125.80</b>	

- ### Volunteer Services
- Volunteer Hours 2015: 8120.58 Hours
  - National Wage Average is \$23.56
  - Value of using volunteers versus paid staff amounts to \$191,320.86—which significantly lessens the burden on our hospital.
  - Our volunteers are beyond value—giving of their time and talent—they are a voice in our community and the best advocates for our local hospital.

## Volunteer Services Goals

Recruit and utilize volunteers in more areas of Mayers. It is my hope to inform all the Managers how they can utilize the many talents and skills of our volunteer core.

Examples:

- Acute Department - Follow-up calls to patients
- Patient experience surveys
- Visit patients offering reading, etc. to raise the level of services.
- Patient Access - Phone answering and directing calls
- SNF Nurses Station - Filing, placing forms in charts, etc...

Volunteers are capable of many jobs in our hospital and are willing to take on special projects.



On behalf of the foundation, it is our privilege to share the results of the philanthropic efforts supporting the Hospital's mission.

Questions...