

**MAYERS
MEMORIAL
HOSPITAL
DISTRICT**

Finance Committee Meeting

Tuesday, January 24, 2017 – 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
Abe Hathaway, 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 (December 38, 2016)	A	Albaugh	Action
4) Department Reports (per schedule – one revenue and one non-revenue per month) <ul style="list-style-type: none"> • Ambulance/ER • Imaging 		Beck Northington	Reports
5) Financial Reviews – <i>(will be sent by T. Lakey, CFO)</i> <ul style="list-style-type: none"> a) December Financials b) Accounts Payables (AP)/ Accounts Receivable (AR) 		Lakey	Action Action
6) USDA/Building		Lakey/ Ward	Discussion/ Action
7) Administrative Report – Building Update, USDA, etc.		Ward	Information
8) Other			
Adjournment			

Posted: 01/17/17 by V. Lakey

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – DECEMBER 28, 2016 9:00 A.M.

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

**DRAFT
Attachment A**

Other:
Theresa Overton
Chris Broadway

(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 9:10 AM in Fall River Mills.	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 11.30.16 were approved. <i>(Ward/Albaugh) - Approved all</i>	Approved
Department Presentation	<p>Acute, Theresa Overton – Director of Nursing. In Charge of Acute, ER, Outpatient, Surgery. <i>(See Presentation)</i> No registry for Acute since Sept 2015. Questions regarding RN's floating between departments. Purchased services are down. Average length of stay for swing has increased from 11.4 to 12.97. Challenges with physician intakes will be met with our ability to hire physicians beginning in 2017. Talking about comparison between SNF and Acute for staffing. Looking at Nurse Retention programs. Questions about the training on EHR. Housing opportunities, etc. were discussed.</p> <p>IT, Chris Broadway – (see presentation) Albaugh asked Broadway what a "day" looks like in IT. An average of 20 hours per week fixing Papervision. We will be doing hardware upgrades and have purchased new server. A lot of discussion regarding McKesson, upgrades, upkeep, challenges and cost to upgrade. Broadway receives regular training. \$60,000 just for software side to upgrade to 14.0. We are probably in about \$3 mil to McKesson/Paragon. What is not reimbursed through Meaningful Use, goes to CIP and depreciation.</p> <p>Other:</p> <ul style="list-style-type: none"> • There are 3 FTE in the department; salaries have gone up. When Louis and Caleb were working on IT – their salaries were not expensed to IT • \$60,000 was for EMR fix • Discussion about server room, privacy and security for 	

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – DECEMBER 28, 2016 9:00 A.M.

	<p>viruses</p> <ul style="list-style-type: none"> Albaugh asked if there are any more funds for Meaningful Use – Not much. There will be some Medicare 	
Financials	<p>November 2016 Financials were discussed. <i>(Ward/Albaugh)</i></p> <p>Notes as follows:</p> <ul style="list-style-type: none"> A/P and A/R – Lakey reviewed notes Discussion about billing and coding to ensure that billing is accurate and collections can be made. Albaugh asked about consulting – Lakey said we will have a Chargemaster review with each department on January 11th and 12th IGT money (\$2.2 mil should be coming in the mail any day.) IGT money will go into reserve 	Approved
Quarterly Finance Review	<ul style="list-style-type: none"> The Board Quarterly Finance review binder was approved <i>(Ward/Albaugh)</i> 	Approved
Resolution to open Construction Bank Account	<ul style="list-style-type: none"> A resolution to approve the opening of a construction account was approved to recommend to the full board. <i>(Ward/Albaugh)</i> 	Approved
Administrative Report	<ul style="list-style-type: none"> MVHC relationships – Albaugh asked about some of the discussion which took place at November board meeting. There has been a lot of work and discussion to cover inpatient services. MMHD will have Dr. Watson and NP. Will be working with Dr. Dahle. MMHD will be doing our own inpatient billing. Ward has met with Dave Jones many times Talked about a merger with MVHC Albaugh said we need a plan “A, B and C”...Merger, MVHC handles physicians, or MMHD opens clinic. Wants the options in writing. Merger is the best scenario Ward had conversation with CHA’s T. Abrams – concerning federal administrative change. 	
Adjournment	Meeting was adjourned at 10:33 am	

By: Valerie Lakey

IT – Board Finance 2016

Budget Analysis

Projections

Projects

2016 IT Department Budget

- 3 FTE

	Actual	Budgeted
Salaries	\$ 72,800.66	\$ 59,891.00
Equipment and Supplies	\$ 14,745.25	\$ 9,256.00
Licensing	\$ 8,442.30	\$ 579.00
Other Purchase Services	\$ 66,965.16	\$ 6,099.00
Total	\$ 162,953.37	\$ 75,825.00

Where we are now

- Full Staff
- 24 x 7 coverage shared by entire department
- Advances in overall service experience
- Improved data reliability
- Improved customer experience with Kaseya support software and reporting
- Looking for Training Opportunities and Skill Improvement aids for staff

Long term Goals

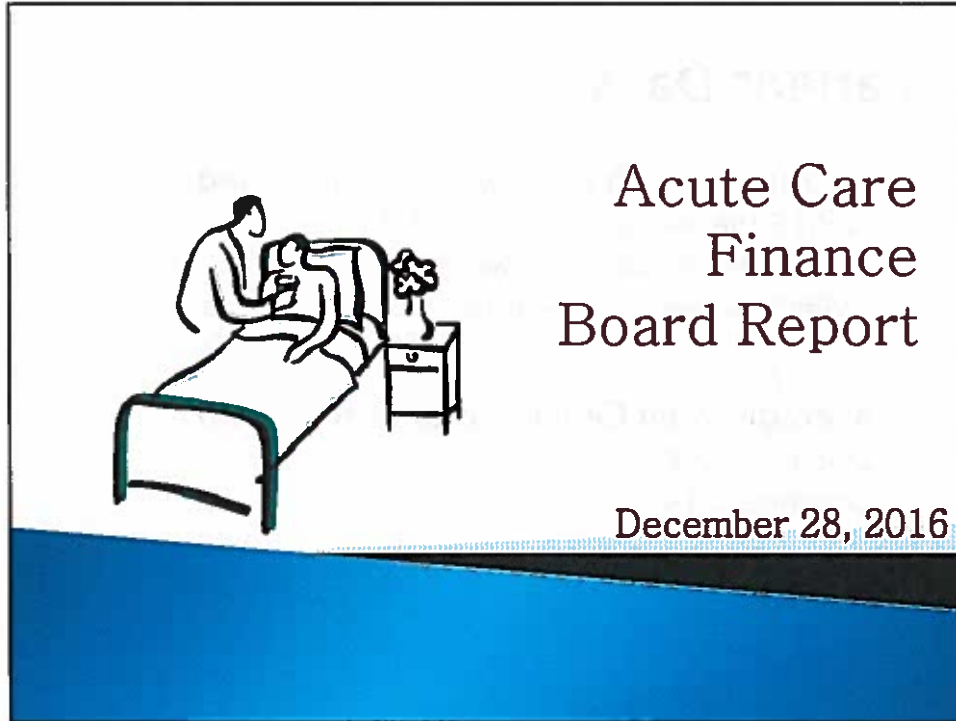
- Updating network infrastructure
- Updating phone system
- Deployment of new hardware and implementation for Paragon 14
- Continuing data security improvements and reliability upgrades
- Better integration with quality measures
- New building connectivity and planning

Current Projects

- Installation of additional network capacity
- Additional cameras on Burney Campus
- Deployment of upgraded workstations to replace outdated computer system facility wide
- Complete Radiology order and results interface with MVHC
- Meaningful Use Stage 2 & 3 completion
- Implementation of Paragon 14

Areas to address moving forward

- IT staff training
- Employee computer training systems
- Workstation and Server updates to current OS releases, ie Windows 10 and Server 2016
- Updates to stay current on supported software
- Continuous development and improvement to hospital computer systems and infrastructure
- Improvements in charges for IT related expenditures



Accomplishments

- **No Registry used for Acute since Sept. 6, 2015**
 - We have had a 57.72% decrease in Registry costs comparing 2016 to 2017.
 - In comparison:
 - Purchased Services for FY 2016 November was \$78,423 and FY 2017 November was \$33,177.
- **The Purchased Services beginning FY 2016 declining with the main component being Registry.**
 - July \$15,177
 - Aug. \$4,264
 - Sept. \$4,999
 - Oct. \$4,855
 - Nov. \$3,942

Patient Days

- Average Length of Stay (LOS) increased:
 - 2016 the average LOS was 11.4
 - 2017 the average LOS was increased to 12.97 days
 - Highest average in Northern California...Kudos to education provided to the physicians for extending stay!
- Average Daily Census to date for FY 2017
 - Acute—2.54
 - Swing—3.14

Successes met with Challenges

- 😊 Swingbed LOS improved somewhat with collaboration of IDT and education to Physicians.
- 😞 Processing of Swing intakes by Physicians still remains a little challenging .
 - IDT working together to expedite intake packets. Process falls short with physicians accepting patients in a timely manner.

Reducing Registry—How?

- Maintaining full time licensed nurses.
(Fluctuates at times, but attempting to keep extra staff in order to maintain this full time status).
- Working together to reduce Registry costs in St. 2 and Burney annex by floating LVN's to these departments.

Nurse Retention

- Promoting continuing education
 - Supporting continued education and advancement.
 - Notifying staff of scholarship opportunities with IM Healthcare Foundation.
- Learning opportunities
 - ER
 - Outpatient Surgical Services
 - Outpatient Wound Care