

**MAYERS MEMORIAL HOSPITAL DISTRICT**  
**BOARD FINANCE COMMITTEE MEETING**  
**MINUTES – JUNE 28, 2017 11:00 A.M.**

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

<b>FINAL Attachment A</b>
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Other:  
 Susan Garcia  
 Ryan Harris  
 Valerie Lakey

*(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.)*

<b>SUBJECT</b>	<b>DISCUSSION</b>	
CALL TO ORDER	The meeting was called to order by Albaugh at 11:00 AM in Burney	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 05.24.17 were approved. <b><i>(Hathaway/Albaugh) - Approved all</i></b>	<b>Approved</b>
Department Presentation	<p><b>Dietary, Susan Garcia</b> – Addressed some items on budget. Salaries will be increased because of minimum wage. Starting wage is at \$11/hr. There are big issues finding help. There are incentives to employees if they refer a hired employee. There is a large turnover. This last fiscal year there were 8 hired. 12 left last year. A lot of personal family issues cited as reason.</p> <p>Purchased services vary – repairs, monthly contract. Otherwise, the budget stays consistent.</p> <p>3-5% food cost increase each year average. US Foods is the vendor. The department is inspected by county every 3 months, state each year.</p> <p>Employees are oriented from Serve Safe materials.</p> <p>Sammi McClung has the Certified Dietary Manager certification.</p> <p>Susan Garcis is going through the process now. Reviewed survey findings.</p> <p>Garcia used her TEAM Fund to provide 2 scrub shirts for each employee.</p> <p>The department received a Grant for a steam table in Burney</p> <p>Potential equipment needs – walk-in freezer</p>	

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Financials	<p><b>May Financials were reviewed. Notes as follows: (Hathaway/Albaugh)</b></p> <ul style="list-style-type: none"> <li>• Old items in A/P are OSHPD from the project we didn't do. We make a payment of \$10,000/month</li> <li>• New project, we have paid for preliminary review.</li> <li>• Seismic wall permit has been delayed. (permit already paid)</li> <li>• Albaugh suggested to set up a depreciation account.</li> <li>• Lakey will do an analysis and bring a suggested amount next month.</li> <li>• Discussion about need to replace HVAC, re-do Burney parking lot other capital items.</li> <li>• Last major equipment purchase was the fire panel</li> <li>• Albaugh noted the decline in lab visits and relationship with MVHC. Much discussion</li> <li>• Albaugh made note of FTE's – looking at comparisons with other facilities</li> <li>• Tracking registry – potentially via time clock program</li> <li>• Comp insurance goes under insurance. Mod rate had gone down to .8 and is now going up to 1.2. There were two big claims.</li> <li>• Albaugh asked about the rise in our insurance</li> <li>• Albaugh asked how many items are over 365 on A/R.</li> <li>• Discussed SNF challenges, processes and intakes. Streamlining process to get numbers back up. Currently have 11 people without medi-cal</li> </ul>	Approved
USDA Update Bond Resolutions	<ul style="list-style-type: none"> <li>• Albaugh asked about breakdown of financing (Travis will send breakdown) Entire financing is \$22.805. New building total is 16,323,600 (including contingency, seismic wall, equipment)</li> <li>• 15,323,500 coming from USDA</li> <li>• Interest rate 3.25%</li> <li>• Discussed payments, where the funds would come from and how it would be paid.</li> </ul>	Information Approved
Siemens RFP	<ul style="list-style-type: none"> <li>• Imaging Equipment – Recommended RFP for approval</li> </ul>	Approved
Physician Recruitment Resolution	<ul style="list-style-type: none"> <li>• Reviewed a potential policy for physician recruitment</li> </ul>	
FY18 Budget Resolution	<ul style="list-style-type: none"> <li>• 3.4 mil bottom line</li> <li>• Reflects a decrease in lab</li> </ul>	Approved
Administrative Report	<ul style="list-style-type: none"> <li>• Will be given at full board meeting due to lack of time</li> </ul>	
Adjournment	Meeting was adjourned at 12:45 pm	

By: Valerie Lakey

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