

**MAYERS
MEMORIAL
HOSPITAL
DISTRICT**

Finance Committee Meeting

Wednesday, October 25, 2017 – 3:00 p.m.

Board Room, Fall River Mills

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 ----- | | | |
|--|--------------|---------|----------------------------|
| 1) Meeting Called To Order | | Albaugh | |
| 2) Requests from audience to speak to issues/agenda items | Attach-ments | Albaugh | |
| 3) Approval of FC Minutes (September 25, 2017) | A | Albaugh | Action |
| 4) 401K Annual Report | | | |
| 5) Department Reports (per schedule – one revenue and one non-revenue per month) <ul style="list-style-type: none"> • Personnel • Surgery | | | Reports |
| 6) Financial Reviews – <i>(will be sent by T. Lakey, CFO)</i> <ul style="list-style-type: none"> a) September Financials b) Accounts Payables (AP)/ Accounts Receivable (AR) | | Lakey | Action Action Action |
| 7) Building Update | | Ward | Information |
| 8) Administrative Report | | Ward | Information |
| 9) Other | | | |
| Adjournment | | | |

Posted 10/19/17 by V Lakey

MAYERS MEMORIAL HOSPITAL DISTRICT
BOARD FINANCE COMMITTEE MEETING
MINUTES – SEPTEMBER 25, 2017 11:00 A.M.

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

DRAFT
Attachment A

Other:
 Pam Sweet
 Marlene McArthur
 Dawn Jacobson
 Michelle Peterson
 Ryan Harris
 Sheral Thorlakson, MVHC
 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.)

| SUBJECT | DISCUSSION | |
|---------------------------------|--|-----------------|
| CALL TO ORDER | The meeting was called to order by Albaugh at 11:05 AM in Fall River Mills | |
| Requests from Audience to Speak | None | |
| Minutes | The minutes from the BFC meeting held 08.23.17 were approved. <i>(Hathaway/Albaugh) - Approved all</i> | Approved |
| Department Presentation | <p>Med Staff, Pam Sweet – Non-generating department. Privileging and Policy and Procedures are the primary role in her position. (see attached written report) Discussion about privileging.</p> <p>Infection Control, Dawn Jacobson – Jacobson is taking over the infection control position and it will be ½ time. Lee is helping with the transition. Jacobson will be doing this along with Staff Development position. She is currently working on handwashing. No plan for any major purchases. Track antibiotics, infections, etc. Jacobson will be going to a mandated 2-day training.</p> <p>Outpatient Services, Michelle Petersen – This is Petersen's first time reporting; see power point. Patient census has increased. More MVHC providers signed up and there have been some referrals from Pit River. There were some questions about VA patients and privileging VA doctors. Hathaway asked what the department needs to make things better for the patients. They are still paper charting with Dr. Zittel and are currently working on a custom build for the EMR system. Petersen reviewed payor mix – 68% medicare. About 45 cents on the dollar. 101 patients per month average census. Peterson has completed more schooling and can do debridement. There was discussion about home health. We are very lucky to have Dr. Zittel.</p> | |

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – SEPTEMBER 25, 2017 11:00 A.M.

| | | |
|------------------------------|---|-------------------|
| <p>Financials</p> | <p><i>(Hathaway, Albaugh – Approved All)</i></p> <ul style="list-style-type: none"> • USDA will be transferring funds and loan will be closed on the 28th. Refinancing money will be transferred out. \$194,000 will be kept for the expenses we have incurred over \$1 mil. US Bank 1.7, bond attorney – 70,000 – AP bond. More of the fundraising will go toward equipment, but will go toward the additional \$1.4 mil we have to contribute. • Revenue has been good. PT and Outpatient Medical has been up. • PT will be working on showing the need for an OT • Long Term Care was noted by Albaugh – purchased services. Census is at 79 • QUAF, IGT – money should come back in early November. • Hathaway, Albaugh, Lakey went to Cost Report Conference. • California portion of Medicaid is \$85 billion. Costs each person in CA about \$3000. • Discussion of clinic structures, reimbursement models and the changing times in healthcare. Vale based, quality driven. | <p>Approved</p> |
| <p>Building Update</p> | <ul style="list-style-type: none"> • Extension was accepted. Everything has been signed. Capital campaign funds will be used for equipment. • Discussed water issue – 1045 gpm. Will need a letter to submit to OSHPD. Harris is working on this issue trying to obtain the rural exemption. (mechanical valve or tanks and boosters) • Discussion of landscaping. • McArthur noted Foundation would be doing recognition signage. | <p>Discussion</p> |
| <p>Administrative Report</p> | <ul style="list-style-type: none"> • Health Insurance coverage has increased this year. 2017 Employee paid 116 – plus one – 295; family – 458 • This year the increase will be Employee 50+; Plus one 120+; Plus family 120+ • Some of the cost will be passed on. An employee cannot pay more than 9 1/2 % of income to employee health plan. • Currently we pay 77%, 75%, 73% - keep the percentages what they are. | |
| <p>Adjournment</p> | <p>Meeting was adjourned at 12:35 pm</p> | |

By: Valerie Lakey

*Medical Staff Services Report to the
Board Finance Committee*

September 25, 2017

Responsibilities and Schedule

- MCN -
 - Prepare packets for 3 to 5 meetings/ month
 - Change P&P documents and update format per committee requests
 - Follow up to ensure committee facilitator approves the documents per committee request
 - Assist users as needed
 - Upload new and updated documents as needed
 - Add/delete users as needed
 - Maintain approval groups and approval templates within MCN
 - Maintain the Med Staff policies and procedures
 - Annual project - Manual Review and Approvals
 - Short term project - Meet with managers who are not maintaining their policies/procedures and conduct MCN training
 - Short term project - Organize MMHD contracts in MCN

- Medical Staff Secretary -
 - Distribute provider mail - 3x/week
 - Have a working knowledge of the Medical Staff Bylaws and Rules
 - Maintain provider database
 - Maintain provider binders
 - Ensure we have current copies of all providers licenses and certifications - monthly
 - Prepare and mail reappointment packets as due - Monthly
 - Credentialing files
 - Mail reappointment applications - monthly
 - Mail appointment applications and instructions - as needed
 - Set up appointment/reappointment binders as needed
 - Query databases to collect current provider information - AMA, NPDB, EPLS, OIG
 - Verify licenses and certifications
 - Collect proof of current TB and Flu vaccine
 - Mail requests for peer and professional references
 - Request malpractice claims histories
 - Review pending appointment/reappointment binders to ensure timely response to requests for references and verifications - Weekly
 - Prepare binders for review by MEC and BOD
 - Upon approval of applications -
 - Distribute current Privileges documents to departments
 - Distribute Bylaws and Rules to new providers
 - Set up provider binder
 - Update provider database
 - Forward signature pages to HIM for new providers

- Send basic provider information to Pharmacy for entry to their computer systems
- Enter new providers to Paragon - as needed
- Register new providers with Medicare - as needed
- Meetings
 - Coordinate and Schedule meetings for 8 medical staff and 2 non-medical staff committees - monthly (each committee meets 4 to 6 times per year)
 - Prepare agendas and take minutes for 3 to 5 meetings per month
 - Transcribe minutes and distribute
 - Maintain meeting binders and record of attendance
- Annual Project - Ensure Bylaws and Rules coordinate with CHA Model Bylaws and update as needed.
- Annual Project - Ensure all providers have a current copy of the Bylaws and Rules
- Monthly - Send current provider list to distribution
- Monthly - Coordinate on-call calendar
- Occasionally -
 - Provide data to Finance
 - File reports with NPDB, AMA, State licensing board
 - Prepare letters for MEC signature

INFECTION CONTROL

- COMBINED WITH STAFF DEVELOPMENT WAGES DECREASED AND LVN WAGES (for now). SHELLEY STILL HELPING OUT 4-8 HOURS PER WEEK AS NEEDED.
- BETTER USE OF MY TIME AS STAFF DEVELOPMENT IS ONLY REQUIRED TO HAVE 15-24 HOURS PER WEEK WHEN WE DON'T HAVE OUR OWN CNA CLASS.
- PURCHASED BUTTONS AND BADGES FOR STAFF IN HOPES OF REMINDING THEM TO WASH THEIR HANDS.
- NO PLANS FOR MAJOR PURCHASES IN THE NEAR FUTURE.

Outpatient Services

Board Finance Report
September 25, 2017

Services Provided

- ▶ Advanced Wound Care
- ▶ Debridement
- ▶ Dressing Changes
- ▶ Ostomy Evaluation/Education
- ▶ IV Medication/Hydration
- ▶ IM/SQ Injections
- ▶ Blood and Blood Product Transfusions

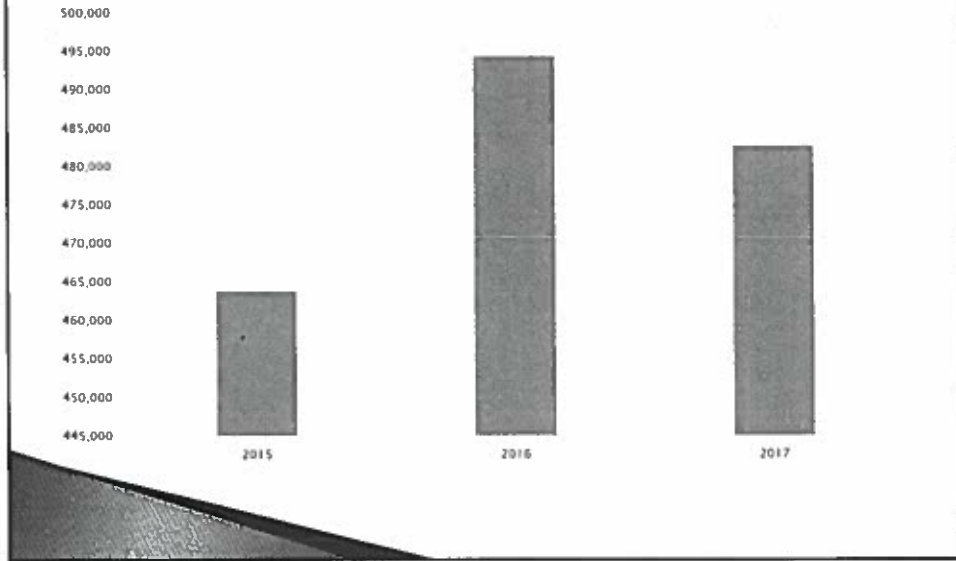
Services Provided

- ▶ Paracentesis assist and monitoring
- ▶ Lumbar Puncture assist and monitoring
- ▶ Other Physician/CRNA directed procedures
- ▶ Central Line Care and Education
- ▶ Suture/Staple Removal
- ▶ Urinary Catheter Care and Education

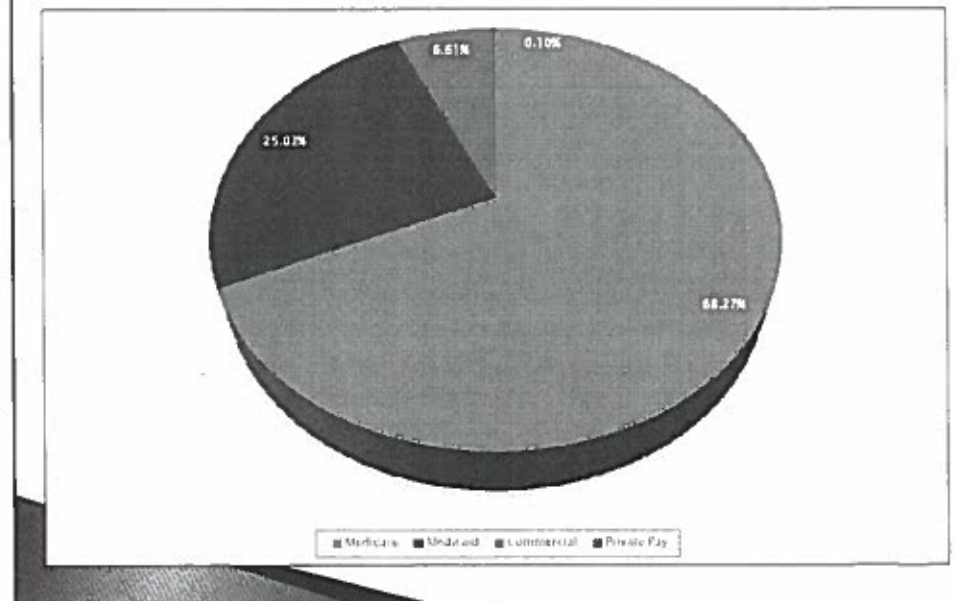
Physician/NP with current privileges in OPM

| Physician | | |
|------------------------|--|--|
| Zittel | | |
| Dahle | | |
| Hanson | | |
| Syverson | | |
| Babb | | |
| Smith-Chase | | |
| Corr | | |
| Watson | | |
| Goodwin | | |
| Guthrie | | |
| Specialty Misc Co-sign | | |

FY 15-17 OP Services Revenue



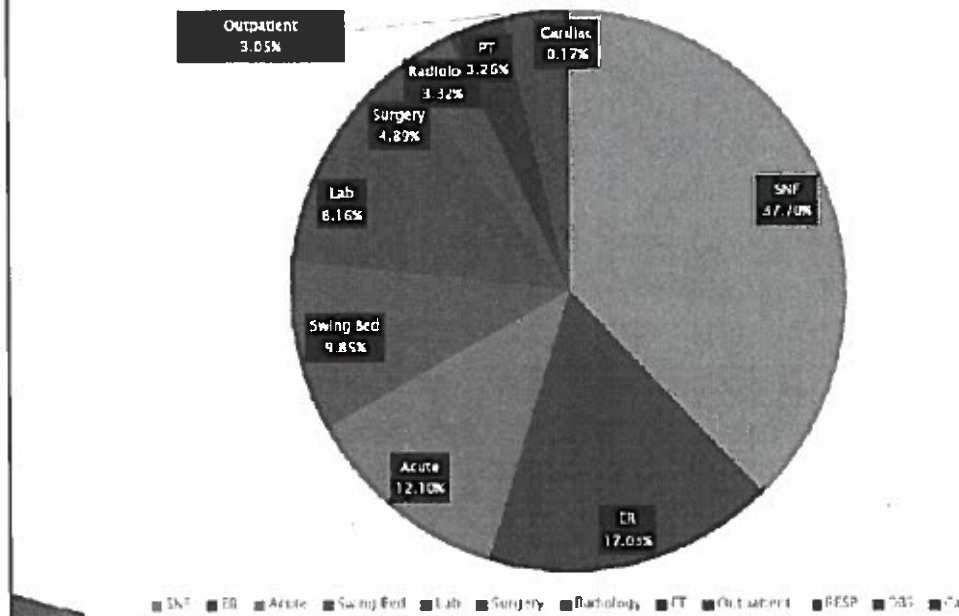
Payor Mix



Percentage of Collections on Accounts at zero balance

| OS - OUTPATIENT MEDICAL | \$ 0.165224 | \$ 519,576 | \$ 645,650 | 44.59% | 55.41% |
|-------------------------|-------------|------------|------------|--------|--------|
| BC - BLUE CROSS | \$ 40,791 | \$ 34,875 | \$ 5,916 | 85.50% | 14.50% |
| CO - COMMERCIAL | \$ 10,217 | \$ 5,821 | \$ 4,396 | 56.98% | 43.02% |
| MC - MEDICARE | \$ 831,430 | \$ 367,080 | \$ 464,350 | 44.15% | 55.85% |
| MD - MEDICAID | \$ 282,776 | \$ 111,789 | \$ 170,988 | 39.53% | 60.47% |
| WC - WORKMANS COMP | \$ 9 | \$ 9 | \$ 0 | 95.00% | 5.00% |

FY 17 Patient Payments



FY 17 Patient visits/procedure

OUTPATIENT SERVICES 2017

| VISITS PER PROCEDURE | EMG DISCOUNTS | EMG MONTH | EMG TOTALS | EMG TOTALS | EMG TOTALS |
|----------------------|------------------|--------------|---------------|---------------|---------------|
| JULY | | 127 | 38 | | |
| AUGUST | | 80 | 56 | | |
| SEPTEMBER | | 95 | 75 | | |
| OCTOBER | | 117 | 72 | | |
| NOVEMBER | | 124 | 111 | | |
| DECEMBER | | 68 | 14 | | |
| JANUARY | | 124 | 83 | | |
| FEBRUARY | | 127 | 60 | | |
| MARCH | | 257 | 88 | 21 | |
| APRIL | | 191 | 153 | | |
| MAY | | 167 | 123 | | |
| JUNE | | 111 | 90 | | |
| TOTALS | | 873 | 521 | | |