

MAYERS
MEMORIAL
HOSPITAL
DISTRICT

Finance Committee Meeting

Wednesday, December 20, 2017 – 4:00 p.m.

Boardroom, Burney

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	Attach- ments	Albaugh	
2) Requests from audience to speak to issues/agenda items		Albaugh	
3) Approval of FC Minutes (November 29, 2017)	A	Albaugh	Action
4) Financial Reviews – <i>(will be sent by T. Lakey, CFO)</i> a) November Financials b) Accounts Payables (AP)/ Accounts Receivable (AR)		Lakey	Action Action
5) Capital Expenditure Plan Review	B		Action
6) Building Update		Ward	Information
7) Administrative Report		Ward	Information
8) Other			
Adjournment			

Posted 12/14/17 by Jessica Stadem

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – NOVEMBER 29, 2017 11:00 A.M.

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

**DRAFT
Attachment A**

Other:
Val Lakey
Ryan Harris
Gina Lobo
Jessica Stadem

(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 10:58 a.m. in Fall River Mills	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 10/25/17 were approved. <i>(Hathaway/Albaugh) - Approved all</i>	Approved
Department Reports	<p>Marketing: Handout provided. Continue with consistency throughout advertising; work on free or in-kind advertising, local papers really good at helping; sponsoring local kids sports teams, low cost advertising and support; Hwy 299 collaborative project approx. \$75k, but no cost to us, also \$1,000 promo items at no cost for health career days with schools; almost done meeting with all department managers; taking Master's certificate program for continued education to improve department; hard to determine return on investment with TV ads, will look at new vision for commercial (SNF, employment); need to continue to target providers, meet and greets with doctors and clinics, add Spanish materials to send out, send stuff to employees at local businesses (Sierra Pacific, Driscolls, Safeway), contact local churches, libraries; look into voucher programs like MVHC health fair; keep trying different options.</p> <p>Respiratory: Powerpoint presentation. Gina Lobo is new Respiratory manager; gave best snapshot of FY 17, even though she wasn't here for most of the year; majority of expenses is wages; most revenue is from inpatient/swing services; have had issues with charting/charging in certain areas (ER), will research reasons and find missing items/discrepancies; will contact charge master company to find things we should be charging for that we haven't been; not certain what surgical revenue is from, referrals (PFT, rehab) from MVHC physicians; changing physicians causes</p>	Reports

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	<p>severe decrease in PFT referrals; will set up meet with Dr. Goodwin, working with Val on meeting with physicians and getting them our info; approx. \$40k of man hours is callback time, train staff on non-emergent respiratory tasks to reduce callback; used to have agreement with Dicalite to preform tests for employees, forest service also, not sure now; working with Val on updating website with current info, referral forms available for physicians; more thoroughly reviewing inpatient charts looking for potential patients; equipment purchased in FY 17 has decreased time for tests with patients;</p>	
Financial Reviews	<p><i>(Hathaway, Albaugh) – Approved All</i></p> <p>Travis sent separately.</p> <p>a) October Financials b) Accounts Payables (AP)/Accounts Receivable (AR) c) BOD Quarterly Finance Review</p>	<p>Discussion Approved</p>
Cost Report Update	<p>Medicare report was sent via Fedex yesterday, hospice report out today (nothing reportable to be reimbursed), MediCal report will be sent out tomorrow. Inpatient rates will increase, outpatient small increase. SNF traveler lodging is reimbursable; we will be one of the lowest cost SNFs in the area;</p>	<p>Discussion</p>
Building Update	<p>Will report at regular Board meeting.</p>	
Administrative Report	<p>Updated 2017 HHS poverty guidelines; looking at charity care policy, trying to capture more of the community that need discounts (covers after insurance pays); haven't had a lot of charity care in past because of presumptive eligibility through MediCal; policy will be ready for review by full board in December;</p> <p>Voucher program: voucher credit available to tax paying district community members; looked at Southern Humboldt Community Healthcare District model as an example; idea on the same lines: can we offer private LTC insurance? District community members pay into fund, get discounted rate in future when it's needed, not sure of logistics, worth researching;</p> <p>Swing program: swing is 10% of revenue, 10% total collections; new tax bill could hurt program; worth calling senators to show disapproval;</p>	
Other		
Adjournment	<p>Meeting was adjourned at 12:33 pm</p>	

By: Jessica Stadem



**Marketing and Public Relations – Valerie Lakey, Director of Public Relations
 Board Finance Report – November 2017**

Mayers Memorial Hospital District Marketing Department is working on Consistency and a recognizable brand. The goal has been to utilize low-cost/ no-cost avenues for public relations and keep our image in the public eye.

Accomplishments:

- **Budget** –We continue to get the most benefit for our dollar. The smaller the resources, the narrower the focus needs to be. The department is attempting to make the most of a limited budget. We continue to receive over \$65,000 in “In-Kind” advertising dollars.

	<u>In-Kind</u>	<u>Cost</u>
Television Advertising Spend		\$16,000
KRCR Bonus Spots	\$56,000	

- **Website** – New additions – low cost method to present message. Required for transparency (AB1728)
- **Social media** - Having a presence on Social Media is very important, as much of our target market uses these avenues. *NO COST – except time. Schedule Posts, etc.*
- **Community Outreach – Local Advertising** - We continue to advertising locally in an effort to reduce out-migration. Keeping MMHD “visible” in the community is a high priority. We participate in health fairs and other community events; like the Intermountain Fair, which is a highly populated event for the Intermountain Area. We remain active in the local high schools with Health Career Days and High School Senior Internships. *“Planting Seeds and Growing Our Own”* has been a focus. Also present with activities in local elementary schools.

Collaboration with MVHC Marketing Department and Hwy 299 Collaborative Recruitment Marketing committee. (Funded by collaborative). Completed video project, brochure and website. Currently working on the logistics of getting the information into the right hands. We will be receiving \$1000 of promo items at no cost to MMHD.

- **Department Marketing/Employee Public Relations** – The marketing department works with individual departments and managers to provide public relations and marketing

material. Two-way communication between managers and the marketing department has improved significantly. I have met with most of the departments (requirement of scorecard) and will be developing a marketing plan to coincide with Strategic Plan. Additionally, the department puts out a newsletter for employees with each payroll. ***"It Pays to Know"*** is a resource meant to keep employees up to date on happenings, announcements and events at MMHD. Additionally we keep a large bulletin board up-to date weekly.

- **Annual Report** – negotiated savings (pre-pay to save 15%) will mail 7000 copies in January.
- **Legislation and Advocacy** – We have become very involved in advocacy for legislative issues pertaining to healthcare. Updates are provided for board, staff and community on a regular basis. Letters, phone calls, personal visits are all a part of lobbying for healthcare.
- **Education** - Completed Healthcare Marketing Certification. Will begin a Masters Certificate in Marketing in January.

Challenges:

The major challenge for a small, rural hospital's Marketing Department is time and money.

One of the biggest accomplishments also remains our biggest challenge. Gaining and retaining the trust of the community will always be an objective for the Marketing Department, and MMHD as a whole.

Capital Expenditure Plan
(Tool for Grant Planning Acquisitions)

Attachment B

Department	Current Manager:	Item Description	Priority	Estimate	Status	Possible Funding Source	Submit Date	Board Reviewed	Notes
Acute	Theresa Overton	Bladder Scanner							
		New Call System		\$500,000.00			3/1/2016	11/30/2016	
Administration	Louis Ward	HVAC units (24 units)	High	\$1,200,000.00			2/11/2015	3/25/2015	
		Electronic Sign (Front of FR)	PLANNED	\$8,000.00			2/16/2015	3/25/2015	2 YEARS w/NHW Project
		Flooring St 3	Low	\$50,000.00			2/11/2015	3/25/2015	
		OSHPD 3 Code Compliance OP Clinic Burney	High	\$300,000.00			2/11/2015	3/25/2015	
Cardiac Rehab	Trudi Burns	NuStep Commercial Grade	High	\$3,800.00			9/7/2016	11/30/2016	People waiting in line to use the current home use model
Dietary	Susan Garcia	Base Warmer	Low	\$10,000.00			6/15/2011	6/27/2012	Need 1 for Burney and 1 for Fall River facilities.
		Dishwasher	Low	\$15,000.00			6/15/2011	6/27/2012	Needed for Burney facility.
		Plate warmer	Low	\$12,000.00			6/15/2011	6/27/2012	Needed for the Burney & Fall River facility.
		Food Tray Delivery Carts	High	Waiting On Price			10/10/2016	11/30/2016	2 in Burney, 3 in FR
		Shelving Racks	High	\$9,000.00			10/10/2016	11/30/2016	Need for both Burney and Fall River facilities
		Emergency Food Supplies (20-25 year shelf life)							
		SNF Burney: Air Conditioner Replace/Repair							
		Walk in Refrigerator	High	\$11,000.00			10/10/2016	11/30/2016	Needed for FR Facility
		Freezer	Low	\$24,000.00			10/10/2016	11/30/2016	Needed for both Burney and FR Facilities
Emergency Room	Theresa Overton	Wheelchair					3/1/2016	11/30/2016	
		Bedside Tables					3/1/2016	11/30/2016	
		Cardiac Monitors - Life Pac 15	Medium	\$36,000.00			2/11/2015	3/25/2015	Need 3/Replace 12 year old monitors
Housekeeping	Sherry Rodriguez	Scrubber for Burney Annex	Medium	\$5,000.00			9/27/2015	12/16/2015	
Imaging*	Alan Northington	R&F X-Ray (Title 22 reg)	PLANNED	\$450,000.00		New Wing Budget	10/15/2015	12/16/2015	Quote 11.24.15
		Procedure Table/Gurney		\$5,000-\$10,000			7/11/2017		
		Gurney (Mechanical)	High	\$10,000.00			6/26/2017		
		Point Click Care	High	\$25,000.00			6/27/2017		
		Paragon Interface		\$10,000.00			6/27/2017		
		C-Arm	PLANNED	\$169,000.00			New Wing Budget	10/15/2015	12/16/2015
Infection Control	Dawn Johnson	PAPR Respiratory Protection System		\$2,144.00			2/11/2015	3/25/2015	OSHA Requirements
IT	Chris Broadway	Software for Nursing CE Training		\$4,000.00			8/2/2012	2/24/2014	
		EMR Replacement Server from Dell	High	\$249,249.32	In progress		9/15/2016	11/30/2016	
		Paragon HPF Software	High	\$420,000.00			2/16/2015	3/25/2015	Implementation services/ 5 yr support
Laboratory	Chris Hall	Interface for Microscan Analyzer to Paragon	High	\$7,000.00			10/14/2016	11/30/2016	Will verify cost
		Point Click Care (+InterFace Port? - extra \$s??)		\$25,000.00					Will verify cost; (Includes McKesson+ ???)

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Attachment B

Department	Current Manager:	Item Description	Priority	Estimate	Status	Possible Funding Source	Submit Date	Board Reviewed	Notes
Maintenance	Dave Burks	Flat bed trailer (16' \$2700 - 18' \$2800)	High	\$3,000.00			11/12/2015	12/16/2015	
		Keypad/Access Control Exterior Door Locks	Low	\$35,000.00			10/10/2016	11/30/2016	\$17,500 each (FRM & Burney)
		New Vacuum Pump System	High	\$10,000.00			10/10/2016	11/30/2016	
		Resurface Parking Lot in Burney	High	\$175K-\$250K			10/10/2016	11/30/2016	
		New Boilers in Burney	Low	\$5,000.00			10/10/2016	11/30/2016	
Outpatient Services	Michelle Peterson	IV Infusion Chair	Medium	\$1,300.00			1/14/2013	2/24/2014	
		Wheelchairs (2) - 24" wide	Medium	\$630.00			9/11/2015	12/16/2015	\$265 each (surgery/OB, OPM, St 3)
Pharmacy	Keith Earnest	Interface + PCC							
		PCA	Low-Med	\$3,000.00			11/12/2015	12/16/2015	Below capital threshold amount.
Physical Therapy	Daryl Schneider	Upright Bike for PT Patients		\$400-\$800			1/14/2013	2/24/2014	
		Argo Lift Walker	High	\$5,500.00			6/27/2017		
		Sound Proofing Gym		\$1,000.00			2/11/2015	3/25/2015	
Quality	Jack Hathaway	McKesson InterQual Quality Software & Training	High	\$85,000.00			10/10/2016	11/30/2016	
Respiratory	Gina Lobo	Philips Respironics V60 BIPAP	Medium	\$16,000.00			11/28/2017		
		Heart Code	High	\$10,000.00			11/28/2017		Price is for 3 year period
Skilled Nursing	Sherry Wilson	Geri-Chairs	Low	\$1,596.00				6/27/2012	Need 4 @ cost of \$399/ea.
		Wheelchairs	High	\$2,869.13		\$ donated from senior project		6/27/2012	Several need to be X-Large.
		Patient Lift(s)	High	\$8000 each				6/27/2012	3 @ \$4000 / 1 remaining to purchase
		Van	High	\$50,000.00				6/27/2012	
		ADA Compliant Automatic Doors/Burney	Medium					3/25/2015	
		SNF Refresh	PLANNED						Winter maintenance project
		Burney: Blinds, privacy curtains + décor						6/27/2017	
		Burney: Awning both patios						6/27/2017	
		FRM: Awning side entrance						6/27/2017	
		Vital Cart (2)		\$7,000.00				6/27/2017	\$3500 each
		iTunes \$25 Gift Cards (30)		\$750.00				6/27/2017	\$25 each
		TVs to Digital (vs analog) - Senior TV Component		\$30,000.00				6/27/2017	
i-Pad Nanos (10)		\$1,400.00				6/27/2017	\$140 each		
HR	Libby Mee	HealthStream						Discuss w/Libby	
Surgery	Theresa Overton	Flooring					6/27/2017		Ryan has quote
		(2) DPM-6 Cardiac Monitors	High	\$19,600.00			10/2/2013	3/25/2015	need one for each room - already have 2

Updated: 12/7/2017

\$3,843,838.45

Reviewed by FAC: 11/13/17

Annual Board Approval: District Board Approval 11.30.16

*Some of the equipment to be purchased for the new expansion project are not included on this list.