

Chief Executive Officer
Louis Ward, MHA



Board of Directors
Michael D. Kerns, President
Beatriz Vasquez, PhD, Vice President
Abe Hathaway, Secretary
Allen Albaugh, Treasurer
Laura Beyer, Director

Board of Directors
Finance Committee
Minutes

February 28, 2018 – 10:30am
Boardroom (Burney)

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.

- 1 **CALL MEETING TO ORDER:** Board Chair Allen Albaugh called the meeting to order at 10:33am on the above date.

BOARD MEMBERS PRESENT:
Allen Albaugh, Chair, Board Member
Abe Hathaway, Board Member

STAFF PRESENT:
Travis Lakey, CFO
Ryan Harris, DOO
Krissy Eades
Dave Burks
Jessica Stadem, Board Clerk

OTHERS PRESENT:

2 **CALL FOR REQUEST FROM THE AUDIENCE – PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS**

None

3 **APPROVAL OF MINUTES**

- 3.1 A motion/second carried; committee members accepted the minutes of January 24, 2018 Hathaway/Lakey **Approved All**

4 **DEPARTMENT REPORTS**

- 4.1 **Environmental Services** – Requested to move to March, wanted time to collect quote information on in-house linen and laundry.
- 4.2 **Emergency Room** – Presented PowerPoint. Paragon updated in December, big change to doctor documentation process; registration workflow process has been changed in an attempt to capture door-to-physician time more accurately; revenue compared to last year is ahead; most of the expenses is doctor contracts; non-emergent visits are usually paid by Medi-Cal, sometimes issues with private insurance, could get paid more if able to redirect patient to clinic; staff in ER help with clerical work, looking for education opportunities in-house (mock codes); meet with SEMSA supervisors regularly to check on how things are going, utilizing ambulance from Adin on non-critical transfer patients; nursing documentation class provided in April by EmCare representative.
- 4.3 **Maintenance** – Written report provided. Wireless thermostat system installed; new fire doors in the Fall River facility; new windows in SNF as part of renovation; LED lights in parking lot in Burney, will save money on electric bill; purchased new pickup, better towing capability; saving a lot of money by doing our own trash hauling; need to start looking into process for replacing fire panel in Burney, before there is a failure.

5 **FINANCIAL REVIEWS**

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|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 5.1 | January Financials - A motion/second carried; committee members accepted the January Financials. | Albaugh/Hathaway | Approved All |
| 5.2 | Accounts Payable (A/P)/Accounts Receivable (A/R) - A motion/second carried; committee members accepted the January Accounts Payable (A/P)/Accounts Receivable (A/R). | Albaugh/Hathaway | Approved All |
| 5.3 | BOD Q Finance Review - A motion/second carried; committee members accepted the BOD Q Finance Review. | Albaugh/Hathaway | Approved All |

6 **BUILDING UPDATE**

Jan. 31 verbal OK for potable water solution, still need alternate means of compliance to be signed off, must have tank on-site, min. 5,000 gallons; \$850k quote for installation of tank to meet compliance; re-bid after adjustments, \$550k; looking into well.

7 **ADMINISTRATIVE REPORT**

Discussed installing fence around property in Burney and installing cameras at front door, requiring everyone to be buzzed into facility, to increase security; manned security service quote for 14 hours/7 days is \$130k; will continue researching options.

8 **OTHER INFORMATION/ANNOUNCEMENTS**

9 **ADJOURNMENT:** 1:20pm

Next Finance Committee Meeting – March 28, 2018 (Fall River Mills)