

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

## Finance Committee Meeting Agenda

June 27, 2018 10:30am  
Boardroom (Burney)

### Attendees

Allen Albaugh, Chair, Board Member  
Abe Hathaway, Board Member  
Louis Ward, CEO  
Travis Lakey, CFO

				Approx. Time Allotted
1	<b>CALL MEETING TO ORDER</b>	Chair Allen Albaugh		
2	<b>CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS</b>			
3	<b>APPROVAL OF MINUTES</b>			
3.1	Regular Meeting – May 23, 2018	Attachment A	<b>Action Item</b>	2 min.
4	<b>DEPARTMENT REPORTS</b>			
4.1	Cardiac	Trudi Burns	Attachment B Report	10 min.
5	<b>FINANCIAL REVIEWS</b>			
5.1	May Financials	Sent by Travis Lakey	<b>Action Item</b>	5 min.
5.2	Accounts Payable (AP)/Accounts Receivable (AR)		<b>Action Item</b>	5 min.
8	<b>ADMINISTRATIVE REPORT</b>	Louis Ward	Report	10 min.
9	<b>OTHER INFORMATION/ANNOUNCEMENTS</b>			Information 5 min.
10	<b>ADJOURNMENT:</b> Next Regular Meeting – July 25, 2018 (Fall River Mills)			

P.O. Box 459 – 43563 Highway 299 East, Fall River Mills, CA 96028 Tel. (530) 336-5511 Fax (530) 336-6199 <http://www.mayersmemorial.com>

Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk to the Board of Directors, 43563 Highway 299 East, Fall River Mills CA 96028. This document and other Board of Directors documents are available online at [www.mayersmemorial.com](http://www.mayersmemorial.com).

**Chief Executive Officer**  
Louis Ward, MHA



**Mayers Memorial Hospital District**

**Board of Directors**

Michael D. Kerns, President  
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Abe Hathaway, Secretary  
Allen Albaugh, Treasurer  
Laura Beyer, Director

**Board of Directors  
Finance Committee  
Minutes**

May 23, 2018 – 10:30am  
Boardroom (Fall River Mills)

*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 10:37am on the above date.

**BOARD MEMBERS PRESENT:**

Allen Albaugh, Chair, Board Member  
Abe Hathaway, Board Member

**STAFF PRESENT:**

Louis Ward, CEO  
Travis Lakey, CFO  
Ryan Harris, DOO  
Steve Sweet  
Chris Hall  
Jessica Stadem, Board Clerk

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- 2 **CALL FOR REQUEST FROM THE AUDIENCE – PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS**  
None

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3 **APPROVAL OF MINUTES**

3.1 A motion/second carried; committee members accepted the minutes of March 28, 2018 Hathaway/Albaugh **Approved All**

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4 **DEPARTMENT REPORTS**

- 4.1 **Purchasing:** Handout provided. Discussed returns and how they are processed, used sample requisition, PO, etc.; PO records are kept PDF format; pharmacy and dietary items are not purchased through purchasing, everything else is run through purchasing; June is annual inventory, do checks more often, always really close in numbers; donate out of date supplies to specific company; departments have order approval amounts per manager, chief; Ryan and Travis double check POs; linens for laundry facility will be dealt with by Environmental Services; will be ordering supplies and equipment for new wing soon.
- 4.2 **Lab:** Discussed foot traffic in lab, has gone down since 2015; 2017 8150 visits, this year 7997; compared ambulatory visits in Burney and FR for 2017 (48.3% in Burney, 51.7% in FR), 1.7% decline so far in 2018; continue contact with clinic providers to increase visits; seems that the clinic are referring more this month, should reach out to BV clinic more; about one year since receiving Biofire machine, discussed patient payments for tests with billing office, commercial insurances pays 84% of what we charge, PHC paid 100%, Medicare pays 47%; Anita has formula for setting prices; have mirrored equipment with Alturas in case of emergencies or down time we can back each other up; DOT drug screens have to be sent out; will assess space and needs when move to new building.

<b>5</b>	<b>FINANCIAL REVIEWS</b>		
5.1	March & April Financials - A motion/second carried; committee members accepted the February Financials.  Discussed costs of directorships and what departments have them; discussed costs of house purchases, will discuss further in regular board closed session.	Albaugh/Hathaway	<b>Approved All</b>
5.2	Accounts Payable (A/P)/Accounts Receivable (A/R) - A motion/second carried; committee members accepted the (A/P)/(A/R).  Discussed new billing software, working out of several different programs, DSG was bought by Experian; discussed options for reducing travelers, reach out to more southern CA schools, progress on local registry company is going well.	Albaugh/Hathaway	<b>Approved All</b>
5.3	BOD Quarterly Finance Review – A motion/second carried; committee members accepted BOD Quarterly Finance Review.	Albaugh/Hathaway	<b>Approved All</b>
<b>6</b>	<b>CONSTRUCTION CHANGE ORDER POLICY</b> Made correction, will take to full board for approval.	Albaugh/Hathaway	<b>Approved All</b>
<b>8</b>	<b>ADMINISTRATIVE REPORT</b> Discussed progress on looking into daycare services, considered merging services with Intermountain preschool, still use church. POC update, in compliance as of 5/24, CDPH likely onsite in July for full survey; Susanville SNF residents may go home soon; discussed wage scale increases, will try to implement cost of living increase to accommodate.		
<b>9</b>	<b>OTHER INFORMATION/ANNOUNCEMENTS</b>		
<b>10</b>	<b>ADJOURNMENT: 12:20pm</b>  Next Finance Committee Meeting – June 27, 2018 (Burney)		

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Cust Account #: MMHD

# PURCHASE ORDER

PO Number: 50381021

Corporation: MAYERS MEMORIAL HOSPITAL DISTRICT

Tax Exempt ID:

<b>Vendor:</b> JET MEDICAL ELECTRONICS <b>Vnd No:</b> 1152 <b>Phone:</b> 714-937-0809 <b>Fax No:</b> 714-937-2905 <b>Address:</b> 2230 S DUPONT DR LOS ANGELES, CA 92806		<b>Ship To:</b> 43563 STATE HIGHWAY 298E PO BOX 459 FALL RIVER MILLS, CA 96028 <b>Phone:</b> 530-336-5511 1243 <b>Fax:</b> 530-336-6201 <b>Contact:</b> STEVE SWEET <b>E-mail:</b> SSWEET@MAYERSMEMORIAL.COM <b>Ship Via:</b>		<b>Bill To:</b> PO BOX 459 FALL RIVER MILLS, CA 96028 <b>Phone:</b> 530-336-5511 1243 <b>Fax:</b> 530-336-6201 <b>Contact:</b> CATHY MANLY <b>E-mail:</b> CMANLY@MAYERSMEMORIAL.COM <b>Terms:</b> No Discount/Net30		<b>Created On:</b> 04/08/2013 <b>Printed On:</b> 04/08/2013 15:13:42 <b>Special Instructions:</b> CHECK WITH ORDER \$1,935.00 QUOTE # Q13-4399 FREE SHIPPING	
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**ORIGINAL**  
 RECEIVING

Line	Qty / UOM	Pck Ref	Item ID / Vendor Catalog #	Description Notes	GL Acct / Corporation	Deliver to Location	Order Price	Line Total
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1	3 EA		11230 P-CM-F101	FETAL HEART RATE SENSOR	6170-4900 001		\$375.00000	\$1,125.00000
2	3 EA		11231 P-CM-F200	TOCO TRANSDUCER ***THIS IS A TRADE-IN PRICE. 3 EA TOCO TRANSDUCERS MUST BE RETURNED OR VENDOR WILL BILL ADDITIONAL \$150 EACH***	8400-4900 001	1SUPPLY ROOM - SUPPLY ROOM - MAYERS	\$225.00000	\$675.00000

Page 1 of 1	NET 30	Authorized Signature	PO Total:	\$1,800.00
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04/19/2013 13:28:01

### Receiving List - By Location - All Items

PO Number: 50381021

Vendor: 1152 - JET MEDICAL ELECTRONICS

Auto Cab ID:

Line	Item ID	Description	PO Qty	Rcvd	UOM	Lst Rcv'd Date	Status	Bin
1	11230	OBSTETRICS 3 CONS - OBSTETRICS STATION 3 CONS FETAL HEART RATE SENSOR Vnd Cat ID: P-CM-F101	3	3	EA	04/19/2013 13:27	Received	OB/1

Notes: S/N AHT102790  
AHT102778  
AHT102781  
6 MONTH WARRANTY (ST)

2	11231	TOCO TRANSDUCER Vnd Cat ID: P-CM-F200	3	3	EA	04/19/2013 13:27	Received	OB/1
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Notes: \*\*\*THIS IS A TRADE-IN PRICE. 3 EA TOCO TRANSDUCERS MUST BE RETURNED OR VENDOR WILL BILL ADDITIONAL \$150 EACH\*\*\*  
S/N CHE111795  
CHE111799  
CHE111793  
6 MONTH WARRANTY (ST)


Special Instructions: CHECK WITH ORDER \$1,935.00  
QUOTE # Q13-4399

note ...po scan notes states: 1 ea of line 1 and 2 being returned for credit.  
not compatible with 3rd machine.reorder 1 ea 15248a and 1 each 15245a for model hp 8040a  
reorder using po 50381137

*Stacy Terry* 4-16-13



PACKING SLIP

TO: JET MEDICAL ATTN: ANDREA 2230 S DUPONT DR LOS ANGELES, CA 92806		 <small>Mayers Memorial Hospital</small>		FROM: MAYERS MEMORIAL HOSP DIST 43563 STATE HWY 299 EAST FALL RIVER MILLS, CA 96028 Shipping Dept (530) 336-5511			
260		Date: 04/24/2013 Mayers' Contact: STEVE SWEET Mayers' Reference No.: 50381021		Mayers' Shipper No. Vendor's Reference No. Vendor's Contact Vendor's Phone: Vendor's RMA No.			
**SEND COPIES TO ACCTS PAYABLE** <input checked="" type="checkbox"/> YES		REASON FOR RETURN: REPAIR		CREDIT <input checked="" type="checkbox"/> X OTHER			
ITEM DESCRIPTION      VENDOR#      MMH#      QTY/UM      COMMENTS							
FETAL HEART TRANSDUCER      P-CM-F101      11230      1 EA      NEW UNUSED							
TOCO TRANS      P-CM-F200      11231      1 EA      NEW UNUSED							
COMPLETED BY: _____ **INSURANCE REQUIRED?*** CARRIER: UPS SHIPPER #: 129988630310100527 SHIPPING DATE: 04/25/2013 SHIPPED BY: ERICKA							
COPIES TO ACCT/PAY <input checked="" type="checkbox"/> X							





APRIL 2013 thru APRIL 2018

10,700

## **Construction Change Orders Policy**

The Board recognizes that during any construction project, unanticipated conditions or extenuating circumstances may develop, which by their nature require decisions within a short period of time in order to prevent costly delays and other negative circumstances. Therefore, the Board of Directors for Mayers Memorial Hospital District delegates approval of change orders to construction contracts as follows:

### **Chief Executive Officer**

A change order that has been reviewed and approved by the Chief Financial Officer and the Chief Operating Officer, and has a total cost of less than \$100,000, may be approved by the Chief Executive officer if the change order meets the following conditions:

A description and justification for the requested change(s) in relation to the original bid specifications, the general contractor's summary of total costs and/or credits to affect the change order and any required documentation to update the districts records/files is provided.

The change order does not significantly alter the approved contract

The approval of the change order is necessary to ensure the project remains within its timeline.

The purpose of the change order is to address a previously unknown condition and is not for what would otherwise be additional work.

The board Finance committee has been notified if the change order will be over \$50,000.

### **Board of Directors**

Any change order that exceeds the approval level of the Chief Executive Officer, or significantly alters the original contract, shall be approved by the Board of Directors at a Regular or Special Meeting prior to proceeding with the items of the change order. Prior to presenting the change order to the Board for approval, the following must occur:

The change order must be approved by the Chief Financial Officer, Chief Operating Officer, and the Chief Executive officer.

A description and justification for the requested change(s) in relation to the original bid specifications, the general contractor's summary of total costs and/or credits to affect the change order and any required documentation to update the districts records/files.

### **Emergency Change Orders**

Should a condition arise that is deemed an emergency or an imminent threat to the safety of employees of the District or the contractors, the general public, or the structural integrity of the facility, a change order may be approved by the Chief Executive Officer, with the verbal consent of the Board President, should the amount exceed the Chief Executive Officers authorized approval. All such Emergency Change

Orders must be reviewed by the Chief Operating Officer and Chief Financial officer and details shall be provided to the full board as soon as the documents become available.

**USDA requirement**

Please refer to Article 6 Exhibit B for USDA sign off requirement for all change orders with a dollar amount and extensions to the contract.

**FINANCIAL REPORT 2018**

Hi. My name is Trudi Burns and I am the Cardiac Rehab manager. I'm sorry that I am unable to give you this report in person but I am thankful that someone else can read this in my place. At the end of this report, if you have any questions, please feel free to come by Cardiac Rehab (anytime during the week) and ask away! 😊

**OUR PURPOSE:** To meet the needs of the people in our community (Big Valley, Burney and Fall River) as they recover from cardiac surgery without increasing their stress load by driving to Redding. It is also to provide a place to maintain their strength by exercise, enjoy socializing with others (with similar problems), and help to decrease stress. Cardiac Rehab is a terrific place to decrease blood pressure, tone muscles and help to change those genetic predispositions for heart disease.

**SERVICE PROVIDED:** Each patient has an outlined exercise plan that is specific for that patient. For example: a fresh, post-op, open heart, surgical patient cannot exercise their arms for 8 weeks after surgery (to keep added stress off of the incision). Then they must slowly introduce arm exercises to regain upper body strength. (That's where we come in) A patient that has back issues (along with heart concerns) might need to be on a machine that has back support. As people age they sometimes have multiple ailments and all that is considered as we outline their exercise program. There is a RN here 4 ½ days a week to assist with medication questions, dietary concerns, and to encourage a visit to the physician if needed.

**PATIENT VISITS FOR THE FISCAL YEAR:** There were 2,469 patient visits. 252 of those were monitored patients. We also placed 34 Holter monitors and 2 Event Recorders. (A Holter is a Cardiac monitors that a patient wears for 24-48 hours and an Event Recorder also monitors the heart but is kept on for 21-30 days.)

- Maintenance patients are charged \$35.00/month (best deal in town).
- Monitored patients are charged \$208.00/VISIT! They come in 3 days a week for 36 total visits.
- Holter patients are charged \$381.00 each.
- Event Recorder patients are charged \$502.00 each.
- Stress Test patients will be charged \$361.00 if and when we get those tests going. (At the present we cannot schedule this test due to not having a doctor scheduled to oversee them.)
- EKG patients are charged \$205.00 each.

Of course we know that not all charges are recovered 100% through the insurance. Maintenance patients pay their fee out of pocket. Monitored patients are cleared through their insurance prior to starting this program and have as much as 95% billing recovery. Holters and Event Recorders recover much less, between 14% and 47%. EKGs recover approximately 38%. It all depends on the insurance.

Cardiac Rehab operates in the negative. In March **YTD** our revenue was \$97,036.00 and our expenses were \$97,587.00 which left us with a

negative balance of \$551.00. The EKGs bring in a positive balance which allows Cardiac Rehab to serve our community more efficiently.

**EXTRA MONIES RECEIVED:**

- The Intermountain Healthcare Foundation granted us \$4,200.00 to purchase a Nustep. This machine exercises both the arms and legs at the same time and is in high demand. The money came from the Thrift Store proceeds which we appreciate very much! The new machine is in our gym and has already been put into action with our Cardiac Rehab patients and staff.

Please feel free to come in and see our gym anytime.