

**MAYERS
MEMORIAL
HOSPITAL
DISTRICT**

Finance Committee Meeting

Wednesday, November 30, 2016 – 1:00 pm

Board Room, Fall River

Meeting called by:	Allen Albaugh, Chair	Type of meeting:	BOD Committee
Attendees:	Allen Albaugh, Committee Chair, Board Member Art Whitney, Board Member Louis Ward, CEO Travis Lakey, CFO	Board Clerk:	Valerie Lakey

----- Agenda Topics -----

	Attach-ments		
1) Meeting Called To Order		Albaugh	
2) Requests from audience to speak to issues/agenda items		Albaugh	
3) Approval of FC Minutes (October 26, 2016)	A	Albaugh	Action
4) Department Reports (per schedule – one revenue and one non-revenue per month) <ul style="list-style-type: none"> • Marketing • Respiratory 		Lakey Dendauw	Reports
5) Financial Reviews – <i>(will be sent by T. Lakey, CFO)</i> <ul style="list-style-type: none"> a) October Financials b) Accounts Payables (AP)/ Accounts Receivable (AR) c) Quarterly Finance Review (Binder) 		Lakey	Action Action
6) Capital Expenditure Plan	B	McArthur	Action
7) Layton Construction – Design/Build Contractor – Recommendation for Approval		Ward/ Lakey	Discussion/ Action
8) Administrative Report – Building Update, USDA, etc.		Ward	Information
9) Other			
Adjournment			

Posted: 11/23/16 by V. Lakey

MAYERS MEMORIAL HOSPITAL DISTRICT
BOARD FINANCE COMMITTEE MEETING
MINUTES – OCTOBER 26, 2016 9:00 A.M.

BFC Attendance:
 Allen Albaugh
 Art Whitney
 Louis Ward, CEO
 Travis Lakey, CFO

DRAFT Attachment A

Other:
 Kay Shannon
 Libby Mee
 Valerie Lakey
 Beatriz Vasquez

(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 9:00 AM in Fall River Mills.	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 09.20.16 were approved. <i>(Whitney/Albaugh) - Approved all</i>	Approved
Department Presentation	<p>Personnel, Libby Mee – (see handout)</p> <ul style="list-style-type: none"> • Registry staff • PT Staff • Skilled nursing recruiting • 4 CNA's currently in class – another class will start n January • Stabilizing staffing in lab • Acute staff is full at the moment • Training calendar is being developed for 2017 • Working on time clock system • Questions about employee complaints – any about wages? • Sexual Harassment – Cal Chamber has a good resource (per Whitney) • Whitney will check on an Elder Abuse Video • Staffing is biggest challenge • Albaugh asked about the relationship with MVHC HR <p>Outpatient, Kay Shannon – Consistent department (See slideshow)</p> <ul style="list-style-type: none"> • Services provided and background • Gave a demonstration of some of the equipment • Questions about training our staff to do PIC lines – will be looking into it • Reviewed patient visits and referrals • Dr. Zittel bills for his own services – he also has a directorship, which is being reviewed and being updated. 	

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – OCTOBER 26, 2016 9:00 A.M.

	<ul style="list-style-type: none"> • There are some difference in who we are contracted (insurance) with and who Dr. Zittel is contracted with • OP Services Revenue (gross) • Shannon meets with billing weekly. • Payor Mix – Medicare is largest • Patient payments • Ward met with Dr. Zittel to talk about future plans. • Looking at a daily travel rate • Outmigration • Discussion of Burney and Fall River days. Find out where patients are coming from. • Equipment received from the foundation 	
Financials	<p>September 2016 Financials were discussed. <i>(Whitney/Albaugh)</i> Notes as follows:</p> <ul style="list-style-type: none"> • Questions about pharmacy billing – possibly look for a consultant to come on-site. • We will be doing an on-site Charge Master review. • Whitney said he will come back as a volunteer and help evaluate Pharmacy charging procedures, etc. • Skilled nursing patient’s daily rates may not be covering med costs. • Question about where SNF meds are being billed • Time clock system is \$39,000 • How to get LTC rate up? Albaugh spoke with Wipfli about maximizing to increase payment. • Average is \$414 – MMHD is \$284 – propose \$350 – we are the fourth lowest n the state. Need to do a bed comparison. 	Approved
Layton Construction Contract	<ul style="list-style-type: none"> • No Contract at this time. Still working on some details 	
Administrative Report	<ul style="list-style-type: none"> • Building Report – new drawings and plans. We will be meeting again on Tuesday to discuss material. Guaranteed maximum price within a couple of week. • Working on whether or not the CT is inside or outside. • Invite committee to one of the near future construction meetings. • Send Frank Germano and Mike Pasternak the plans, etc. • Physician recruitment 	
Adjournment	Meeting was adjourned at 10:15 am	

By: Valerie Lakey

Board Finance Committee

Wednesday October 26, 2016

Presented by: Libby Mee – Director of Human Resources

Staffing/Registry

- Have eliminated the need for Registry in ER and Radiology
- By spring of next year, we will have eliminated Registry in PT
 - We will have hired 3 full time Physical Therapists

Current projects

Eliminate SNF registry

- Recruitment of 3-4 full time Noc RNs
- Currently on boarding 2 LVNs
- Currently have 4 CNA in Shasta College fall semester
- Building Roster for spring semester

Stabilize staffing in Lab

- Currently building CLS schedule with 2 full time and 4-5 Casuals
- Looking at other facilities staffing models

Working with Theresa on Acute to see if we would like to increase census

- Will have a BSN coming to us in the Spring from Chico State
- All new grad RN's hired recently are from local communities

Recruiting

SNF – RN/LVN/CNA

Lab - CLS

General Accountant – Linda Eastman's retirement

Radiology Tech – Reopen Burney and possibly offering additional services

Dietary Aide

Retention

Wage Scale Increase Jan 2017 – Minimum Wage requirements

Training Calendar

Working with Staff Development to build master calendar


Topics Include: Customer Services, Safety, Sexual Harassment, TimeClock, Computer/Excel, Management, Payroll Compliance, HIPAA.

Multi Media: Web based, outside and internal presenters

Continued Employee Engagement

Misc


Currently working through configuration for Time Clock system for go-live in January



OUTPATIENT SERVICES

Board Finance Report
October 26, 2016

SERVICES PROVIDED

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

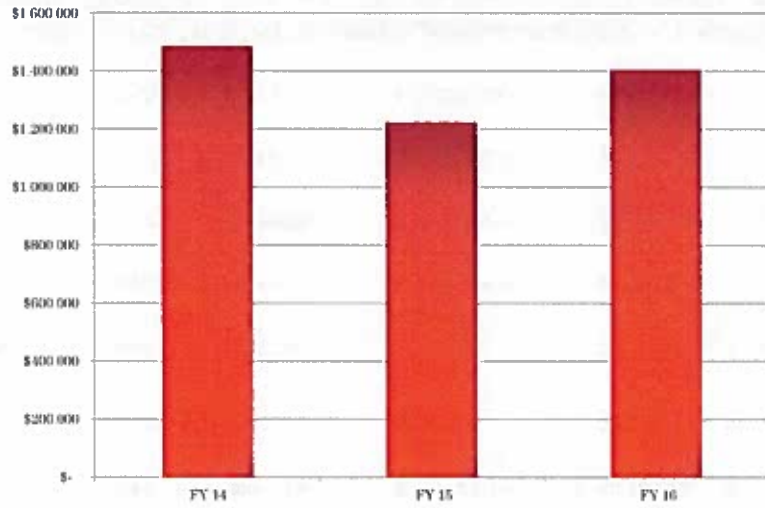
SERVICES PROVIDED

- 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

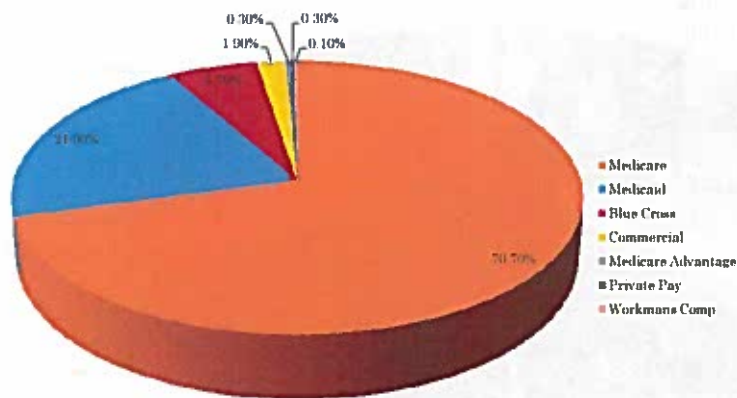
PATIENT VISITS BY PHYSICIAN JAN TO JUNE 2016

Physician	Patients	% of Total
Zittel	420	59%
Weinhold	131	18%
Dahle	79	11%
Barrlos	27	4%
Watson	12	2%
Syverson	11	2%
Jesse Arnold	21	3%
Guthrie	8	1%
Miscellaneous	7	1%
Total	716	

FY OP SERVICES REVENUE



PAYOR MIX

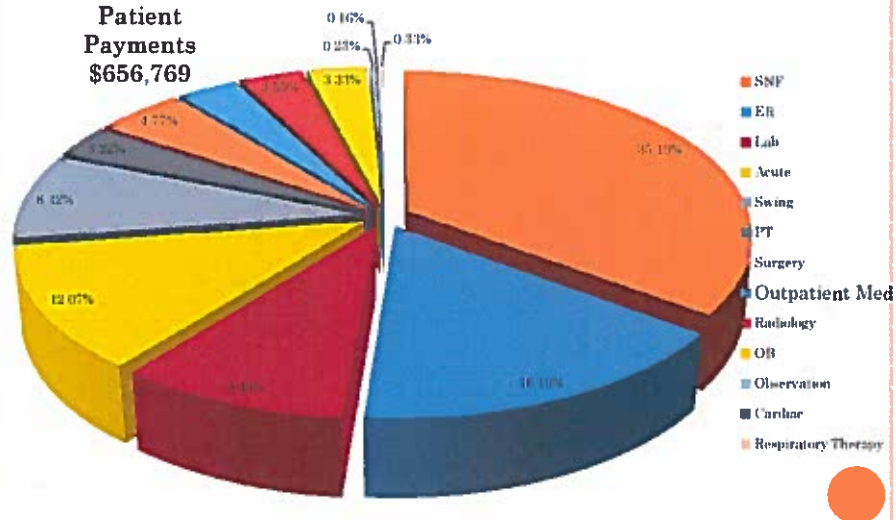


PERCENTAGE OF COLLECTIONS ON ACCOUNTS AT ZERO BALANCE

DS - OUTPATIENT MEDICAL	Sum of CHARGE	Sum of PAYMENT	Sum of ADJUSTMENT	PAYMENT %	CONTRACTUAL %
BC - BLUE CROSS	\$ 17,699.00	\$ 13,945.23	\$ 3,753.77	79%	21%
CO - COMMERCIAL	\$ 190,829.05	\$ 172,398.39	\$ 18,430.66	90%	10%
MC - MEDICARE	\$ 488,831.35	\$ 236,857.70	\$ 251,973.65	48%	52%
MD - MEDICAID	\$ 43,135.85	\$ 10,636.88	\$ 32,498.97	25%	75%
PP - PRIVATE PAY	\$ 2,460.50	\$ 348.61	\$ 2,111.89	14%	86%
WC - WORKMANS COMP	\$ 1,034.30	\$ 982.59	\$ 51.71	95%	5%
TOTAL	\$ 743,990.05	\$ 435,169.40	\$ 308,820.65	58%	42%

FY 16 PATIENT PAYMENTS

3.31% of all Patient Payments \$656,769



Capital Expenditure Plan
(Tool for Grant Planning Acquisitions)

Category	Requestor	Item Description	Priority	Amount	Status	Start Date	End Date
Dietary	Susan Garcia	Base Warmer	Low	\$10,000.00		6/15/2011	6/27/2012
		Dishwasher	Low	\$15,000.00		6/15/2011	6/27/2012
		Slicer	Low	\$5,000.00		6/15/2011	6/27/2012
		Plate warmer	Low	\$12,000.00		6/15/2011	6/27/2012
Pharmacy	Keith Earnest	Steamtable	High	\$3,000.00		10/10/2016	
		Food Tray Delivery Carts	High	Waiting On Price		10/10/2016	
		Shelving Racks	High	\$9,000.00		10/10/2016	
		Walk in Refrigerator	High	\$11,000.00		10/10/2016	
		Freezer	Low	\$24,000.00		10/10/2016	
		PCA Pump	High	\$3,000.00		11/12/2015	12/16/2015
Maintenance	Dave Burks	3/4 ton 4x4 Pickup - Used	Medium	\$25,000.00		2/14/2012	6/27/2012
		Flat bed trailer (16' \$2700 - 18' \$2800)	High	\$3,000.00		11/12/2015	12/16/2015
		Replace Exterior Doors As Needed	High	\$15,000.00		10/10/2016	
		Keypad Exterior Door Locks	Low	\$5,000.00		10/10/2016	
		New Vacuum Pump System	High	\$10,000.00		10/10/2016	
HIM Quality	Travis Lahey	Resurface Parking Lot in Burney	High	Waiting on Bids		10/10/2016	
		New Boilers in Burney	Low	\$5,000.00		10/10/2016	
		Paper Shredder	Medium	\$2,500.00		3/29/2012	6/27/2012
		Quality Software & Training	High	\$85,000.00		10/10/2016	
IT	Chris Broadway	Software for Nursing CE Training	High	\$4,000.00		8/2/2012	2/24/2014
		EMR Replacement Server from Dell	High	\$249,249.32	In progress	9/15/2016	
		Paragon HPF Software	High	\$420,000.00		2/16/2015	3/25/2015
Physical Therapy	Daryl Schneider	Upright Bike for PT Patients		\$400-\$800		1/14/2013	2/24/2014
		Sound Proofing Gym		\$1,000.00		2/11/2015	3/25/2015
Outpatient Services	Kay Shannon	Patient Chairs			Grant Pending	10/2/2013	2/24/2014
		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
Housekeeping	Sherry Rodriguez	ADA Toilets (3)				10/17/2016	
		Scrubber for Burney Annex	Medium	\$5,000.00		9/27/2015	12/16/2015
Infection Control	Shelley Lee	PAPR Respiratory Protection System		\$2,144.00		2/11/2015	3/25/2015
		Mobile Phlebotomy Lab Draw Carts x4	High	\$4,415.00		2/11/2015	3/25/2015
Ambulance	Theresa Overton	Power-PRO XT - Amb Gurney	High	\$15,000.00		2/11/2015	3/25/2015
		Mobile Data Computers	Medium	\$3,900.00		2/11/2015	3/25/2015
		Cardiac Monitors - Life Pac 15	Medium	\$36,000.00		2/11/2015	3/25/2015
		Portable Radios	Medium	\$9,000.00		2/11/2015	3/25/2015
Respiratory	Adam Dendaaw	Safety clothing	Medium	\$3,000.00		7/9/2014	3/25/2015
		V60 Respiratorics BIPAP Machine	High	\$12,600.00		2/11/2015	3/25/2015
				\$3,734,681.45			

Updated: 10/31/2016

Annual Board Approval:

Capital Expenditure Plan
(Tool for Grant Planning Acquisitions)

Department	Current Manager:	Item Description	Priority	Estimate	Status	Possible Funding Source	Submit Date	Board Reviewed	
Administration	Louis Ward	HVAC units (14) - FR	High	\$750,000.00			2/11/2015	3/25/2015	
		Electronic Sign (Front of FR)	Low	\$8,000.00			2/16/2015	3/25/2015	
		Flooring St 3	Low	\$50,000.00			2/11/2015	3/25/2015	
Cardiac Rehab	Trudi Burns	OSHPD 3 Code Compliance OP Clinic Burney	High	\$100,000.00			2/11/2015	3/25/2015	
		Vital signs monitor	High	\$3,000.00			9/7/2016		
		NuStep Commercial Grade	High	\$3,800.00			9/7/2016		
		Ambulance Gurney	High				8/25/2015	12/16/2015	
Emergency Room	Theresa Overton	Wheelchair					3/1/2016	Pending	
		Bedside Tables					3/1/2016	Pending	
Surgery	Theresa Overton	(2) DPM-6 Cardiac Monitors	High	\$19,600.00			10/2/2013	3/25/2015	
		R&F X-Ray (Title 22 reg)	High	\$558,576.60			10/15/2015	12/16/2015	
		General X-Ray	High	\$200,000.00			\$200K USDA LOAN	10/15/2015	12/16/2015
		Portable X-Ray Machine (replacement)	High	\$189,000.00	Grant Pending		Dignity Health Grant	2/16/2015	3/25/2015
		Ultrasound	High	\$180,000.00	PENDING		USDA LOAN	1/8/2013	3/25/2015
Imaging*	Adam Dendauw	C-Arm	High	\$200,000.00	Pending		USDA LOAN	10/15/2015	12/16/2015
		Burney Services:							
		a. Removal/Reinstall Burney X-ray	High	\$5,200.00				2/16/2015	3/25/2015
		b. General X-Ray	High	\$161,206.00				5/18/2015	12/16/2015
		Added Services-Burney Specialty Clinic:							
		i. Ultrasound Exam Table	High	\$8,097.20				5/18/2015	12/16/2015
		ii. Ultrasound High-Level Disinfecting Station	High	\$1,893.00				10/15/2015	12/16/2015
		Interface for Microscan Analyzer to Paragon	High	\$7,000.00				10/14/2016	
		Microbiology software package for Pargon	High	\$25,000.00				10/14/2016	
		BioFire Film Array Analyzer	High	\$41,209.20				10/14/2016	
Acute	Theresa Overton	Bladder Scanner							
		New Call System					3/1/2016	Pending	
Skilled Nursing	Sherry Wilson	Geri-Chairs	Low	\$1,596.00				6/27/2012	
		Wheelchairs	High	\$2,869.13		\$ donated from senior project		6/27/2012	
		Patient Lifts	High	\$12,000.00		MIHF (2)		6/27/2012	
		Van	High	\$50,000.00				6/27/2012	
		Burney Lobby TV	Medium					3/25/2015	
ADA Compliant Automatic Doors/Burney	High					3/25/2015			
SNF Renovation									
SNF Beds									
EMR Point-Click-Care									