

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors
Beatriz Vasquez, PhD, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback, Director

Board of Directors
Finance Committee
Minutes

January 30, 2019 – 10:30 am
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:** Abe Hathaway called the meeting to order at 10:35 am on the above date.

BOARD MEMBERS PRESENT:

Allen Albaugh, Committee Chair
Abe Hathaway, Board Member

ABSENT:

STAFF PRESENT:

Louis Ward, CEO
Travis Lakey, CFO
Ryan Harris, COO
Pam Sweet, Med Staff
Michelle Peterson, Outpatient
Theresa Overton, DON
Marlene McArthur, Exec. Director MHF
Val Lakey, 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 Dec 5, 2018 **Albaugh/Hathaway Approved All**

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- 4 **DEPARTMENT REPORTS**

- 4.1 **Med Staff – Pam Sweet** – Written report provided. There are big issues with attendance at Med Staff. Have offered the opportunity for a full provider meeting with MVHC. Need to potentially move meeting of off Wednesday and conflicts with ER coverage. Policy manual review is coming up. Discussion of email, SP and Quality minutes to full board.
- 4.2 **Outpatient – Michelle Peterson: See attached Power Point.** An overview of services, etc. Dr. Zittel has been with us for seven years. Weekly meetings with Long Term Care addressing wounds. About 110 patients per month. MVHC providers are the referral base. Dr. Rasmussen will be here for the first time on February 12th. Market to discharge planners out of area. There is a traveler to fill in for the current RN out on maternity leave. Revenue was reviewed. Do some cross-training in departments when staffing allows. Need to address a few issues with the computer system. Obtained a bariatric chair through a grant from the Foundation. Could potentially use a new treatment chair (\$10,000) and monitor (\$3000). Trying to move Dr. Zittel from paper charting.

2 Full-time RN's; have posted for a part-time RN. Increase in volume would require more staffing. Reviewed the way the wound care process has changed in SNF.

5 **FINANCIAL REVIEWS**

- 5.1 **Nov/Dec 2018 Financials** – A motion/second carried. Travis did a breakdown on employee cost, registry, etc. Discussed staffing ratio and FTE’s. RN’s were recently given a pay increase. Discussion of rate reimbursements. Discussion of IGT, PRIME, QUAF. Review of the construction budget. No funds have been drawn from the Foundation yet. *Albaugh/Hathaway* **Approved All**
- 5.2 **Accounts Payable (A/P)/Accounts Receivable (A/R)** - A motion/second carried; committee members accepted the (A/P)/ (A/R). *Albaugh/Hathaway* **Approved All**
- 5.3 **Mindray Quote – Recommendation to the Board** Current equipment was purchased in October 2011. Quote is an upgrade. There are two phases. Inpatient side could be done before the ER install. This portion of the quote is not under the Capital Expenditure list. The ER portion is on the list. Albaugh is concerned with spending the money right now, would like to see us wait. There needs to be a bridge between the departments. ER portion has been purchased for \$113,000. **No Action**
- 5.4 **Signing Authority for COO** – - A motion/second carried; recommendation for full board *Albaugh/Hathaway* **Approved All**
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6 **Administrative Report:**

Ryan Harris, COO: Contractor – Skilled and trained workforce, costs, payments, etc. of the building project was discussed. Need to get contractors paid while the federal government is open. There have been a lot of various complications because of the USDA funding and the government shutdown. Reviewed timeline completion of the building, seismic compliance and demolition of current building. We have used about 10% of our owner contingency.

Purchasing policies discussed.

7 **OTHER INFORMATION/ANNOUNCEMENTS**

8 **ADJOURNMENT 12:34 pm**

Next Finance Committee Meeting – February 25, 2019 - Burney