

Chief Executive Officer
Louis Ward, MHA



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

Finance Committee Meeting Agenda

April 24, 2019 – 10:30 am
Burney Board Room

Attendees

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

					Approx. Time Allotted
1	CALL MEETING TO ORDER				
2	CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS				
3	APPROVAL OF MINUTES				
3.1	Regular Meeting – March 27, 2019		Attachment A	Action Item	2 min.
4	DEPARTMENT REPORTS/OTHER				
4.1	Social Services - SNF	BJ Burks	Attachment B	Report	10 min.
4.2	Staff Development	Brigid Doyle	Attachment C	Report	10 min.
4.3	Infection Control	Coleen Beck		Report	10 min.
5	FINANCIAL REVIEWS/BUSINESS				
5.1	March 2019 Financials			Action Item	5 min.
5.2	Accounts Payable (AP)/Accounts Receivable (AR)			Action Item	5 min.
6	ADMINISTRATIVE REPORT				
				Report	10 min.
7	OTHER INFORMATION/ANNOUNCEMENTS				
				Information	
8	ADJOURNMENT: Next Regular Meeting – May 22, 2019 (Fall River Mills)				

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Mayers Memorial Hospital District

Board of Directors
Finance Committee
Minutes

Board of Directors
Beatriz Vasquez, PhD, President
Abe Hathaway, Vice President
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ATTACHMENT A

March 27, 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
Keith Earnest, CCO
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 February 25, 2019 **Albaugh/Hathaway Approved All**

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- 4 **DEPARTMENT REPORTS**

- 4.1 **Purchasing – Steve Sweet** – Steady. There are 2 ½ new employees. 1400 purchase orders 7500 lines \$2.2 million. FY18 it was \$1.35 this year \$1.8. A breakdown on receiving by department was provided. There was some new equipment purchased for SNF for safety measures. (Attachment was provided). Things are depreciated if over \$5000. Supplies are up 26%. Some of the expenses end up being reimbursed by grant funds. Do a misc. revenue report annually semi-annually. (By department) Some hospice expenses are paid directly by Foundation. GPO is all going fine. Primary vendor is still Cardinal.
- 4.2 **Respiratory – Keith Earnest** – Numbers are off. No referrals from MVHC lately. Staffed with a regular employee and a registry. We have had a hard time finding another permanent employee. There is another interview coming up. Albaugh asked what the requirements of hours for staffing for a RT. It is not required to have one 24/7. Working to have a schedule to only have a one day cross-over. Registry cost is about \$70/hour.
- 4.3 **Pharmacy – Keith Earnest** – Reviewed contracts for retail pharmacy. Incident in February in which a lot of inventory was lost in Burney. The refrigerator froze the product; it has been replaced. Look at other refrigeration and make sure we have good quality refrigerators in place.

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- 5 **FINANCIAL REVIEWS**

- 5.1 **February 2019 Financials** – Questions on staffing, ancillary services, etc. Discussed wages. **Albaugh/Hathaway Approved All**
Looking at bonus structure. Specifically looking at on-call, hours, etc.
- 5.2 **Accounts Payable (A/P)/Accounts Receivable (A/R)** – Discussed the increase in A/R days. **Albaugh/Hathaway Approved All**
Billing and statements and process was discussed. AR services is contracted out.

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- 6 **Administrative Report:** Met with MVHC about our clinic project. Discussion about referrals, etc. Discussed surgery schedules, etc

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- 7 **OTHER INFORMATION/ANNOUNCEMENTS**

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- 8 **ADJOURNMENT 12:04 pm**

Next Finance Committee Meeting – April 24, 2019 – Burney

Skilled Nursing Social Service Department

The Social Service Department serves many functions within the Mayers Memorial Hospital team. This department is not a direct revenue generating resource. The department does have an important role in the financial component of the hospital in several areas such as patient satisfaction and admissions.

This department works diligently on a daily basis to meet the psychosocial needs of the residents and families. It can be challenging to service over 75 residents and families covering two facility sites. The days are always different. The unexpected usually happens like arranging for a Rabbi to come visit a resident and family. The ultimate goal is to have the resident and family satisfied with placement and pleased with all aspects of care received.

The Social Service department works daily in the process of admissions for the Skilled Nursing. The department is continually developing more contacts and resources for possible admissions; currently there are approximately 20 different professional contacts. This department has worked very hard through the years to develop a strong, positive, dependable profile in the health care community for placement of patients. The department has also received a positive preference of placement with in the private community setting often by word of mouth and personal testimony. It is common to receive a phone call stating a friend or family member recommended us for placement.

People are now starting to preplan their placement needs with us. The department has developed a futures list. People who are not ready for Long Term Placement but want to be on a list that when the time comes hopefully we can bring them in. Currently there are 5 on this list and it continues to grow. The waiting list for placement into the Skilled Nursing Memory Care stands at 10.

The department will continue to move forward in the development of resources, both professional and private to best serve our community.

STAFF DEVELOPMENT

RELIAS TRAINING

DECEMBER 2018

- ▶ PROJECT GOALS-Administrator training

ASSESSMENT WORKSHOPS

- ▶ USER MANAGEMENT-Users uploaded to RELIAS Platform
- ▶ ASSESSMENT ASSIGNMENTS
- ▶ ASSESSMENT BUNDLING-Applicants were assigned behavioral and competency based assessments
- ▶ ASSESSMENT REPORTING



JANUARY 2019

LEARNING WORKSHOPS

- ▶ Training Plan Building
- ▶ Enrollment-Users downloaded into RELIAS
- ▶ Uploading on-site trainings, sign in sheets
- ▶ Course Creation



FEBRUARY 2019

LEARNING WORKSHOPS

- ▶ Module Search
- ▶ Policies and Procedures
- ▶ Reports

MARCH 2019

- ▶ Life Safety Survey and POC-In vivo opportunity to test the learning platform
- ▶ Downloaded new Medical Gas Policy for read and sign
- ▶ Assigned Life Safety Learning Module to ALL staff
- ▶ Daily reports to track compliance and shared with management
- ▶ Worked directly with employees to sign on and complete module
- ▶ Identified barriers and opportunities...computer and email access, computer literacy,



APRIL 2019

- ▶ Onboarding
- ▶ Group structure introduction
- ▶ Peer mentor identification
- ▶ Assignments
- ▶ Peer mentor training
- ▶ Site review



SUMMARY

- ▶ 92% of staff completed life safety learning module
- ▶ Variance partially explained by per diem/casual staff and LOA
- ▶ Support employees to enhance computer literacy
- ▶ Computer skills modules in RELIAS platform expected to increase compliance
- ▶ Peer mentoring to increase computer literacy and compliance
- ▶ Clinical nurse educator attends department meetings, rounds on units and meets with employees individually and in groups as needed