

ALGOMA MEDICAL CENTER AND ALTCU
MONTHLY BOARD MEETING MINUTES

December 23, 2013

Medical Center-Activity Room

The Algoma Medical Center Board of Directors was called to order by President Dawn Wagner on December 23, 2013 @ 4:31 PM at the Algoma Medical Center and ALTCU Activity Room. It is noted this meeting is in compliance with the open meeting law.

Members Present: Wayne Schmidt, Dawn Wagner, Joan Groessl, Dorothy Weedman, Judy Wiese, John Pabich, Linda Wehausen

Others Present: Jeanne Brandt, Jamie Salszieder, Lynn Vlies, Marlene Faltersack, Carol Nell, Kevin Clark, Kathy Herlache, Jeff Wiswell-Algoma City Administrator

Motion by Schmidt, second by Wiese to approve agenda.

Motion carried.

Motion Pabich, second Wehausen to approve November minutes. Motion carried.

Public Participation: Introduction of Jeff Wiswell, city administrator effective December 1, 2013.

Financial report for month of November:

- Occupancy rate 93.8%
- Total patient revenues \$352,276
- Total operating revenues \$378,041
- Net profit/Loss \$12,770
- Monthly cash flow and check listing reviewed

Motion by Groessl, second by Wiese to approve bills as submitted. Roll call 7 Yes 0 No

2014 Projected Budget reviewed with the reflection of 1.5% staff pay increase.

Old Business:

- a) Canopy project has had a slight delay due to weather and backorder of materials needed to finish project.

Estimated to be finished December 26, with a final walkthrough scheduled for January 2014.

- b) Activity Room cabinets have been installed on the south wall. Cabinets were built and installed by the Algoma High School Wolf-tech class. North wall cabinets slated for installation in January of 2014. Thank You to the Rankin Ladies Aide for donation monies to make this project a reality and Thank You to Algoma Wolf-tech program for your time and talents from inception to installation. Great job!
- c) Restorative program currently has 35 residents participating.
 - 25 residents are on two programs
 - 10 residents are on one programAnticipating 12 Medicaid residents to be in a higher RUG category.
No Medicare residents are in a higher Rug category because of the program.
Morning exercise group is expanding. Residents are enjoying it.
- d) Jeanne reviewed the computer support proposal. Proposal completed and ready to submit once a decision is made on financial software. Jeanne and Carol to review software in a 30 day trial. Jeanne to bring information results back to board for approval.
- e) Joan updated information on the Strategic Planning Group. Interview process has been started. Signup sheets have been posted in house for volunteers to participate in the interviews. Looking for more employee involvement. Board members will be interviewing past/present employees and board members; as well as resident family members. Goal to meet with department heads to take next step in process.

New Business:

- a) Administrative report
 - i. No announcements

- ii. Staffing report reviewed. Reviewed shift openings. Mary Wolske will be retiring on January 1st.
“Thank you Mary for 47 years of service.”
- iii. Infection control subcommittee met to review and update Scabies Policy. Presented at Quality Assurance Committee meeting. Policy approved.
- iv. All Staff Appreciation Luncheon held as a thank you for all the extra help during the scabies outbreak.
- v. United Healthcare contract numbers for November:
 A total of 46 days
 Per Diem rate of \$362 @ 46 = \$16,652
- vi. Marketing: continue to distribute new brochures to businesses. Jeanne attended the Business Connection.
- vii. Mandatory staff inservice held December 3. Topic: Global Harmonizing system (fire safety and hazard communication) This system replaced Material Safety Data Sheets Staff attendance for this training was good.
- viii. AFLAC rep gave presentation. Family Christmas party held December 7th. Good participation and feedback from families on having this event on a weekend. Front entry holiday display done by Mary Mocco-nice job.

Motion by Pabich, second Wehausen to go into Closed Session per WI Statues 19.859(1(C) to consider employment, compensation and benefits of public employee over which the governing body has jurisdiction and exercises control and pursuant to sec 19.851 (e), Stats., deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Roll

call 7 Yes 0 No Adjourned to closed session at 5:23 PM.

Motion by Groessler, second Wiese to reconvene to open session per WIS. STATS. 19.85(2). Roll call 7 Yes 0 No

Reconvene to open session at 6:00 PM.

Action from closed session: Motion by Groessler for approval of administrator to make contact with architect to look at facility structure for possible future advancement, if services provided free of charge. Second Wiese. Motion carried.

Motion by Pabich, second Wiese to adjourn. Motion carried.

Meeting adjourned at 6:08 PM