

ALGOMA MEDICAL CENTER AND ALTCU

MONTHLY BOARD MEETING MINUTES

APRIL 28, 2014

Medical Center Activity Room

The Algoma Medical Center Board of Directors was called to order by Mayor Wayne Schmidt on April 28, 2014 at 4:34 PM at the Algoma Medical Center and ALTCU Activity Room. It is noted that this meeting is in compliance with the open meeting law.

Members present: Wayne Schmidt, Sue Hepp, Jan Dart, Marge Rodrian, John Pabich, Dawn Wagner (4:35 PM), Joan Groessl (4:35PM)

Others Present: Jamie Salzsieder, Carol Nell, Lynn Vlies, Mary Murphy, Marlene Faltersack, Kathy Herlache, Kevin Clark and Deb Whitelaw-Gorski

President Dawn Wagner assumed control of the meeting at 4:36.

Approval of or Additions to the Agenda: Motion by Schmidt, seconded by Groessl to approve the agenda. Motion carried.

New Board Members: Sue Hepp, Jan Dart and Marge Rodrian were introduced and welcomed to the Board.

Nominations and Election of new Board Officers:

President – Dr. Joan Groessl nominated by Schmidt, second by Dart. Elected 6-0-1

Vice President – Dawn Wagner nominated by Schmidt, second by Pabich. Elected 6-0-1

Secretary – John Pabich nominated by Schmidt, second by Dart. Elected 6-0-1

President Joan Groessl assumed control of the meeting at 4:45.

Approval March Minutes: Motion by Pabich, second by Schmidt to approve with noted following correction. Old Business a. ~~seves~~ services. Motion carried.

Public Participation: None

Financial Report:

- Occupancy rate 94.7%

- Total patient revenues \$345,265
- Total operating revenues \$370,399
- Net profit/loss \$8,626
- Capital Outlays \$13,107

Approval of Bills: Motion by Dart, second by Schmidt to approve bills as submitted. Roll Call Vote - 7 Yes, 0 No. Motion carried.

Old Business: Review of the proposed changes and renovations following the Appreciative Inquiry Strategic Planning Study and expansion of the Physical Therapy Department to meet Ministry Health's needs as a contracted tenant.

- East Wing - Therapy Area proposed renovation increases current space from 2,150 sq. ft. to 3,854 sq. ft. Size of Therapy Office area remains an issue. Beauty Salon to be expanded and reconfigured.
- South Wing - Converts 6 current rooms to designated Rehabilitation Suites. Nurse's Station to be moved to give better observation of the wing. Four rooms to be converted to private rooms. Dining area and Family Rooms to be moved and reconfigured.
- North Wing Changes – Director of Nursing Office to be relocated and private. Nurse's Station to be reconfigured
- West Wing - Community Room creation.
- Administrator's Office to be more visible/accessible.
- Medical Social Worker Office to be more private.

Architectural Drawings needed for State approval of change plans.

Motion by Pabich, seconded by Rodrian to negotiate and secure a contract with Ministry Health contingent on renovations of the East Wing to develop a Therapy Area to meet their needs. Motion carried.

New Business:

New Time Clock Required. Current employee clock stopped working, loaner is being used. A proximity reader allows employees to put in their employee identification and is the best option.

Motion by Wagner, second Pabich, to approve purchase of new NOVAtime NT7000 timekeeping system. System purchase price is \$1,620.00. Roll Call Vote – 7 Yes, 0 No. Motion carried.

Administrative Report

- a. Jeanne met with Melissa Moren, Energy Services Rep from WPPI, to apply for an incentive for the canopy lighting project. The facility was awarded an incentive in the amount of \$112.00.

- b. Network Health Insurance contract signed and is effective April 1, 2014. This was part of an effort to attract more Medicare Advantage contracts.
- c. Laundry Services- Aramark awarded this contract based on a best value proposal.
- d. Computer upgrade –
 - i. Emergency electrical power installed in the new server room,
 - ii. cabling run from current computer locations to server room,
 - iii. Air conditioning duct work installed in the new server room. Kevin recognized for a job well done.
 - iv. New server and computer equipment ordered. Most equipment has arrived with the exception of the server rack, which is on backorder.
 - v. Installation anticipated for the second week of May.
- e. Volunteer Recognition luncheon held at S&K restaurant on April 9th. Thirty-four volunteers attended.
- f. Mary ~~Mareo~~ Mocco was commended for the front entrance display.
- g. April 24th participated in the Kewaunee County Tornado Awareness, Simulated Tornado Drill and the Annual Missing Resident Drill. Staff well aware of prescribed procedures and responded well to both drills.
- h. Upcoming events – National Nursing Home week observance during the second week in May. Luncheon and other events planned for the employees.
- i. Marketing – Work continues on the facility’s FaceBook page.
- j. Staffing – Needs: 1 - Infection Prevention/Control Registered Nurse; 1.5 Restorative CNAs. A night shift C.N.A. was hired.

Motion by Schmidt, second by Dart to go into Closed Session per WI Statutes 19.859(1)(C) to consider employment, compensation and benefits of public employee over which the governing body has jurisdiction and exercises control.

Roll Call Vote – 7 Yes, 0 No. Adjourned to Close Session at 6:11 PM.

Motion by Wagner, second by Rodrian to reconvene to Open Session per WI Stats. 1985(2). Roll Call Vote – 7 Yes, 0 No. Reconvene to Open Session at 6:17 PM.

Action from Closed Session – None.

Motion by Wagner, second by Rodrian to Adjourn. Motion Carried. Meeting Adjourned at 6:19PM

Next meeting rescheduled for Tuesday, May 27, 2014 at 4:30 PM due to Memorial Day Holiday.