

ALGOMA MEDICAL CENTER AND LONG TERM CARE UNIT (AMC<CU)

MONTHLY BOARD MEETING MINUTES

January 27, 2016

ALTCU Family Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessl, on January 27, 2016 at 4:31 PM at the AMC<CU Family Room. This meeting is in compliance with the Open Meeting Law.

Members present: Jan Dart, John Pabich, Sue Hepp, Joan Groessl, Marge Rodrian, Dawn Wagner and Wayne Schmidt present.

Others Present: Mary Murphy, Rachel Harmann, Kevin Clark, Carol Nell, Lynn Vlies, Amber Vogeltanz, Jody Wipfli, Steven Seidl, Mary Rehlinger, Ann Zieglmeier, Heidi Dier and Ashley Celusta

Approval of the Agenda: Motion made to approve the agenda by Dart, second by Hepp. Motion carried.

Approval of December 30, 2015 Meeting Minutes: Motion made to approve the minutes by Pabich, second by Rodrian. Motion carried.

Public Participation: No public comments

Financial Report:

- Occupancy rate 93.3%
- Total patient revenues \$352,792*
- Total operating revenues \$368,685
- Total operating expenses \$392,966**
- Net profit/loss (\$35,984)
- Capital Outlays \$800 (construction related)

* Private Pay Revenue – 57.6% of Budget Plan. Medicare Part A 77.8% of Budget Plan

**\$16,200 paid out in benefits for staff who left. \$39,212 paid in agency nursing.

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

Old Business:

Renovation Update

- All activity on the renovation has been suspended pending the determination of the state inspectors of whether or not the Physical Therapy Suite should be considered a new

building for health and safety requirements. This area has not been part of the state surveys since it was occupied by Bellin Health as a clinic.

- Project funding set up as a Revenue Obligation Loan.

Administrator Replacement / Potential for Contracting for Interim

- Position currently being advertised electronically and in print.
- One application received so far.
- Interim administrator being considered.

By-laws

- Additional research needed on the role of the Secretary-Treasurer position. Up to this point only the Secretary related duties have been performed. Additional research needed to determine if this is set in ordinance by the City and all of the duties required. The Algoma Medical Center & Long Term Care Unit By-Laws will be up for review, discussion and approval at the next meeting.
- Existence of a viable HIPAA training program responsibility noted.

New Business:

Operational Issues (Staffing, census, etc.).

- Staffing issues discussed and the continuing need for agency nursing.
- Per patient day costs need to be calculated. Labor costs appear to be over in 4 different areas – nursing, activities, dietary and central supply/laundry/housekeeping.
- In discussions it became clear that the facility does not have a strategy to balance case and payer mix to meet the required margin necessary to remain solvent. Recognizing not all payers reimburse enough to even meet costs, the staff have been tasked with coming up with payer thresholds based on the percent of costs met by the payment. This may lead to the reimbursement methodology becoming part of the intake process for residents.
- Different scheduling scenarios were discussed in order to better staff PM and Night shifts without agency assistance.
- Additional funding for operations will be needed on a short-term basis.

Administrator/Facility Report

- The minor citation corrective action plan from December was accepted by the state.
- All other items included in the Facility Report were accepted as written.

Closed Session:

Motion made by Pabich, seconded by Dart, to go into Closed Session per WI Statutes 19.85(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 19.85(1)(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 reason require a closed session. 7-Yes, 0-No. Motion passed. Closed session started 6:13 PM.

Motion made by Schmidt, second by Wagner, to reconvene to open session. 7-Yes, 0-No, Motion Carried. Returned to Open Session at 7:58 PM.

Action from Closed Session: Motion made by Hepp, second by Pabich, to request a short-term operational loan from the City at the next Common Council Meeting. Roll call vote, 6-Yes, 0-No. Motion carried.

Adjournment. Motion made by Schmidt, second by Wagner, to adjourn. Motion carried. Meeting adjourned at 7:59 PM.

The next regular meeting is scheduled for **Wednesday, February 24, 2016 at 4:30 PM** at the AMC<CU, **Room to be determined.**