

ALGOMA MEDICAL CENTER AND LONG TERM CARE UNIT (AMC & LTCU)

MONTHLY BOARD MEETING MINUTES

June 22, 2016

ALTCU Conference Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessler on June 22, 2016 at 4:30 PM at the AMC & LTCU Conference Room. This meeting is in compliance with the Open Meeting Law.

Members present: Sue Hepp, Dawn Wagner, Wayne Schmidt, Joan Groessler, Marge Rodrian

Members excused: Jan Dart, John Pabich

Others present: Doris Drain, Rachel Harmann, Amber Vogeltanz, Mary Rehlinger, Kevin Clark, Lynn Vlies, Mary Murphy

Approval of the Agenda: Motion made to approve the agenda with no additions or changes by Wagner, second by Schmidt. Motion carried.

Approval of May 25th 2016 Meeting Minutes: Motion made to approve the minutes by Wagner, second by Schmidt. Motion carried.

Public Participation: Rachel Harmann provided the list of color copier usage as requested.

Financial Report:

- Medicare Days – only 39.7% of budget but rate of \$401.04 higher than the budgeted \$379.75.
- Private Pay Days – 128.9% of budget—Income impacted by a resident conversion from Medicaid to Private Pay but may later be readjusted.
- Medicaid Days – 92.5% of budget.
- Agency nursing: \$37,682.42
- Net loss: \$29,357
- 5 employees on leave
- Doris noted that she has implemented scheduled Accounts Receivable reviews to insure timely receipt of money owed to the facility.

Approval of Bills: Motion by Hepp, second by Wagner, to approve bills as submitted. Roll Call Vote: 4 Yes, 0 No. Motion carried.

Old Business:

Renovation Update: Ministry is moved into the newly remodeled area. Final review meeting is next week. Cost of this project is significantly lower due to all the work and effort of Kevin Clark, so our thanks to him!

Television Subcommittee Update: Nothing new to report

Inventory Report: Hepp and Dart did a complete inventory of spare items, such as chairs and tables. Leadership team to review the list to determine how many of these items should be kept and how many could be sold. This will be discussed again at next month's meeting.

New Business:

Rock the Block Fundraising Event – considered if a beer license should be pursued and decided against it due to board concerns about liability and the perception of alcohol at this event. Request died for a lack of motion.

Parking Lot Accessibility: Ministry is requesting more curb cutouts to make accessibility easier for wheelchairs and their patients; estimated cost to be about \$4500. City Publics Works is being contacted for alternate quote. This will be discussed further after renovation figures are complete and readdressed at our July meeting.

Policy Review: Groessl presented an updated leave of absence policy and made additions to the FLSA policy based on recommendations by our attorney. Motion made to approve the changes by Wagner, second by Hepp. Motion carried.

Miracle Ear Room Rental: They currently rent space 2 days per month, looking to increase that to 3 or 4 days per month or perhaps the entire month. Contract is expiring and rental rate reviewed. Motion by Schmidt to inform Miracle Ear the daily rate is increasing to \$50 per day or a monthly rate of \$350. Second by Wagner. Motion carried.

Community Meal Program Bid: The contract needs to be renewed. We currently charge \$4.90/meal for mealsite and \$5/meal for home delivery. Groessl will research other program's charges and report back at our July meeting.

Administrator/Facility Report: Accepted as presented.

Closed Session: Motion made by Schmidt, second by Rodrian, 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)€, 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. Closed session began 5:28 PM.

Motion made by Wagner, second by Rodrian, to reconvene to open session- 4 yes, 0 no. Motion carried. Meeting returned to Open Session at 6:10 PM.

Action from Closed Session: Motion by Wagner, second by Rodrian, that effective 8-1-16 the classification of a fulltime employee will change from 32 hours per week to 40 hours per week. Roll Call Vote 5 Yes, 0 No.

Motion by Wagner, second by Rodrian, to approve contracting with an agency to implement PTO. Roll Call Vote 5 Yes, 0 No.

Motion by Hepp, second by Rodrian, Board will research downsizing our facility for cost savings. Roll Call Vote 4 Yes, 1 Abstain.

Adjournment: Motion made by Rodrian, second by Wagner, to adjourn. Motion carried. Meeting adjourned at 6:13 PM.

Next regular meeting is scheduled for Wednesday, July 27, 2016 at 4:30 PM at the AMC & LTCU Conference Room.

Respectfully Submitted,

Marge Rodrian