

ALGOMA MEDICAL CENTER AND ALTCU
BOARD MEETING MINUTES
September 28, 2016
AMC-LTC South Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessl, on September 28, 2016 at 4:31 PM at the Algoma Medical Center – Long Term Care South Wing Meeting Room. This meeting is in compliance with the Open Meeting Law.

Members present: Jan Dart, John Pabich, Sue Hepp (excused 6:32PM), and Joan Groessl present. Dawn Wagner delayed and excused (arrived 4:38PM). Marge Rodrian and Wayne Schmidt absent and excused.

Others Present: Doris Drain, Mary Legois, Kevin Clark, Mary Murphy, Amber Vogeltanz, Steven Seidl, and Carol Nell.

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

Approval of August 24, 2016 Meeting and September 6, 2016 Special Meeting Minutes: Motion made to approve the minutes by Dart, second by Pabich. **Motion carried.**

Public Participation: None.

Financial Report for August 2016

- Occupancy rate 75.9%*
- Total patient revenues \$292,562
- Total operating revenues \$312,108
- Total operating expenses \$354,081**
- Net profit/loss (\$52,219)
- Capital Outlays \$4,000

*Based on 60 licensed beds. 42 licensed beds will be reflected as of September 15, 2016.

**\$28,337.28 paid for contract nursing.

Approval of Bills: Motion by Wagner, second by Dart, to approve bills as submitted. Roll Call Vote: 5-Yes, 0-No. **Motion carried.**

Old Business:

Snoezelen Planning – An Algoma LTC feasibility study is needed. The study needs to address the need, applicability for nursing home environment, benefit, initial and ongoing costs, location close to the North Wing.

Inventory Reduction – Need to figure out pricing and disposal of remaining items. Doris has authority to determine best reasonable offer.

Television/Internet/Telephone Service – Spectrum 45 units at \$5.81 per outlet per month for a 5 year period. Monthly expense will be \$261.45. Better television reception. Expanded basic cable to 60 channels. Current Dish contract is \$259.74/mo. With no receiver units. Television specific (analog/digital) signal conversion not available. Kevin has to make all adjustments. Kevin to pull cable and replace for upgrade. Wagner moved, Pabich second, to Contract for a bundle package with Spectrum for cable television, internet access and telephone services. **Motion carried.** Special thanks to Amiel Hepp for his expertise and participation on the subcommittee addressing this issue.

Environmental Subcommittee Report – Report reviewed. Dart moved, Hepp second to accept the report as an advisory document. **Motion carried.**

New Business:

Employee Evaluations merit – Wagner moved, Pabich second, to give Doris authority to change the current employee evaluation system to a more simplified evaluation format. Motion carried. Wagner moved, Hepp second, to change from the current merit pay raise system to a cost of living pay raise approach. **Motion Carried**

Budget Process – Currently behind in the process. Converting to PTO needs to be completed before the process can get back on track.

Administrator's Report. – Rented part of the empty space to a music teacher. Request sent to State of Wisconsin to go from 60 to 42 licensed beds. Complaint from former employee. State surveyor investigated the complaint. Potential citation for abuse policy organization.

Change October Meeting date. - Initially changed to Thursday, October 27, 2016 then changed back to original date of October 26, 2016 due to other board member conflicts.

Closed Session:

- Motion made by Pabich, seconded by Wagner, 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. 5-Yes, 0-No. Motion passed. Closed session started 5:53 PM.
- Motion made by Pabich, seconded by Dart, to reconvene to open session at 6:42pm. Roll call vote: 5-Yes, 0- No. **Motion carried.**

Action from Closed Session: Pabich moved, Groessl second, to promote Mary Legois to Director of Nursing. **Motion Carried.**

Pabich moved, Wagner second, to give Doris Drain the authority to appoint an Acting Activities Director. **Motion Carried.**

Groessler moved, Wagner second, to form a Budget Subcommittee to get process back on track. The committee will include Groessler, Pabich and Carol Nell. **Motion Carried**

Adjournment: Dart moved, Pabich Second to adjourn. **Motion Carried.** Meeting adjourned at 6:44PM.

Next meeting at 4:30PM on Wednesday, October 26, 2016 at the AMC-LTC South Wing Meeting Room.