

Memorial Hospital Lafayette County 'MHLC'
November 24, 2015
County K Conference Room
Minutes from Monthly MHLC Committee Meeting

Present: MHLC Chair Bill Moody; MHLC County Supervisors Larry Ludlum; Connie Hull; Bob Boyle; Dr, Solverson; Administrator Julie Chikowski; Director of Finance Barb Johnson; DON/COO Kathy Kuepers; County Finance Director Nicola Maurer; Executive Secretary Jody Tuescher

Absent: MHLC County Supervisor Wayne Wilson; Accounts Manager Deb Krahenbuhl

I. Call to Order

Mr. Moody called the meeting to order at 12:30 p.m.

II. Posting

Mr. Moody asked if the meeting had been properly posted. Ms. Tuescher reported that the meeting had been posted with notices at the Hospital, Health Department, Manor, Court House, County Website, and sent to the local media. Mr. Moody declared the meeting to be legal.

III. Approval of Agenda - Discussion and possible action requested

Mr. Moody presented the agenda and inquired if there were any changes. Mr. Boyle moved to approve the agenda, seconded by Mr. Ludlum. Voice vote, motion passed unanimously.

IV. Minutes – Discussion and possible action requested

Ms. Hull made the motion to approve the minutes of the October 27, 2015 hospital committee meeting, seconded by Mr. Boyle. Voice vote, motion passed unanimously.

V. Financial Report: Ms. Johnson:

1. Dept Profit/(Loss) & Income Statement – October 2015:

- October monthly total net income prior to the transfer is \$115,407 with net income after the transfer at \$95,673.
- October profit YTD is down from 2014 by \$395,583.
- YTD Swingbed days are down from 2014 by 4 patient days.
- YTD Acute Inpatient days are down from 2014 by 76 patient days. 50 patient days are related to OB / Newborn days.
- YTD Observation hours are down from 2014 by 648 patient hours.
- Comparing Department Profit/(Loss) Current YTD to Budget, in inpatient revenue: Med/Surg, OR, ER/OR Pro fees, and Therapy are above budget – this is due to increased inpatient admissions and patient days and also to orthopedic surgeries. All other departments are below budget – due to a decrease in the ancillary service for an inpatient.
- Comparing Department Profit/(Loss) Current YTD to Budget, in outpatient revenue: Ambulatory, ER/OR Pro fees, OR, Outpatient clinic, Therapy, and Radiology are above budget – mainly due to orthopedic surgeries and the type of outpatient service. Med/Surg, Laboratory, and Pharmacy are below budget – due to decrease in patient count and ancillary service.
- Total Clinical Expenses YTD: Med/Surg, OR, Outpatient Clinic, Therapy, and Radiology are over budget. OB, ER, Lab, and Pharmacy are below budget.
- YTD Net (Loss) prior to the transfer of \$-0- to the Manor and \$197,343 to the County General Fund is a profit of \$153,861, which is a 1.32 profit YTD. Operating Percentage Margin YTD (after disbursal of the CGF) is - 0.381%, which is below budget.
- Our YTD net loss after County Transfer is at a loss of \$43,482.

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- Account balances that were written off to charity care for 2015 amount to \$63,032.91, compared to 2014 amount of \$51,420.27.

Balance Sheet

- Cash as of October 31, 2015 is \$64,443.
- The Accounts Receivable balance as of October 31, 2015 is \$3,394,520.
- Capital purchases for 2015 are indicated on the capital worksheet.

Aged Accounts Receivable

- The net days outstanding in accounts receivable is 46.42.
- 61.11% of our aging accounts receivable is in 0-30 days outstanding, and 15.79% are in 31-60 days outstanding.
- Self-pay balances October 2015 total \$536,888, compared to self-pay balances October 2014 total \$510,741.
- Currently for October 2015, \$588,899 is greater than 90 days outstanding, compared to October 2014, \$436,367 greater than 90 days outstanding.
- Currently for October 2015, 47.56% of our aging accounts receivable consists of Medicare and Medicaid.

Liabilities

- Long term liabilities includes \$650,000 loan for the remodel of the outpatient clinic. Payments are being made monthly, and the current balance is down to \$603,883.
- Short term liabilities for October 2015 compared to October 2014 is due to the "other current liabilities" which is how the Medicare due to/from was recorded on the balance sheet. In 2015 we started recording an accrual, so it is now located in the current assets section.
- Separate sheet of paper is included with the AP Summary.
- Credit cards were discussed and Mr. Boyle questioned whether or not the hospital would qualify for any of the cash back deals or other benefits that some offer. General discussion. Ms. Maurer said that we have a finding in our audit results related to our credit card policy or lack thereof and so we need to clean and tidy that up; and looking into that and also meeting with the Regional Finance Directors there are now widely used among counties in the state something called P-Cards - it is like a municipal credit card. There are some cards through some banks that give cash back and its through big banks, Chase is one of them. They work through your local county banks that you're with and it has a lot of advantages. Everything is tax free because you're a municipality; you don't have to worry about travel, purchases; they take care of 1099's and also at least one of those banks offer some kind of a cash back to the county for your annual purchases. So this is something she wants to work on finding out more about for Lafayette County.
- Dr. Solverson: Wanted to clarify that if we didn't give any money to the county that we would be at a \$3,000 profit without the Mr. Thomas gift. Ms. Maurer said that this was correct. So we are breaking even without other resources being taken out. Ms. Chikowski commented that this is a vast improvement considering how we started out the year. Our activity is increasing every month so we are making up for those slow months in May and June. General discussion continued. It is nice now that we have the addition of the 2 new providers at Family Health; Cheyanne Urso, PA and Brenda Husemann, APNP - we are looking forward to the addition of Dr. Cleary as well now that he has successfully transferred his license to Wisconsin. He will begin at Family Health and at the hospital after his credentials are completed. Billboards are up advertising these new providers as well as our existing providers in Argyle, Shullsburg & Darlington. All of these additions will help positively impact the medical economy of Lafayette County. Everyone agreed that this is great news.

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After a general discussion and clarifications the motion was made by Mr. Boyle to approve the financial report(s), seconded by Ms. Hull. Voice vote motion passed.

- Actual vs. Budgeted Financials: N/A

2. 2015 Budget Update: No Updates: N/A

VI. Audit of the Bills: Discussion and possible action.

Ms. Johnson said that Deb Krahenbuhl had prepared an AP Summary listing check's and invoices and it was included in the monthly financials. After a brief discussion Mr. Ludlum made the motion to approve the audit of the bills, seconded by Dr. Solverson. Voice vote motion passed.

VII. Personnel – discussion and possible action requested.

1. Staff Updates: Ms. Chikowski:

- We received a 2 week notice from Deb Krahenbuhl. She applied for and accepted the County Finance position replacing Sandy Russell after her retirement. This is a .6 FTE position. There was conversation after she accepted the Finance position that we would like to keep Deb .4 FTE at the Hospital to do Accounts Payable – this would make it a full time split position. We are asking for your permission to do this. After a lengthy discussion it was motioned by Dr. Solverson seconded by Mr. Boyle to give permission to allow her to be offered a full time split position. She would work Monday – Wednesday County Payroll and Thursday – Friday at the Hospital in AP. Vacation will be 60% County Finance, 40% Hospital AP. MHLC will be responsible for the 40% and Finance responsible for the 60%. Vacation days will be employer approved. Voice vote, motion passed. After further discussion it was decided to post the .6 FTE Payroll/HR position at the Hospital. It will remain a full-time position if she chooses to retire in the future. Since the business office change to OS they are updating job descriptions within their department so this is a good time for this to happen so Deb can update her job description as well.
- Rehired 2 previous CNA/HUCs, Beth Prine and Oliva Tarp – both PRN's. Hired Tiffany Kundert, CNA/HUC starting orientation this week.
- IT interviews will be 12/9 – 6 applicants – Pay is \$50,000 with full benefits. General discussion.

2. Purchasing Manager Compensation: Ms. Kuepers:

It was in the budget that when Tiffany Meyers came to us as a Materials Manager at a \$6/hr. cut in pay with the promise that she would get a raise in 6 months. It didn't happen. Since then she has done a wonderful job and we would like to ask for a \$1/hour raise. This will have to go onto HR & County Board and is already on the agenda pending it passing at this committee. After a brief discussion the motion was made by Mr. Boyle, seconded by Mr. Ludlum to approve this request. Voice vote, motion passed.

3. OP/Specialty Clinic Manager Compensation: Ms. Chikowski:

Dena Dammen, RN, OPC Coordinator has been the manager in OPC for over a year. The department is growing and she has done a fabulous job helping to manage our new providers and doing new procedures. She also picks up hours on the floor as needed and we would like to bring her up to the same as the other nurse managers and give her \$1.50/hour raise. After a general discussion the motion was made by Ms. Hull, seconded by Mr. Boyle to approve this request. Voice vote, motion passed.

4. Billing Lead Compensation: Ms. Chikowski:

Deb Hendrickson will be staying on in the billing office and will be receiving a \$3.00/hour raise. This was approved at our last meeting and will be going onto HR and County Board for approval. Ms. Chikowski wanted to clarify that she will be taking the following onto HR for approval at the next meeting – these 3 requests as well as the request for nursing staff over 5 years - \$1.50/hour and nursing 3 – 5 years - \$1.00/hour. Deb Hendrickson's raise will take effect upon the retirement of the 2 billers on 1/4/2016 and nursing and the other 2 requests on the next payroll after the approval at County Board meeting.

5. October OT Report: Ms. Chikowski.

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The report was reviewed: More in October than in September, we had out of town training for billers; Ladies night out for Dietary & CO. RNs busy on floor. Ms. Chikowski wanted to point out that there was an overall decrease of 480 hours from last year. General discussion – will continue monitor.

VIII. Medical Staff Report:

1. Appointments/Reappointments: Ms. Kuepers: The following have gone through Medical Staff and have been recommended to be approved by the Hospital Committee:
 - Dr. Syed Hasan – ER Provider: Approval under probation of 6 months or 3 visits.
 - Dr. Benjamin Kaster – ER Provider: Approval under probation of 6 months or 3 visits.
 - Cheyanne Urso, PA – New provider at Family Health.
 - Kolette Bohr, Audiologist – New Audiologist in OPC.
 The motion was made by Ms. Hull, seconded by Mr. Ludlum. Voice vote motion passed.

2. Family Health/Hospital Communication – Dr. Solverson:

We have been experiencing a conflict in dictation into the reports and switching over health records and are looking into some voice recognition software. Ms. Chikowski said that we are working well together and are discussing this option and need to get pricing. Focus on details – physicians need to get a decent dictation package. It would help the physician in ICD10 to be more detailed - and the physicians are expected to be doing this. M-Model – not in the budget – will be looking what can be taken off the budget to help pay for this. We are doing very well with Medicare billing – they are in compliance more than the others in the state already so this would be very beneficial. General discussion continued.

IX. Management Report: Discussion and possible action requested.**Old Business:**

1. CST Update: Ms. Chikowski – Status quo – waiting contract out and filtering patients to another company.

New Business:

1. IT Request(s): Ms. Chikowski:
 - Will be hiring a replacement for Adam Burns which is a refill position.

X. Set Next Meeting Date – After a general discussion Mr. Moody set the next meeting date.

Ms. Chikowski invited the members to come to the Holiday Meal at 11:30 am prior to the meeting in the employee breakroom. The meeting will be held at 12Noon.

Next Hospital Committee Meeting
Wednesday, December 23, 2015 12:00 p.m.
MHLC Downstairs Conference Room

- XI. Adjournment** – Mr. Boyle made a motion, seconded by Mr. Ludlum to adjourn the meeting. Voice vote, meeting was adjourned.