

Memorial Hospital Lafayette County 'MHLC'
 December 23, 2015
 MHLC Conference Room
 Minutes from Monthly MHLC Committee Meeting

Present: MHLC Chair Bill Moody; MHLC County Supervisors Wayne Wilson; Larry Ludlum; Connie Hull; Dr. Matt Solverson arrived at 12:15 pm; Administrator Julie Chikowski; Director of Finance Barb Johnson; DON/COO Kathy Kuepers; County Finance Director Nicola Maurer; Executive Secretary Jody Tuescher

Absent: Supervisor Bob Boyle

I. Call to Order

Mr. Moody called the meeting to order at 12:00 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. Ludlum moved to approve the agenda, seconded by Ms. Hull. Voice vote, motion passed unanimously.

IV. Minutes – Discussion and possible action requested

Ms. Hull made the motion to approve the minutes of the November 24, 2015 hospital committee meeting, seconded by Mr. Ludlum. Voice vote, motion passed unanimously.

V. Financial Report: Ms. Johnson:

1. Dept Profit/(Loss) & Income Statement

- November monthly total net income prior to the transfer is a loss of \$162,685 with net income after the transfer at a loss of \$182,419.
- November profit YTD is down from 2014 by \$408,131.
- YTD Swingbed days are up from 2014 by 25 patient days. There have been 4 less Swingbed patients, but the patients have been admitted for more days.
- YTD Acute Inpatient days are down from 2014 by 201 patient days. 119 patient days are related to OB / Newborn days.
- YTD Observation hours are down from 2014 by 678 patient hours.
- Comparing Department Profit/(Loss) Current YTD to Budget, in inpatient revenue:
 OR, ER/OR Pro fees, and Therapy are above budget – this is due mainly 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, OR, Outpatient clinic, Therapy, and Radiology are above budget – mainly due to orthopedic 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, and Therapy are over budget.
 OB, ER, Outpatient Clinic, Lab, Radiology, and Pharmacy are below budget.
- YTD Net (Loss) prior to the transfer of \$-0- to the Manor and \$217,077 to the County General Fund is a loss of \$8,824, which is a 0.07 loss YTD. Operating Percentage Margin YTD (after disbursement of the CGF) is -1.131%, which is below budget.
- Our YTD net loss after County Transfer is at a loss of \$225,901.

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- Account balances that were written off to charity care for 2015 amount to \$63,661.74, compared to 2014 amount of \$51,486.17.

Balance Sheet

- Cash as of November 30, 2015 is -\$88,705. Cash is low due to reduced amount of deposits in November.
- The Accounts Receivable balance as of November 30, 2015 is \$3,407,811.
- Capital purchases for 2015 are indicated on the capital worksheet.

Aged Accounts Receivable

- The net days outstanding in accounts receivable is 59.62.
- 47.08% of our aging accounts receivable is in 0-30 days outstanding, and 28.05% are in 31-60 days outstanding.
- Self-pay balances November 2015 total \$491,484, compared to self-pay balances November 2014 total \$522,352.
- Currently for November 2015, \$567,031 is greater than 90 days outstanding, compared to November 2014, \$501,465 greater than 90 days outstanding.
- Currently for November 2015, 47.38% 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 \$600,625.

After a general discussion and clarifications the motion was made by Mr. Ludlum 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 – Page 17. After a brief discussion and clarifications, Mr. Wilson made the motion to approve the audit of the bills, seconded by Ms. Hull. Voice vote motion passed.

VII. **Personnel – discussion and possible action requested.**

1. Staff Updates: Ms. Chikowski:
 - Nick Metz was offered the IT position – we are waiting for all the paperwork to come back and he will hopefully be able to start January 17, 2016.
 - Shelly Lange accepted the part time .6FTE Payroll/HR position at MHLC (Deb Krahenbuhl's position). We made an offer to a person for Shelley's full time Payroll/HR position at the Manor. Deb Krahenbuhl will be doing a partime .4 FTE in Account Payable for MHLC. General discussion continued.
 - We had 2 CNA/HUCs recently start at the hospital – Tiffany Kundert & Kelsey Berg.
2. November OT Report: Ms. Chikowski.
The report was handed out and reviewed – 64 less hours in November than in October – we are watching things very closely and working hard to keep OT to a minimum.

VIII. **Medical Staff Report:**

1. Appointments/Reappointments:

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We have one recommendation from Med Staff for Renee Reetz, Speech/Language Therapist to be approved for allied health professional privileges. She will be working PRN and fill-in for staff that will be on maternity leave. Motion by Mr. Ludlum, seconded by Mr. Wilson to approve this request. Voice vote, motion passed.

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

Family Health and Southwest Health recently came to an agreement that neither facility will talk negatively about each other's facility or its staff and if either hears of anyone speaking negatively about each other in the future there will be action taken. Brief discussion followed.

Dr. Cleary started seeing patients at Family Health – we are still getting him credentialed with some additional insurance companies and this takes time. We are happy to have him join our team.

IX. Request to convene to closed session per WI Stats Sec. 19.85(i)(c) regarding Physician recruitment/compensation to consider employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Mr. Wilson made the motion to go into closed session, seconded by Ms. Hull. Roll call vote: Mr. Moody – yes; Mr. Wilson – yes; Mr. Ludlum – yes; Ms. Hull – yes; Dr. Solverson – yes.

X. Request to convene to open session with a motion by Mr. Wilson, seconded by Mr. Ludlum, voice vote – motion passed.

XI. Discussion and possible action on closed session matter(s): Motion by Mr. Wilson, seconded by Mr. Ludlum to allow MHLC to participate with Family Health in the recruitment and/or procurement of additional physicians, as previously approved. Voice vote, motion passed. Dr. Solverson abstained from the vote.

**XII. 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 – No requests at this time.

2. Critical Access Hospital overnight training in February 2016: Ms. Chikowski said that Wipfli is putting on a training covering cost report and the 340 B pricing program and we feel it would be very beneficial to attend. We are asking permission for 3 of us to attend, Julie, Barb & Kathy at \$200/person, mileage & hotels. It will be held in Minneapolis in February. After a brief discussion and clarifications the motion was made by Mr. Ludlum to give permission for the 3 to attend and cover their costs, seconded by Ms. Hull. Voice vote, motion passed.

3. RT Move: Ms. Chikowski: We are asking for the committees' permission to consider moving RT to the nursery area upstairs and start exploring other future moves. We would like to move the Hospital Business Office back to the hospital ASAP as the Manor needs more male beds. It would save the hospital over \$17,000 in rent that currently being paid to the Manor for their space. After a lengthy discussion the motion was made by Mr. Ludlum, seconded by Mr. Wilson to give permission to looking into these internal moves. Voice vote, motion passed.

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

**Next Hospital Committee Meeting
Monday, January 25, 2015 12:00 p.m.
MHLC Downstairs Conference Room**

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