

Memorial Hospital Lafayette County 'MHLC'
February 23, 2016
MHLC Conference Room
Minutes from Monthly MHLC Committee Meeting

Present: MHLC Chair Bill Moody; MHLC County Supervisors Wayne Wilson; Larry Ludlum; Connie Hull; Bob Boyle; Administrator Julie Chikowski; DON/COO Kathy Kuepers; County Finance Director Nicola Maurer; Executive Secretary Jody Tuescher

Absent: Director of Finance – Barb Johnson; Dr. Matt Solverson

I. Call to Order

Mr. Moody called the meeting to order at 12:10 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. Ms. Chikowski asked to delete Laundry Quotes from the agenda because the ones she received were not comparable. She is going to request new bids be submitted and bring back next month. Mr. Wilson moved to approve the agenda with the deletion, seconded by Mr. Ludlum. Voice vote, motion passed unanimously.

IV. Minutes – Discussion and possible action requested

Mr. Boyle made the motion to approve the minutes of the January 25, 2015 hospital committee meeting, seconded by Mr. Wilson. Voice vote, motion passed unanimously.

V. Financial Report:

There was no financial report this month due to auditors and cost report.

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

Ms. Chikowski reported that there was nothing out of the ordinary for AP. There was no financial report due to the turnover in the business office, cost report & audit work – Ms. Johnson has been busy with these tasks. Mr. Boyle made the motion to approve the audit of the bills, seconded by Mr. Ludlum. Voice vote motion passed.

VII. Personnel – discussion and possible action requested.

1. Staff Updates: Ms. Chikowski/Ms. Kuepers:

- Hospital/Manor/County changes in staff are hitting Ms. Johnson hard with extra duties.
- Lisa Black, Manor biller resigned and took another position within the County.
- Jill Boelk was hired to replace Shelley Lange as the Manor's PR/HR.
- Shelley Lange is doing PR/HR for MHLC 3 days/week.
- Deb Krahenbuhl is the new PR at the County 3 days/week and she is doing AP for MHLC 2 days/week.
- Deb Hendrickson, MHLC Biller resigned, but has agreed to stay on to do training for the new hire.
- Amie O'Brien was hired to replace Deb Hendrickson as the MHLC Biller and is working with her after hours to train.
- Ms. Johnson has been very busy working with the changes as well as the audit and cost report.
- Ms. Chikowski & Ms. Kuepers went to Cost Report training in Minneapolis and learned a lot of new things – Ms. Maurer will be joining them and will be working with Wipfli – they will be coming onsite to complete the Cost Report for 2016.

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- We have started a Revenue Cycle Team at MHLC which starts from the beginning registration and includes everyone through to the end posting and file payment. After a brief discussion Ms. Maurer asked to be involved in those meetings as well.
 - As we discussed at our last meeting, MHLC was identified by the Wisconsin Office of Rural Health as a candidate for grant money to be used to help the hospital's bottom-line. We did receive the award for \$25,000. General discussion continued.
2. January OT Report: Ms. Chikowski.
The report was handed out and reviewed – we had call in for sick time and have been busy in both Lab & Radiology with call ins due to increased activity. We continue to monitor things very closely and work hard to keep OT to a minimum. Ms. Kuepers reported that part of the OT is the increase in activity in departments since Family Health added providers – we are cutting staffing hours/patient numbers. We will have the financials next month to review.
 3. Open Business Office Position: Ms. Chikowski: Once we get Amie O'Brien up and running and taking a look through the audit process – we actually eliminated 4 positions and saved about \$90,000 by doing so and by contracting with OS, Inc. We need to take a look at what that means and wanted to remind everyone here that we do have a full time open business office position that we want to keep on the table. We need to take a look at this during the Revenue Cycle review. Ms. Johnson is doing audit, cost report and a lot of business office functions that she should not be doing – so we need to take a look at what makes sense. We need to see if this an opportunity to add a new position at this time. General discussion continued.

VIII. Medical Staff Report:

1. Appointments:
No appointments.
2. Family Health/Hospital Communication:
Ms. Chikowski updated the committee on Dr. Cleary's court case. Patient census is up and continues in that direction. Brief discussion continued.

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

1. CST Update: Ms. Chikowski reported that she emailed them and gave notice that we are done with the contract as of 9/6/2016 and they have accepted our notice. We will take this off of the agenda under old business.
2. Mary Roelli's job description: Ms. Kuepers:
Two job descriptions were passed out for review. One was for COO - Chief Operation Officer which is Ms. Kuepers current job; and the other is for CNO - Chief Nursing Officer. These need to be approved at this committee, HR, and County Board. HR is on March 7 at 3:30 p.m. If approved we would advertise/post and hire a candidate for the CNO position - then pull Ms. Roelli out of the surgery rotation to free her up to train the new CNO until her retirement on July 31, 2016. Ms. Roelli is currently at \$37.74/hr x 56 hours/pp - \$55,000/year. The 2 surgery managers are on their own and with everything included would be \$3,570 to comp nurse managers in OR. If someone internal takes the CNO position it would be as additional responsibility to their current position - \$40,000 on the table with a 3 or 4/hour raise. It depends upon who ends up getting this position.

After a general discussion, the motion was made by Ms. Hull, seconded by Mr. Wilson to give the CNO position a \$4/hour raise to start upon completion of their orientation if filled internally. Voice vote, motion passed.

Both Job Descriptions will need to be approved. Ms. Maurer suggested that we defer to Val Steiner on how Kathy Kuepers job description should be redone to remove DON from the title and duties. Ms. Chikowski will reach out to Val Steiner as well since both will need to go on the HR agenda and go through the process.

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General discussion to clarify what was decided upon at our last meeting. Motion by Mr. Wilson, seconded by Mr. Boyle to approval the new & restructured CNO & COO job descriptions and go on to the HR committee for approval. There is no need to go onto the county board because this is not a new position – we will work with Val Steiner to add duties and set parameters.

Ms. Maurer brought up some concerns minutes and the rules and regs regarding minute taking and would like to have someone research and bring back next month for discussion.

New Business:

1. IT Request(s): Ms. Chikowski:
The ER computer died and has to be replaced.
Nick Metz is working out very well.
Jason Walter gave his 1 years notice at County Dept. Head.
2. Nursery Buildout Project: Ms. Kuepers reported that we are looking to remodel the nursery into office space for Case Management & RT. This would free up the Case Management Office which is located behind the Nurses' Station to expand out. We have a bid – state plan – codes met – now we want to hire someone to do the work. Jim Pahnke will take the current nursery space – create increased space for RT/Case Management – space for 6 people in that area. No patient procedures will be done in this space. The back hall would be used for a conference room which is needed for privacy for family matters. Open RT area downstairs would be used for office space for Business Office people to move back from the Manor. Jim Pahnke said we need a change of use permit from the state which will cost \$18,500. We do pay rent for the Business Office space at the Manor of \$14,500/year which would be a savings. We are looking at other uses for areas within the hospital as well. Would like to see the Purchasing Dept. move to Dialysis area – deliveries come in the back of the hospital so it would be more convenient, footage is very close to what they have now – audio booth would move back to OPC dept. Purchasing would be developed into more patient care area. LDRP Rooms could be used for Hospice patients. General discussion continued. Jim Pahnke, Maintenance Supervisor said that he will have a strategic floor plan for next meeting. Ms. Chikowski said that we have budgeted \$280,000 for the business office move – but we will start out with \$20,000 for the permit. After a general discussion Mr. Wilson made the motion, seconded by Mr. Boyle to move forward as presented with Phase I of the Nursery Buildout Project. Voice vote, motion passed.
3. Purchase of Truck. Ms. Kuepers: We currently have 3 vehicles; 2 cars and 1 truck. Jim Pahnke, Maintenance Supervisor found a small truck for \$8,000. He talked to Mr. Moody and he gave permission to purchase the truck. We would like to sell the 3 vehicles but needed permission to do so. After a brief discussion Mr. Ludlum made the motion to purchase the new truck and dispose of the other 3 in the manner most advantageous to the County. The motion was seconded by Mr. Boyle – voice vote, motion passed.
4. National Health Safety Network Training for 2 Nursing Staff: Ms. Kuepers reported that there is a free training but it is a 2 ½ hour drive per day – it would be more economical to pay them to stay. After a brief discussion the motion was made by Mr. Boyle, seconded by Ms. Hull to pay for them to stay for the 2 day training. Voice vote, motion passed.

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

**Next Hospital Committee Meeting
March 29, 2016 12:00 p.m.
MHLC Downstairs Conference Room**

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