

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, June 28, 2016

Meeting Time: 5:00 PM

Attending Committee Members & Manor Staff

Larry Ludlum, Chairman
Gerald Heimann
Tony Ruesga
John Perkins
Kenny Taylor - Excused
Vicki Whitford

Julie Chikowski, ADM
Peggy Rolli, A. ADM
Jill Boelk, HRC
Nicola Maurer, FD
Jim Lange, ESS

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Larry Ludlum, Chair. All Committee members were present, with the exception of Lay member Kenny Taylor, who was excused.

Posting -

Jill Boelk reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved May 24, 2016 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Tony Ruesga, and seconded by Gerald Heimann, to approve the May 24, 2016 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda –

Julie asked that since Jim Lange came in special that we move the HVAC and Laundry Update to right after the public comment.

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the June 28, 2016 agenda with the amendment. The motion carried unanimously.

Public Comment -

There was no comment from the public.

Management Report –

HVAC System –

Jim Lange reported that we had received two bids, 1 from Control Solutions and 1 from Johnson Controls. Johnson Controls bid was for \$50,000. Control Solutions bid was \$34,816. Jim has worked with Control Solutions in the past and they do a good job and are cheaper. Jim Lange's recommendation is Control Solutions. He said the bids are apples to apples so they would be doing the same work. Julie Chikowski reported that the money is in the budget for this year and was budgeted at \$50,000.

A motion was made by Gerald Heimann, and seconded by Vicki Whitford, to go with Control Solutions for \$34,816. The motion was carried unanimously.

Laundry Update -

Julie Chikowski reported that Jim Lange and Jim Pahnke were involved in looking at what Superior could do vs. Aramark. Aramark is going to cost us more money. They presented like they were going to save us a bunch of money but Julie didn't believe that was going to be the outcome. We've had good service with Superior and as a result we got a better bid from them. The Hospital committee has approved us staying with Superior. Julie's and Jim's recommendation is to stay with Superior for the Manor as well.

A motion was made by Tony Ruesga, and seconded by Gerald Heimann, to stay with Superior for the Manor laundry services. The motion was carried unanimously.

Lafayette Manor Financial Notes – Presented by Nicola Maurer

Revenues

- YTD Gross patient revenues, at \$2.0 million, are behind budget by approx. \$31,000 but are ahead of 2015 by \$96,000.
- Contractual adjustments, at \$368,180, are higher than budget by approx. \$12,000 and higher than 2015 by \$56,800.
- Contractual adjustment rate for 2015 was 17.6%. For 2016 YTD it is 18.47% which is an improvement from March YTD.
- This results in YTD Net Patient Revenue of \$1,624,889 which is approx. \$43,000 below budget.
- Other Net Revenues are \$1,870,165 which is \$46,000 behind budget.

Expenses

- Overall, YTD Expenses are below budget through May by \$42,477. Patient Services Staff, Patient Service Supplies and Dietary are consistently running below budget.

Levy Usage

- YTD, lower than budget expenses offset the shortfall in net revenues resulting in levy usage of \$127,711 which is essentially at budget.
- Levy remaining at May 31st is \$171,174.

Revenue and Expense Analysis:

- Total net revenues for May 2016 are \$378,292, which are below budget by \$12,448.
- Total Expenses for May 2016 are \$399,225, which are below budget by \$16,899.
- Housekeeping expenses for May were above budget by \$15,000 due to a retirement benefit.
- Levy usage for the month of May was \$20,933 which is below the monthly budgeted levy usage by \$4,452.

Hospital Usage:

- The hospital payment to the manor for rent for May is \$1,440.00.
- YTD rent for the business office residing at the Manor is \$7,200.00.

A/R Aging:

- The total Accounts Receivable as of May 2016 is \$308,131.
- Four month comparison:
 - 1/31/16 \$411,087
 - 2/29/16 \$357,899
 - 3/31/16 \$383,477
 - 4/30/16 \$338,569
 - 5/31/16 \$308,131

Audit of Bills – Presented by Julie Chikowski

Julie Chikowski went over some of the submitted bills.

A motion was made by Gerald Heimann, and seconded by Vicki Whitford, to approve the Financials and Bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for May 31, 2016:

May 31, 2016 Admission / Discharge Report	
Total Admissions	3
Total Discharges	2
Charges Report	
Pay Source: Medicare Part A	4
Medical Assistance	36
Private Pay	18
Insurance	1
Average Daily Census	56

Auxiliary Report –

Peggy Rolli reported that there was no new report from the Auxiliary at this time.

Marketing Report –

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

June 2016

Photo’s submitted to the local newspaper for the month of June includes:

- 15’ ice-cream sundae
- Sportsman club sponsored fishing trip to Yellowstone Lake
- Pictures of flower bed on the patio with residents
- Music by Glenda Linneman

Andy Stark will be featured in the “Around Lafayette Manor” article for the MHLC newsletter.

OT & Staffing – Reported by Jill Boelk

Overtime Expenses dropped in May, with May OT totaling \$10,490.42. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

Personnel / Payroll Report – Reported by Jill Boelk

Family / Medical Leaves

- 1 - ADA Accommodation
- 1 – Intermittent FMLA Leave; April 18, 2016 – July 4, 2016

STAFFING

Taylor Norton	PT Med Tech	Status Change: 5/26/2016	From CI/NB CNA to PT Med Technician
Melissa Nihles	FT/CNA	Separation of Employment: 5/25/2016	Full-Time–NOC
Rena Abbott	FT/CNA	Status Change: 6/3/2016	From FT CNA to PRN
Linda Barry	PT/Med Tech	New Hire: 6/6/2016	PT (.6) – Med Technician
Linda Barry	PT/Med Tech	Resignation: 6/6/2016	PT (.6) – Med Technician
Becky Lange	CI/NB/Hskpng	New Hire: 6/15/2016	Fill-In/No Benefit – Housekeeping
Lindsey Walton	CI/NB/Dietary	New Hire: 6/21/2016	Fill-In/No Benefits – Dietary Assistant
Jason Moen	PT/LPN	New Hire: 6/27/2016	PT (.6) – LPN – NOC/PM

Workman’s Compensation January 1, 2016 – April 30, 2016

- 10 – First Report of Injury - No Reportable Time Off

78 Total Employees:

- 41 Full-Time
- 13 Part-Time
- 24 Fill-In Status

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. Fall Festival

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

Tuesday, August 2, 2016

5:15 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by John Perkins, and seconded by Tony Ruesga, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Jill Boelk

Jill Boelk
Human Resource Coordinator
JB/jrb