

Memorial Hospital Lafayette County 'MHLC'  
 September 8, 2016  
 MHLC Conference Room  
 Minutes from Monthly MHLC Committee Meeting

**Present:** MHLC Chair Jack Sauer; MHLC County Supervisors Wayne Wilson; Larry Ludlum; Bob Boyle (left at 9:20); Dr. Matt Solverson; Bev Anderson; Homer Evenstad; Jack Wiegel; Administrator Julie Chikowski; COO Kathy Kuepers; MHLC Finance Manager Molly Wiegel; Finance Director Nicola Maurer; Executive Secretary Jody Tuescher; RJ Reporter

**I. Call to Order**

Mr. Sauer called the meeting to order at 8:00 a.m.

**II. Posting**

Mr. Sauer 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. Sauer declared the meeting to be legal.

**III. Approval of Agenda - Discussion and possible action requested**

Mr. Sauer presented the agenda and inquired if there were any changes. After a brief discussion Mr. Wilson made the motion to approve the agenda, seconded by Mr. Boyle. Voice vote, motion passed.

**IV. Minutes – Discussion and possible action requested**

Mr. Ludlum made the motion to approve the minutes of the August 24, 2016 meeting, seconded by Mr. Wilson. Voice vote, motion passed.

**V. Audit of the Bills: - Discussion and possible action.**

Ms. Wiegel reported that there was nothing out of the ordinary this month. Ms. Chikowski noted that we needed to repair the dishwasher in dietary. We received a grant for \$25,000 to review our processes and start our revenue cycle review and to look at how we were capturing charges pre-OS and post-OS. We hired Wipfli for \$25,000 to oversee this process so we will be recouping this money after receiving the grant. We will get the report next week and will bring back for review next month. Motion by Ms. Anderson to approve the invoices, seconded by Mr. Boyle, voice vote motion passed.

**VI. Personnel – Discussion and possible action requested.**

1. Staff Updates:

- Ms. Chikowski reported that they interviewed 4 pharmacists and made an offer to one of them yesterday - she will get back to us by Friday. We will be offering her the same as what Matt McGowan was getting either contracted or employed by MHLC. She has the ability to start prior to October when he is leaving so they will have some time for orientation. General discussion.
- We have a Part-time Dietary Aid position open so will be posting.
- We have offered a FT RN position to Francie Reichling who will be starting in October.
- We have an offer out to a PT with benefit RN position but have not heard back yet.
- We had a resignation of another CNA who will be going to UW for a job so will be refilling that – this is just a revolving door right now. General discussion.

**VII. Medical Staff Report – Discussion and possible action requested.**

1. Appointments:

No appointments at this time.

2. Family Health/Hospital Communication:

No report at the time.

Memorial Hospital Lafayette County 'MHLC'  
September 8, 2016  
MHLC Conference Room  
Minutes from Monthly MHLC Committee Meeting

**VIII. Management Report-Discussion and possible action requested**

Old Business

1. Nursing Buildout Update:

Ms. Chikowski stated that we are working on determining how we can fix our heating unit on the roof to see if we can tie in with the existing or need an additional unit. Brief discussion continued.

2. Strategic Planning Meeting:

Ms. Chikowski reported that they met with Wipfli and reviewed past cost reports and will be getting the results back at the finance meeting today where they will be doing a presentation. They indicated that we will be getting a pleasant surprise. We will be opening other past years costs reports for reconsideration - you are not able to do so unless it is < or >\$10,000 – so we are very optimistic.

New Business

1. IT Requests

No requests at this time. We received permission to pursue the implementation of EPIC and are looking at what our needs are before this can happen.

2. Stryker Neptune:

Ms. Kuepers reported that the OR is in need of a self-contained Bio-Waste Management System. This is being done manually now. OSHA made a new ruling in 2016 about smoke and this unit has smoke removal capabilities as well. Tiffany Meyers, our Materials Manager did a great job doing the cost analysis comparing leasing vs. outright purchase through Stryker and determined it would be best to do a lease at \$11,000 for 5 years with a \$1 buy out after the lease is up. We had money in the capital budget for a new sterilizer but will not be pursuing that and would like to use that money for this instead. After a general discussion the motion was made by Dr. Solverson, seconded by Mr. Boyle to approve this request. Voice vote, motion passed.

3. Compensation – Lab/Nursing/Radiology

- IX.** The motion was made by Mr. Wilson, seconded by Mr. Wiegel to go into Closed session at the Request of the Hospital Committee Pursuant to WI Stats Sec. 19.85(i)(c) to consider employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Roll call vote: Mr. Sauer – Yes; Mr. Wilson – Yes; Mr. Ludlum – Yes; Mr. Boyle – Yes; Dr. Solverson – Yes; Ms. Anderson – Yes; Mr. Evenstad – Yes; Mr. Wiegel – Yes.

- X.** Motion by Mr. Wilson, seconded by Mr. Boyle to Reconvene to Open Session. Voice vote motion passed.

- XI.** Discussion and Possible Action, if necessary or appropriate, on matter discussed in closed session.

Motion by Dr. Solverson, seconded by Mr. Ludlum to give approval for administration to authorize \$125,000 in raises to Lab, Radiology, Nursing, Pharmacy Tech and Physical Therapy Assistant. MHLC will recoup 65% back due to cost based reimbursement for a final cost to MHLC of \$43,000. Voice vote, motion passed.

- XII.** Motion was made by Mr. Boyle, seconded by Mr. Wilson to go into Closed Session at Request of the Hospital Committee Pursuant to WI. Statute Section 19.85(1)(e) for discussion regarding the investing of public funds and other specified public business as required for competitive and bargaining reasons so as to remain competitive in the marketplace.

Roll call vote: Sauer – Yes; Wilson – Yes; Ludlum – Yes; Boyle – Yes; Solverson – Yes; Anderson – Yes; Evenstad – Yes

- XIII.** Motion by Mr. Wiegel, seconded by Mr. Evenstad to Reconvene to Open Session. Voice vote motion passed.

Focus Statement

“Caring...Quality...Life... We take it Personally.”

Page 2 of 3

Memorial Hospital Lafayette County 'MHLC'  
September 8, 2016  
MHLC Conference Room  
Minutes from Monthly MHLC Committee Meeting

- XIV. Discussion and Possible Action, if necessary or appropriate, on matter discussed in closed session.  
No action taken.
- XVI. **Set Next Meeting Date** – After a general discussion Mr. Sauer set the next meeting date(s):

**Next Hospital Committee Meeting**  
**September 22, 2016 8:00 a.m.**  
**MHLC Downstairs Conference Room**

- XVII. **Adjournment** – Mr. Wiegel made a motion, seconded by Mr. Evenstad to adjourn the meeting. Voice vote, meeting was adjourned.