

Memorial Hospital Lafayette County 'MHLC'
September 22, 2016
MHLC Conference Room
Minutes from Monthly MHLC Committee Meeting

Present: MHLC Chair Jack Sauer; MHLC County Supervisors Wayne Wilson; Larry Ludlum; Bob Boyle Dr. Matt Solverson; Suann 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; Louis Lopez, Lafayette Development Corp Exec. Director; Val Steiner, Lafayette County HR; Jim Pahnke, Maintenance

I. Call to Order

Mr. Sauer called the meeting to order at 8:10 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 the motion was made by Ms. Anderson to approve the agenda, seconded by Mr. Wilson. Voice vote, motion passed.

IV. Minutes – Discussion and possible action requested

Mr. Boyle made the motion to approve the minutes of the September 8, 2016 meeting with the correction of the date of the next meeting - should have been September 22, 2016, seconded by Mr. Wilson. Voice vote, motion passed.

V. Financials – Discussion and possible action requested – Ms. Wiegel:

August 2016 Financials/Stats Reports/Overtime Reports:

Dept Profit/(Loss) & Income Statement August 2016

- August monthly total net gain is \$279,056.
- August net income YTD is ahead of 2015 by \$157,074.74.
- YTD swing bed days are up from 2015 by 203 patient days.
- YTD acute inpatient days are up from 2015 by 20 patient days.
- YTD observation hours are down from 2015 by 14 patient hours.
- Comparing Department Current YTD Inpatient Revenue to Budget:

Med/Surg, Radiology, and Therapy are above budget.

All other departments are below budget – due to a decrease in the ancillary service for an inpatient.

- Comparing Department Current YTD Outpatient Revenue to Budget:

No departments are above budget.

All departments are below budget.

- Total Clinical Expenses YTD:

Med/Surg, ER, Outpatient Clinic, and Therapy are over budget.

All remaining departments are below budget.

- YTD net income is a gain of \$129,373, which is a .78% total margin YTD.
- Account balances that were written off to charity care for 2016 amount to \$14,623, compared to 2015 amount of \$60,762.

Balance Sheet

- Cash as of August 30, 2016 is \$1,406,379.
- The Gross Accounts Receivable balance as of August 30, 2016 is \$3,031,601.
- We purchased the two capital items listed below in August. Bringing our total spent on capital to 118,164
 - EKG Machine at 10,124 and PFT Machine at 44,995

Aged Accounts Receivable

Focus Statement

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

Page 1 of 4

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- The net days outstanding in accounts receivable is 52.18.
- 58.15% of our aging accounts receivable is in 0-30 days outstanding, and 14.50% are in 31-60 days outstanding.
- Self-pay balances August 2016 total \$557,371, compared to self-pay balances August 2015 total \$576,066.
- Currently for August 2016, 49.85% 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 listed at \$555,971.

OT Report: There was a decrease of OT for the month of August which was 248 hrs. and in July we at 332 hours – part because we filled some of our positions. Ms. Wiegel pointed out that 3 departments who had OT were part of the same single incident – they definitely do tie together because we are a small organization. We continue to monitor.

HR Notes: Report from Shelley Lange for hires and status change report.

Dr. Solverson pointed out that YTD we are at a \$129,000 profit – IP has been busier - but in Orthopedics there was a lull because of precertification for joints – our profits are going to be increasing at a rapid rate now because the Orthopedic volume will be going up through the end of the year. Ms. Wiegel said that she agreed if you look at OR/RR – you can see they are lower than budget and lower than last year and with speaking to the managers in the department feel this is true as well and are expecting more activity.

Ms. Chikowski reported that we reopened the Cost Reports for 2012 and 2013 based upon additional information we are looking at realizing \$81,000 from 2012 and an additional \$86,000 for 2013. General discussion.

After a lengthy discussion and clarifications the motion was made by Mr. Ludlum, seconded by Mr. Wiegel to approve the financial report. Voice vote, motion passed.

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

Ms. Wiegel referred to the AP Report prepared by Deb Krahenbuhl – there were quite a few non-preapproved vendors this time but none of them are out of the ordinary. Ms. Chikowski said that we had one for \$8,200 for evaluation of assets of Family Health. After a brief discussion the motion was by Mr. Boyle to approve the invoices, seconded by Mr. Wilson, voice vote motion passed.

VII. Personnel – Discussion and possible action requested.

1. Staff Updates:

- Ms. Kuepers reported that we have filled all of our CNA/HUC positions. We have hired RNs, but one has not started yet and they are not trained so we are still a little bit short staffed. We hired Taryn Evenstad, RN who was PRN and is now part time status and will be covering more hours. We are looking to hire a Lab Tech to help with coverage in that department.
- We are waiting to hear back from the Pharmacist that we made the offer to - she will get back to us by Friday. If accepted she can start immediately, if not we have another candidate that we will contact. Matt McGowan will be done 10/19.

Motion to approve staff reports by Mr. Wiegel, seconded by Ms. Anderson, voice vote motion passed.

VIII. Medical Staff Report – Discussion and possible action requested.

1. Appointments – Approved at Med Staff without reservation:

- ER Physician, Joel Stoeckeler, MD, to be approved for 3 visits or 6 months' probationary privileges.

After a brief discussion the motion was made by Mr. Ludlum to approve the recommendation for privileges as requested, seconded by Mr. Boyle. Voice vote, motion passed.

2. Family Health/Hospital Communication:

Dr. Solverson said that they met with their staff and told them about the proposed transition.

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IX. Management Report-Discussion and possible action requested

Old Business

1. Nursing Buildout Update:

Jim Pahnke: Reilly's came to do a site visit and in the original bid there was the assumption that we could use the existing heating unit, however they determined that this was not possible. The bid will have to be adjusted to include an additional HVAC unit. We will need an additional \$12,000 which includes plans and buildout. After a brief discussion the motion was made by Mr. Boyle to approve the additional funds, seconded by Dr. Solverson. Voice vote, motion passed.

2. Strategic Planning Meeting:

No report at this time.

New Business

1. IT Requests

We are in the process of having an IT review by Wipfli - we brought them in last week to look at the bid on implementing EPIC – there were questions from our IT dept. as to whether or not that was an objective or accurate bid. Wipfli came in last week and did an analysis of all of our existing hardware and software in-house, servers. We are working with the consultants from Wipfli and they will put together a report as to what they believe it will cost us to implement EPIC next year. They are experienced and are currently working with Rusk Hospital in Ladysmith who's a Critical Access County-owned and are moving from their system to EPIC – so are on a very similar project.

Ms. Chikowski made the request that the Closed Sessions be switched. The motion was made by Mr. Wilson, seconded by Mr. Boyle to approve this request. 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.** The 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: Mr. Sauer – Yes; Mr. Wilson – Yes; Mr. Ludlum – Yes; Mr. Boyle – Yes; Dr. Solverson – Yes; Ms. Anderson – Yes; Mr. Evenstad – Yes; Mr. Wiegel – Yes.

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

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

Motion by Mr. Boyle, seconded by Mr. Wilson to approve the purchase of Family Health & Family Health Land, by Lafayette County with the final details of purchase to be approved at the next Hospital Committee meeting. Voice vote motion passed.

- XIII.** The motion was made by Mr. Wilson, seconded by Mr. Ludlum 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: Sauer – Yes; Wilson – Yes; Ludlum – Yes; Boyle – Yes; Solverson – Yes; Anderson – Yes; Evenstad – Yes

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

- XV.** Discussion and Possible Action, if necessary or appropriate, on matter discussed in closed session. No action taken.

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XVI. **Set Next Meeting Date** – After a general discussion Mr. Sauer set the next meeting date:

**Next Hospital Committee Meeting
September 27, 2016 8:30 a.m.
MHLC Downstairs Conference Room**

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