

**Minutes**  
**Algoma Medical Center & LTCU Board Meeting**  
**January 22, 2007**

The Medical Center Board meeting was called to order by Chairperson Diane Junio at 4:30 pm. at The Algoma Long Term Care Facility.

Present: Diane Junio, Tom Romdenne, Virginia Haske, Linda Wehausen & Christine VanderMuss Ronni Hemm and Merle Colburn

Absent: none

Also Present: Jeanne Brandt, Administrator, Kaye Webb, Dir. of Nursing, Carolyn Jorgenson, Carol Nell, Sara Guth, and Mary Murphy,

Moved by Tom second by Christine to approve the agenda. Motion carried.

Moved by Ronni second by Ginny to approve the minutes of the December 19 meeting. Motion carried.

No public input.

**Old Business:**

The Center uses the Novatime timekeeping program. It needs to be made compatible with the Fundware programs used by the city and for other purposes at the Center. The software necessary costs \$2395.00, and \$600.00 for yearly updates. This was approved by the board in the 2006 budget and should be moved forward. An estimated cost of \$9000.00 for training could be brought down by using city personnel who are familiar with the program to do some of the training. An additional computer for approximately \$1,500.00 is also needed to decentralize processing payroll.

A bid of \$2795 to replace the kitchen exhaust fan was received from Wolff Brothers.

Bids for replacement doors needed in the south wing have not been received.

An estimate of \$135,000.00 was received for replacing the water heating system which has started to leak. This prompted a discussion on the need to know the condition of all of the systems in the facility. The board decided to get in touch with Nathan Nygaard of Focus on Energy to begin the process of having a feasibility study done on all of the systems. Moved by Ronni and second by Linda to approve the spending of up to \$2500.00 to have a study performed. Motion carried.

**New Business**

\$200.00 was received from the Shanty Days Committee for the purchase of bed and chair alarms.

A new performance appraisal tool is being used for the evaluation of supervisory personnel. The personnel also do a self evaluation and the two are compared.

The time schedules for all shifts have been changed so that both RN's and CNA's start and end their shifts at the same time.

The final letter for the Medicaid rate adjustment was received. It showed an increase of \$7.66 per day. This amount is retroactive to July 1, 2006 resulting in \$51,000.00 in additional funds.

Census: Average December occupancy was at 87%. Average occupancy for the year was at 93%.

December Cash Journals for private pay, Medicare, Medicare B and non-patient revenues were presented.

The December check register, cash flow and balance sheets were presented.

The IGT Payment of \$144,500.00 was received in December. For the month of December there was a profit of \$6,792.00. The facility ended the year with a \$63,381.00 loss.

Other:

Moved by Linda second by Christine to go into closed session pursuant to Section 19.85(1) (C) of the Wis. State Statutes. Motion carried.

Action taken as a result of closed session, none.

Moved by Tom second by Christine to reconvene to open session pursuant to Section 19.85 (2) of the Wis. State Statutes. Motion carried.

Moved by Christine second by Ginny to adjourn the meeting. Motion carried. Meeting adjourned at 5:23 pm.

Next meeting, Monday, Feb 26 at 4:30 pm. At the LTCU Administrator's office.