

ALGOMA MEDICAL CENTER AND ALTCU
 BOARD MEETING MINUTES
 January 25, 2018
 AMC-LTC North Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessl on January 25, 2018 at 4:30 PM at the Algoma Medical Center – Long Term Care North Wing Meeting Room. This meeting is in compliance with the Open Meeting Law.

Members present: Joan Groessl, Dawn Wagner, John Pabich, Marge Rodrian, Jan Dart and Wayne Schmidt. Sue Hepp was excused.

Others Present: Jean Marsh, Carol Nell, Mary Murphy and Kelly Dahms-Schartner.

Approval of the Agenda: Motion made to approve the agenda by Wagner, second by Schmidt. **Motion carried.**

Approval of December 28, 2017 Meeting Minutes: Motion made to approve the revised minutes by Rodrian, second by Dart. **Motion carried.**

Public Participation: None

Financial Report for:

- Occupancy rate (based on 42 beds)
- Average daily census
- Total patient revenues
- Total operating revenues
- Total operating expenses
- Net profit/loss
- Capital Outlays
- Accounts Receivable.
- Days in Accounts Receivable

| December 2017 |
|---------------|
| 75.5% |
| 31.71 |
| \$226,216 |
| \$257,088 |
| \$271,934 |
| (\$28,272) |
| (\$2,591)* |
| \$206,947 |
| 26.42 |

*Lighting incentive received

Approval of Bills: Motion by Wagner, second by Rodrian, to approve bills as submitted. Roll Call Vote: 5-Yes, 0-No. **Motion carried.**

Old Business:

PTO Transfer Policy. Held over to February 2018 Meeting

Goals for 2018. All five 2017 goals were achieved. The 2018 goals include completion of a space use analysis and plan; programs to improve morale; evaluation of our debt structure and researching alternatives; and facility and process improvements as reflected in our Quality Assurance & Performance Improvement (QAPI) Plan.

Remote Operations Company. A needs analysis was done. New server and set-up needed. New server is \$4,900, set-up labor is \$4,500. Total \$9,400. This company is HIPAA compliant. FTS was suggested as a local source for IT needs.

New Business:

Heidi Dier, RN will be retiring. Her last day on the job will be February 9, 2018. Having been a part of the AMC-LTC team for 27 years, the Board wished to express their heartfelt thanks to Heidi for all of her years of service to this organization and her community. Congratulations Heidi!

Safe Resident Handling. We are in need of another resident lift. We have applied for a grant for another resident lift. As part of the grant we need to develop a safe resident handling guide.

Facility Assessment. This is a comprehensive tool required by the new Mega Rule. This will provide in-depth information about our facility and staff capabilities to Medicare/Medicaid.

2018 QAPI Goals. Eleven specific goals listed for 2018. Status update provided.

Handbook Revision Draft Review. Review started. Some changes require additional discussion and decision. There are additional definitions and processes that need development. Review to continue at the February meeting. Adoption will be voted on upon review completion. Motion made by Wagner, second by Pabich, to set the threshold of 64 hours per pay period to qualify for 25% cost share for health and dental care. Roll Call vote: 4-Yes, 1-No. **Motion Carried.**

Holiday premium discussed and will be reconsidered in six months. Motion by Groessl, second Wagner, to make Pay in Lieu staff eligible to receive shift differential pay. **Motion Carried.**

Wellness Center Benefit. Considering a billing after the fact for employees electing to participate in this benefit. Employees pay their portion to the Wellness Center. Verifying employment needs to be worked out.

Standing Business:

Friends of AMC report and discussion. Report will be e-mailed to Board members. No items required immediate Board action.

Administrator's Report:

- A pilot program with Optum Care Plus 101, a Medicare Advantage program, is being pursued. This is a promising program in terms of census and staffing. If selected, this program will start January 2019. Motion made by Rodrian, second by Wagner, to submit a letter of commitment to Optum Care Plus 101 to participate in their pilot program. **Motion carried.**
- Follow-up on state findings from survey. Decision made December 15, 2017 not to impose rescission penalty effective January 2, 2018. Electronic letter received January 24, 2018. We have been declining admissions since January 2, 2018.

Adjournment: Schmidt moved to adjourn, Dart second. **Motion Carried.** Meeting adjourned at 6:42 PM.

Next Regular Board Meeting: 4:30PM on Thursday, February 22, 2018 at the AMC-LTC North Wing Meeting Room.