

ALGOMA MEDICAL CENTER AND ALTCU
 BOARD MEETING MINUTES
 December 27, 2018
 AMC-LTC North Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Dawn Wagner for Joan Groessl on December 27, 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: Dawn Wagner, John Pabich, Sue Hepp, Scott Meverden, and Marge Rodrian. Wayne Schmidt was excused. Joan Groessl joined the meeting at 4:34PM.

Others Present: Jean Marsh, Carol Nell, and Kevin Clark.

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

Approval of November 29, 2018 Meeting Minutes: Motion made to approve the minutes by Hepp, second by Rodrian. **Motion carried.**

Public Participation: No public comment.

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

November 2018
83.7%
35.17
\$282,330
\$310,883
\$290,796
\$6,110
\$8,255

Approval of Bills: Motion by Pabich, second by Rodrian, to approve bills as submitted. Roll Call Vote: 6-Yes, 0-No. **Motion carried.**

Old Business:

2019 Budget Discussion. Final budget considerations were discussed. Motion made to approve the 2019 Budget by Pabich, second by Meverden, Roll Call Vote: 6-Yes, 0-No. **Motion carried.**
Update on IT status/needs. Motion made to approve IT expenditures of approximately \$11,000 by Rodrian, second by Wagner, for the following: four (4) replacement desk top computers (\$5,018), a security switch (\$1,162), replacement of WiFi controller service (\$3,946.60) to cover the entire facility and improve new technology being used for resident care. Roll Call Vote: 6-Yes, 0-No. **Motion carried.**

Masonite Maintenance Request. Nature of maintenance requests discussed. Maintenance will be keeping a log of the calls and the specifics of requests to verify that the maintenance being requested conforms to the language of the contract.

Cedar Corporation Bill Update. Email from Cedar Corporation was read that outlined nine concept and two detailed design plans. Another bill was also received for services from both a Project Manager and Project Technician. President Groessl to write letter to the City.

New Business:

Capital Expenses/Direct Supply. Jean outlined funding available and the operational need for capital equipment. A source was also identified that offered a time limited discount. The request included isolation carts (\$201/per cart), bariatric beds (\$2,958/bed need four), patient transport slings (\$248/sling, need ten), air mattresses (\$1,656/total), transport (Gerry) chairs (\$614/chair need four), mattresses (\$2,600/total for thirteen), oxygen concentrators (\$489/per concentrator), Bluetooth enabled patient vital signs monitor (\$2,300/monitor need one). Motion by Pabich, second by Hepp, to authorized the administrator to purchase up to \$20,433.00 worth of capital equipment. Roll Call Vote: 6-Yes, 0-No. **Motion carried.**

City Debt Resolution. Motion made by Pabich, second by Rodrian, to approve the draft resolution presented by President Groessl as amended. **Motion Carried.**

Standing Business:

Friends of AMC. No meeting held in December. No Board action required.

Administrator/Facility Report:

Full report received from the Director Jean Marsh. Items of note included:

- “Go Live” for the new call light system is January 8, 2019.
- Both of the entry doors have been replaced. Kevin Clark is working on the door alarm system.
- Staffing is improving with some CNAs needed for the PM shift.
- There will be a change in contractor for Laundry and Dietary chemicals to achieve a 15% and 20% cost savings in those departments.
- Janelle will be looking for ways to streamline our admissions process and will be going to Woodside in Green Bay to observe their processes.
- Nursing staff becoming more comfortable with using Bellin’s EPIC Link. Door County Medical Center has invite us to join their electronic medical record system, but only are offering access for four (4) staff.

Next Regular Board Meeting: 4:30PM on Thursday, January 31, 2019 at the AMC-LTC North Wing Meeting Room.

Adjournment: Hepp moved to adjourn, Pabich second. **Motion Carried.** Meeting adjourned at 6:19 PM.