

ALGOMA MEDICAL CENTER AND ALTCU  
 BOARD MEETING MINUTES  
 February 22, 2018  
 AMC-LTC North Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessl on February 22, 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, Sue Hepp and Wayne Schmidt.

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

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

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

<b>December 2017</b>
76.4%
32.10
\$252,242
\$280,697
\$272,703
(\$6,235)
\$6,524
<b>No Report</b>
<b>No Report</b>

**Approval of Bills:** Motion by Pabich, second by Hepp, to approve bills as submitted. Roll Call Vote: 7-Yes, 0-No. **Motion carried.**

**Old Business:**

Paid Time Off (PTO) Transfer Policy. Reviewed new PTO transfer policy for incorporation into the employee handbook. Motion by Wagner, second by Rodrian, to accept the new policy and put it into the Employee Handbook. **Motion carried.**

Handbook Revisions. The revised Employee Handbook was reviewed with minor changes noted. Motion by Wagner, second by Schmidt, to approve the Employee Handbook with the revisions noted. **Motion carried.**

Wellness Center Benefit. Seven (7) full-time and one (1) part-time employees are interested. Considering a billing after the fact for employees electing to participate in this benefit. The Board will continue to work out the mechanics of this new benefit at the next meeting.

Clarification Pay-in-Lieu for Nurses. Motion by Groessl, second by Wagner, to allow nurses the Pay-in-Lieu option for their employment.

### **New Business:**

Maintenance hours. Discussion centered on developing a schedule for required maintenance for state compliance and additional optional projects to be determined annually. There is no administrative tolerance for required maintenance (Monthly is every 30 days, not just in the month following the previous maintenance). Discussion of additional staffing to meet the new standards, job description and performance will be discussed in close session at a future meeting.

Information Technology Services. *Camera Corner* services and support were not what was expected. The current servers are beyond their designed service life and are dangerously close to failing. Director Marsh recommended that the contract with Camera Corner be terminated. The buyout cost of the contract is \$2,000. Motion by Schmidt, second by Wagner to approve the buyout of the Camera Corner contract at an amount not to exceed \$2,000. **Motion carried.**

*Remote Operations Company (ROC)* initially quoted the following for server replacement: 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.

In negotiating with ROC, a thirty-six (36) month lease-to-own option was offered at a monthly rate of \$313.49. Motion by Schmidt, second by Dart, to authorize the director to enter into a lease agreement with Remote Operations Company. **Motion carried.**

*FTS* was evaluated for services to the Algoma Medical Center. Hourly professional services rate and lack of HIPAA security familiarity and requisite server “hardening” disqualified *FTS* from further consideration.

### **Standing Business:**

Friends of AMC report and discussion. Report received of the February 22, 2018 meeting. An AMC “Needs” list was reported and discussed by the Board. There was a question of how to get broader information of this list to the community. This will be a topic in future board meetings.

### **Administrator / Facility Report:**

- The director reported she made an emergency purchase from personal funds for a replacement laptop. The cost of the laptop was \$700.00. Motion by Wagner, second by Rodrian to reimburse the director the cost of the laptop computer. **Motion carried.**
- A computer needs assessment and survey of existing equipment is needed to stagger replacement costs as equipment reaches the end of useful service life and software support
- New admission process with RNs doing the assessment discussed.
- Director is initiating the process of becoming a network provider for Anthem Health.
- A report of starting salaries for nurses being offered by nearby facilities was provided for wage parity consideration by the Board.

- Matrix training demonstrations having good effect on staff understanding.
- ICD-10 Coding requirements for admissions having some challenges.
- Meal tracker program started this week in Matrix
- QuickBooks transition on hold.
- TB protocol developed
- Legionella prevention activity continuing per state requirements.
- Air handler and pipe insulation projects still need to be funded and scheduled.

**Adjournment:** Schmidt moved to adjourn, Wagner second. **Motion Carried.** Meeting adjourned at 6:20 PM.

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