

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

The Algoma Medical Center Board of Directors was called to order by Joan Groessl on March 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, Kelly Dahms-Schartner and Vicki Vlies.

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

**Approval of February 22, 2018 Meeting Minutes:** Motion made to approve the minutes by Dart, second by Hepp. **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>February 2017</b>
77.6%
32.61
\$221,742
\$253,551
\$255,053
(\$15,079)
\$0.00
<b>No Written Report</b>
<b>No Written Report</b>

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

**Old Business:**

Information Technology Services. Remote Operations Company (ROC) is being asked to perform a hardware inventory and analysis for the purpose of normalizing Medical Center upgrades and/or replacement of computer assets based useful service life, supporting software and future demands requiring additional memory or faster processing speeds.

Wellness Center Benefit. Joan will be meeting with Teal to finalize the details. The benefit is scheduled to start in July 2018.

### **New Business:**

Medical Director Update. Dr. Riesner will be leaving as the Medical Director. He will be replaced with a team including Dr. Lux, Nurse practitioner Knipfer, and Nurse Practitioner Fergus. Admissions could be a concern. Tele-health was discussed as a possible solution. The change meeting is expected to take place in April 4<sup>th</sup> or 5<sup>th</sup> 2018.

Options for Wish List Dissemination. All items on the previous “Wish List” have been received through donors coming forward and making sizeable contributions. Our deepest thanks for your contributions to this organization and this community.

May Meeting Date. Board President, Joan Groessl, will be out of town for our regularly scheduled Board Meeting in May. Dawn Wagner, Board Vice-President, will chair the meeting scheduled for May 24, 2018.

Thank You to Departing Board Member, Jan Dart. Your keen insight, thoughtful recommendations and willingness to pitch in when needed have been valued and appreciated.

Capital Budget Items. The air handler system (\$8,800), reinsulating heating pipes following asbestos removal (\$15-17,000), new washer (\$4,900), nurses station redesign (\$5,000), and back flow preventers (no estimate provided) were discussed as urgently needed items for this year.

### **Standing Business:**

Friends of AMC report and discussion. Report received of the March 20, 2018 meeting. The wish list success was reported. Additional support for the Nursing Station Project was discussed along with fundraisers to support that effort.

### **Director’s Report:**

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

- A three-month census trend
- Referrals by source
- Obstacles to success
- Staffing challenges
- Operations
  - Electronic Medical Record (EMR) implementation progress
  - QAPI programs initiated this period
  - Policies & Procedures to reflect the new State Operations Manual
  - Compliance Issues
    - Legionella Plan
    - Fire Doors
    - Recapitulation of Stay reviews
  - Masonite sent letter to Jeff Wiswell regarding dark sidewalks. Issue resolved.
  - Credit & Collections. Breakdown of accounts that are 90 and 60 days past due given.

### **Closed Session**

Motion made by Rodrian, seconded by Pabich, to go into Closed Session per WI Statutes 19.85(1)(C) to consider employment, compensation and benefits of public employee over which the governing body has jurisdiction and exercises control and pursuant to sec 19.85(1)(e), Stats., deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. 7-Yes, 0-No. **Motion carried.** Closed session started 6:15 PM.

Motion made by Groessler, seconded by Wagner to reconvene to open session.  
Roll call vote: 7-Yes, 0- No. **Motion carried.** Reconvened at 6:53 PM.

**Action from Closed Session:**

Motion by Groessler, second by Wagner, to increase the starting wage for Housekeeping, effective April 1, 2018. **Motion carried.**

Motion by Groessler, second by Wagner, to give authority to the Director to hire an additional, part-time, maintenance staff. This hiring is not to exceed 500 hours per year. **Motion carried.**

**Adjournment:** Wagner moved to adjourn, Schmidt second. **Motion Carried.** Meeting adjourned at 6:55 PM.

**Next Regular Board Meeting:** 4:30PM on Thursday, April 26, 2018 at the AMC-LTC North Wing Meeting Room.