

ALGOMA MEDICAL CENTER AND ALTCU
 BOARD MEETING MINUTES
 April 26, 2018
 AMC-LTC North Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessl on April 26, 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, Jake Maring, Sue Hepp and Wayne Schmidt.

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

Welcome to Jake Maring our newest Board Member.

Election of Officers:

Joan Groessl nominated for President by Schmidt, second by Pabich. **Motion passed.** Motion to close nominations and elect Groessl in a unanimous vote by Schmidt, second by Hepp. **Motion passed.**

Dawn Wagner nominated for Vice President by Schmidt, second by Rodrian. **Motion passed.** Motion to close nominations and elect Wagner in a unanimous vote by Pabich, second by Schmidt. **Motion passed**

John Pabich nominated for Secretary by Schmidt, second by Hepp. **Motion passed.** Motion to close nominations and elect Pabich in a unanimous vote by Schmidt, second by Wagner. **Motion passed.**

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

Approval of March 22, 2018 Meeting Minutes: Motion made to approve the minutes by Rodrian, second by Hepp. **Motion carried, 1-Abstain.**

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

March 2018
74.0%
31.06
\$227,823
\$256,236
\$257,114
(\$15,057)
\$0.00

Accounts Receivable is current and up-to date.

Approval of Bills: Motion by Wagner, second by Hepp, to approve bills as submitted. Roll Call Vote: 6-Yes, 0-No, 1-Abstain. **Motion carried.**

Old Business:

Medical Director Update. The medical director is Dr. Beth Lux and will be in the facility 4-5 days per month. Day-to-day needs will be handled by Nurse Practitioners Ellen Knipfer, and Paul Fergus. DCMC Sturgeon Bay Clinic physicians will provide immediate back-up if needed.

IT Plan: We should be completely done with Camera Corner. We are 100% on our server with DATO backup. Fortigate Security appliance has not performed as expected and was blocking our ability to upload documents into our medical records. Melissa had a computer failure this month that required a spare to be put into service. ROC is being asked to come up with a plan/strategy for all of the existing IT equipment in terms of when to upgrade or replace.

New Business:

Facility Vehicle. The 2002 GMC Sierra had a fuel pump failure and needs to be replaced. Gracious thanks to the Parks and Recreation Department for the use of their truck during this period.

Nursing Station Remodel. A rough drawing of the space was delivered and reviewed. Three different sample configurations ranging in price from \$5,796 to \$10,000 were discussed. To date \$3,568.00 has been raised through various fund raising activities. The board asked the administration to fully develop our project requirements solicit estimates from a couple more companies.

Air Handler Estimates. The current unit is beyond feasible repair. Motion by Schmidt, second by Pabich to accept a replacement bid from Robinson Heating not to exceed \$9,190. Roll call vote – 7-Yes, 0-No.

CNA Registry Trends. Our CNA staffing is at crisis level, which follows a state trend. We are looking at different avenues to reduce the severity of the issue. Some of the areas we are considering include: compensation package changes, starting a Hospitality Aid program; and supporting the State Senate's changes to state law to help get more Certified Nursing Assistants available for hire by reducing the current state required 120 hours of training to the federal requirement of 75 hours. Kelly Dahms-Schartner is representing the facility as a member of the NWTC task force to improve CNA recruitment and retention.

Website. We will be starting the development and maintenance of an AMC-LTC website. Sue Hepp volunteered to maintain the website. Logistics and Policy are being developed.

Thank You! The Board would like to join the administration in thanking all of the staff that kept the Medical Center operational during Winter Storm Evelyn.

Standing Business:

Friends of AMC report and discussion. Report received of the April 24, 2018 meeting. St Paul's School Ice Cream Social is scheduled for Monday, May 21st.

Director's Report:

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

- Medicaid Rate Increase of 1.01%
- Value Based Purchasing Reimbursement explained and discussed.
- Dietary Department coming up on Matrix Care Meal Tracker set up. Two staff out for medical reasons.
- Housekeeping/Laundry has had one employee retire. This is the first staff vacancy in two years. Two washing machines are giving us maintenance/replacement issues.
- Maintenance Department: Pest control contract being evaluated for cost. Legionella Prevention Plan costs and activities being identified. Thirty-one ball valves require replacement as a part of the tunnel project. Boiler certification expires June 15, 2018. Kevin is working on a number of compliance related inspection type bids such as fire extinguisher inspection, handicapped accessible doors, etc.
- Moisture damage in the kitchen due to delays in addressing the air handler issues. This includes replacing eight sprinkler heads, sanding and painting the pipes.
- Parking Lot – Harsh winter conditions has accelerated the deterioration of the parking lot surface. **Numerous cracks, crumbling and potholes need to be addressed. This should be scheduled for this summer based on the Cedar Engineering report.**
- Preventive maintenance calendar will be presented next month.

Closed Session

Motion made by Schmidt, seconded by Wagner, 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 responsibility; Employee Recruitment. Roll call vote 7-Yes, 0-No. **Motion carried.** Closed session started 6:08 PM.

Motion made by Rodrian, seconded by Wagner to reconvene to open session. Roll call vote: 7-Yes, 0- No. **Motion carried.** Reconvened at 6:47 PM.

Action from Closed Session: None

Adjournment: Schmidt moved to adjourn, Wagner second. **Motion Carried.** Meeting adjourned at 6:48 PM.

Next Regular Board Meeting: 4:30PM on Thursday, May 24, 2018 at the AMC-LTC North Wing Meeting Room.