

ALGOMA MEDICAL CENTER AND ALTCU BOARD MEETING MINUTES

MAY 24, 2018 -- AMC-LTC NORTH WING MEETING ROOM

The Algoma Medical Center Board of Directors was called to order by Dawn Wagner on May 24, 2018 at 4:30 PM at the Algoma Medical Center – Long Term Care North Wing Meeting Room. This meeting is in compliance with Open Meeting Law.

Members present: Jake Maring, Wayne Schmidt, Dawn Wagner, Sue Hepp, Marge Rodrian

Members absent: Joan Groessl and John Pabich

Others present: Jean Marsh, Carol Nell, Kelly Dahms-Schartner, Mary Murphy and Janelle Kettering

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

Approval of April 26, 2018 Meeting Minutes: Motion made to approve the minutes by Hepp, second by Maring. Motion carried.

Public Participation: none

Financial Report for April 2018:

Occupancy rate (based on 42 beds)	81%
Average daily census	34.03
Total patient revenues	\$257,913
Total operating revenues	\$286,548
Total operating expenses	\$263,242
Net profit/loss	\$9479
Capital outlays	\$1837

Old Business:

Website update – board viewed several samples the website committee is working on. Target launch date for the website is August 1.

Plan for Capital Expenses:

Discussed need to have valves and piping updated. Motion made by Schmidt to hire Cater Plumbing to do the work not to exceed \$3000, second by Maring. Motion carried.

Discussed needed repairs/replacements for the kitchen sprinkler heads, laundry wash machine, new window for an administration office in the lobby, and disabling the dumb waiter. Motion made by Schmidt to proceed with this work not to exceed a cost of \$6700, second by Maring. Motion carried.

The administrator to get bids on insulation and will reach out to the Public Works Dept for their advice and assistance regarding our need for parking lot repair/replacement.

Nurse's station remodel: The administrator received more bids and they vary from \$7000 to \$12,000. Fundraising efforts have already brought in nearly \$4000 with more fundraising events planned. Motion was made by Maring to proceed with the nurse's station remodel with the bid from Wilco not to exceed \$7585 with moneys coming from the contingency fund, with this fund to be replenished by past and future fundraising funds, second by Schmidt. Motion carried.

New Business: none

Standing Business: no report from the Friends of AMC

Administrator's report: Full report received from Administrator Jean Marsh. Items of note include:

- Census improving
- Still struggling to keep nursing dept staffing. College/summer students taking work elsewhere. Dietary has 1 parttime assistant position open.
- Will have staff training in June on the Emergency & Disaster Plan and in July will have Resident Rights & Abuse Reporting training. Hope to also train in July for Value Based Purchasing.
- Had 2 worker's comp injuries this month
- Most training on MatrixCare has been completed. Meal Tracker program has been put on hold due to lack of time. Also on hold with transition to QuickBooks.
- Continue to review the State Operations Manual and write policies/procedures to get us in compliance, along with training. Also continue to work on the MegaRule requirements for the Emergency & Disaster Plan. Preparing for possible State Survey
- Continue to work on the Restorative Program, Alarm Reduction Program and Hydration Program. Continue to focus on Infection Control and recently had 2 months without a single infection.

Closed session: Motion made by Schmidt, second by Rodrian, to go into closed session pursuant to: Wisconsin Statue 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction of exercises responsibility; Compensation issues and Planning NHA evaluation. Roll call vote 5 yes, 0 no. Motion carried. Closed session started 6:02 PM.

Motion by Schmidt, second by Maring, to reconvene to open session. Roll call vote: 5 yes, 0 no. Motion carried. Reconvened at 6:51 PM.

Action from closed session: none

Adjournment: Motion by Schmidt, second by Hepp, to adjourn. Motion carried. Meeting adjourned at 6:52 PM.

Next meeting will be Thursday June 28, 2018 at the AMC-LTC North Wing Meeting Room.