

ALGOMA MEDICAL CENTER AND ALTCU
 BOARD MEETING MINUTES
 June 28, 2018
 AMC-LTC North Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessler on June 28, 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 Groessler, John Pabich, Jake Maring, Sue Hepp and Wayne Schmidt. Dawn Wagner and Marge Rodrian excused.

Others Present: Jean Marsh and Carol Nell.

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

Approval of May 24, 2018 Meeting Minutes: Motion made to approve the minutes by Maring, second by Schmidt. **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

May 2018
81.1%
34.06
\$263,739
\$291,972
\$275,665
(\$1,674)
\$0.00

Accounts Receivable is current and up-to date.

Approval of Bills: Motion by Hepp, second by Pabich, to approve bills as submitted. Roll Call Vote: 5-Yes, 0-No. **Motion carried.**

Old Business:

Computer Replacement Planning. Changes to our preparedness plan recovery have been recommended by our IT contractor (ROC). This will involve the purchase of a server and switch. Cloud storage is not viable for us at this point, but will be evaluated in the future. HIPAA privacy requirements will need to be addressed before that transition can be made. Of the seventeen work stations evaluated, four need to be replaced in 2018. A four-year cycle is being recommended for replacing all of these machines. This may not be strictly adhered to depending upon the annual evaluation of the machines. The cost to replace the first four machines this year will be \$5,250.84. A \$2,500 support fee is needed to set these up. Other bids will be solicited.

New Business:

Physicians Services Guidelines / Policy. The initial draft of the *Physician Services Guidelines* was presented for review. This is a compilation of both industry (American Medical Directors Association) best practices and governmental requirements related to skilled nursing facility / nursing home care.

Mega Rule Disaster Plan. The new Algoma Medical Center & Long Term Care Unit Emergency Operations Plan was rolled out as required Board education. Training, exercises and drills were reviewed and discussed.

By-Law recommendations by Leading Age. The resolution was written for a different organizational model that incorporates a CEO as an intermediary to the Board. The administrator reports directly to the Medical Center Board and reviews operations monthly. A separate resolution is not deemed necessary at this time, as the bylaws already in place meet the Chapter 42 CFR 483.70(d)(2)(iii) requirements.

Standing Business:

Friends of AMC report and discussion. Report of the June 19, 2018 meeting received and reviewed. Fiesta place settings received, sanitized, and put into service.

Administrator/Facility Report:

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

- Congratulations to Delores La Luzerne on her retirement after 39 years of service with the Algoma Medical Center & Long Term Care Unit.
- Admission and discharge events reviewed.
- Staffing and vacancies reviewed.
- No effect to date from the state programs to increase the number of CNAs.
- Coverage affecting vacation requests.
- One scholarship application
- Three Workers Compensation claims reviewed.
- Competency reviews being done in preparation for regulator surveys.
- Air handlers challenged with hot weather. Thermostat covers and dehumidifiers suggested to reduce humidity and temperature issues.
- Nursing Station renovation progress given. Call light system a concern.
- Accounts receivables reviewed.

Closed Session:

Pabich moved, Maring second, to defer Nursing Home Administrator evaluation planning to the July meeting. **Motion Carried.**

Adjournment: Schmidt moved to adjourn, Hepp second. **Motion Carried.** Meeting adjourned at 5:52 PM.

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