

ALGOMA MEDICAL CENTER AND ALTCU
 BOARD MEETING MINUTES
 August 30, 2018
 AMC-LTC North Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessl on August 30, 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, John Pabich, Sue Hepp, Wayne Schmidt, Scott Meverden, and Marge Rodrian. Dawn Wagner 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 July 26, 2018 Meeting Minutes: Motion made to approve the minutes by Rodrian, 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

July 2018
89.9%
37.77
\$312,362
\$344,436
\$293,303
\$37,206
\$21,694

Accounts Receivable is current and up-to date.

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

Old Business:

Leading Age By-Laws Recommendations. Motion by Schmidt, second by Pabich, to adopt the following statement in lieu of a by-law change: *“In addition to the specific information outlined in the by-laws, the administrator informs the Board of survey results, any complaints, employment terminations, financial or capital needs, and such information is necessary for effective Board decision-making.”* This statement augments Article VI, Section 2, of the current AMC-LTC by-laws. **Motion carried.**

Parking Lot Repair Update. This work will be scheduled as a 2019 project, with preliminary engineering study to be performed in 2018.

Maintenance Tools Needs List. It has come to the attention of the Board that the majority of the tools used in the Maintenance Department are the personal property of the staff. An essential tool list was provided by the Maintenance Department with an estimate of \$3,400 to purchase all of the listed tools. Rodrian moved, second by Meverden, that \$1,000 be spent to purchase maintenance tools for the organization. Additional funding will be provided in the next fiscal year to complete the procurement of the needed tools. All procured tools will be inventoried and identified as AMC-LTC property. **Motion carried.**

New Business:

Open Positions. The Director of Nursing has given her resignation notice citing her last day of employment as September 20, 2018. Lynn Vlies, head of Housekeeping, Laundry and Medical Records will be retiring on September 29, 2018. John Pabich will represent the Board in replacement hiring interviews.

Dumbwaiter. Final action on the dumbwaiter is deferred until the September meeting in order to gather and verify bids for both repair and removal from service.

Medical Director Contract. Motion by Schmidt, second by Rodrian to authorize Joan Groessl to approve changes in the existing contract following meetings with Door County Memorial Hospital. **Motion carried.**

Capital Improvement Planning. *Replace and reinsulate 33 feet of galvanized piping in the tunnel.* Initial bids to do both were around \$23-\$24,000. Looking at splitting this job into two parts: Replacing the pipe and reinsulating. **Improvement deferred** pending additional bids are also being sought.

Rusted entry doors require replacement and will lead to a survey deficiency. The doors are approximately \$6,050 apiece. There is a Medicaid reimbursement that is coming that can provide funding for one of the doors. Motion by Schmidt, second by Pabich, to purchase and install one door in 2018 and purchase another upon receipt of the Medicaid reimbursement. The last door will be a capital item for 2019 budget year. Roll Call Vote: 6-Yes, 0-No. **Motion carried.**

Call Light System Replacement. This hardwired 1967 system is beyond economically feasible repair. A Medicaid reimbursement correction of \$50,000 has been unexpectedly received this week. This amount is available to pay for a new, wireless call system with response reporting capabilities. Motion by Pabich, second by Hepp, to procure the Clear Path Connect Care wireless call system for an estimated \$46,000. Roll Call Vote: 6-Yes, 0-No. **Motion carried.**

Standing Business:

Friends of AMC. No report available

Administrator/Facility Report:

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

- Getting ready for state review visits.
- Janelle has set up a nursing skills workshop to ensure each of our nurses are able to pass certain skills competencies.

- Audits have been completed of nurses and aides in the areas of peri care, resident transfer, and medication administration in order to prepare for surveys using the new Mega Rule as the standard.

Closed Session:

Motion made by Rodrian, seconded by Schmidt, to go into Closed Session per WI Statutes 19.85(1)(c) and 19.85(1)(f) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Staffing and wages; and NHA Performance evaluation;. Roll call vote: 6-Yes, 0-No. **Motion carried.** Closed session started 6:18 PM.

Motion made by Meverden, seconded by Pabich to reconvene to open session.
Roll call vote: 5-Yes, 0- No. **Motion carried.** Reconvened at 7:17 PM.

Action from Closed Session:

Motion by Pabich, second by Hepp, to authorize a market adjustment to staff pay, following final analysis and individual performance evaluation. Roll call vote: 5-Yes, 0- No. **Motion carried.**

Adjournment: Rodrian moved to adjourn, Hepp second. **Motion Carried.** Meeting adjourned at 7:20 PM.

Next Regular Board Meeting: 4:30PM on Thursday, September 27, 2018 at the AMC-LTC North Wing Meeting Room.