

ALGOMA MEDICAL CENTER AND ALTCU  
 BOARD MEETING MINUTES  
 September 27, 2018  
 AMC-LTC North Wing Meeting Room

The Algoma Medical Center Board of Directors was called to order by Joan Groessl on September 27, 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, Dawn Wagner, Scott Meverden, and Marge Rodrian. Wayne Schmidt excused.

**Others Present:** Jean Marsh, Amy Dettman (Bellin Health) and Carol Nell.

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

**Closed Session:**

Motion made by Rodrian, seconded by Pabich, to go into Closed Session per WI Statutes 19.85(1)(e) conducting public business necessitating closed session for competitive industry reasons; Discussion with Bellin Leadership Team.. Roll call vote: 5-Yes, 0-No. **Motion carried.** Closed session started 4:33 PM.

Motion made by Rodrian, seconded by Pabich to reconvene to open session. Roll call vote: 5-Yes, 0- No. **Motion carried.** Reconvened at 4:52 PM.

**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

<b>August 2018</b>
83.1%
34.90
\$325,302
\$351,785
\$278,676
\$59,185
\$9,417

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

### **Old Business:**

Dumbwaiter. After reviewing the quotes received from potential vendors for both repair and decommissioning, the Board decided on decommissioning. Motion by Pabich, second by Rodrian, to accept the A-1 Elevator quote to decommission the dumb waiter and schedule the decommissioning as soon as possible. **Motion Carried.**

Tunnel Work. Information received from prospective vendors to replace thirty-three feet of galvanized piping with two-inch copper pipe and insulate the piping. Previous insulation contained asbestos and was removed in a previous project. This is a project that requires two distinct actions, plumbing and insulating. Motion by Pabich, second by Meverden, to proceed with the most economical vendor quote to replace the galvanized pipe. **Motion carried.** Insulation will be done as a separate activity.

Staffing Update. Two CNAs were hired for Day Shift. PM Shift may potentially add two candidates by the end of the month. Six CNAs are still needed for PM shift. DON position filled by Janelle Kettering. The Infection Control Nurse position is being filled by a new hire nurse from Kewaunee. Head of Housekeeping position was filled by Robyn Vlies. Wage realignment has been beneficial in both hiring and retention.

### **New Business:**

2019 Budget Discussion and Rate Setting. Discussion centered on having a draft budget for the October Board meeting and a final by the November meeting. Health Insurance premiums and employee portion of the premium will be evaluated in comparison to other City employees. Rate setting will be addressed following a market area analysis by Jean of like facilities in the area.

Quality Assurance and Performance Improvement Plan (QAPI) Review and Outlook. Annual self-assessment was completed September 25<sup>th</sup>. Hydration initiative reviewed. New Call system improvements cited as improvement successes. Other staff practice initiatives also discussed.

Youth Meals. Received an initial request to participate in meal preparation for the Live Algoma Wolves and Pups program. Warm, nutritious meals to be served family style and delivered to the Algoma Elementary School for approximately 35 participants. Motion by Rodrian, second by Meverden, to provide meals, on a trial basis, two Tuesdays per month, for a three month period and to revisit it at the end of December. **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:

- ROC IT update provide on password and file security.
- Security issues for terminating staff also discussed.

**Adjournment:** Pabich moved to adjourn, Rodrian second. **Motion Carried.** Meeting adjourned at 6:40 PM.

**Next Regular Board Meeting:** 5:00PM on Thursday, October 25, 2018 at the AMC-LTC North Wing Meeting Room.