

ALGOMA MEDICAL CENTER AND ALTCU  
Special BOARD MEETING MINUTES  
May 5, 2020  
Via ZOOM Virtual Internet Meeting Application

The Algoma Medical Center Board of Directors was called to order by Joan Groessl on May 5, 2020 at 4:32 PM via ZOOM Virtual Internet Meeting Application. This meeting is in compliance with the Open Meeting Law.

**Members present:** Joan Groessl, John Pabich, Jan Dart, Dawn Wagner, Sue Hepp, and Marge Rodrian. Wayne Schmidt was excused.

**Others Present:** Jean Marsh and Carol Nell.

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

**Pandemic Staff Benefits/Compensation:** The administration's analysis is provided as an attachment. Under Option 1 we would be returning an estimated \$61,735. Under Option 2 we would be returning an estimated \$23,451. Under this option the Board needs to move up the payment run for from 6/25/20 to 6/23/20 for the pay period ending 6/20/2020. Motion by Pabich, second by Rodrian to move up the pay run date to 6/23/2020. **Motion Carried.**

Pabich moved to approve a CoVid-19 Supplemental payment to staff as out lined in Option 2, Rodrian second. Roll Call Vote: 5-Yes, 0-No. **Motion Carried.**

**Adjournment:** Pabich moved to adjourn, Wagner second. **Motion carried.** Meeting adjourned at 5:13 PM.

The Paycheck Protection Program requires us to spend at least 75% of the loan amount on labor costs.

Loan amount:  $\$499,457.47 \times 75\% = \$374,593.10$

Our projected monthly payroll costs were  $\$199,782.99 \times 2.5\% = \$499,457.47$

Annual payroll costs of  $\$2,397,395.86 / 12 = \$199,782.99$

Our average payroll costs (using 9 payrolls paid in January, February, March and April)  
 $\$75,648.99$ .

Avg. Payroll Cost:  $75,649 \times 4 \text{ payperiods} = \$302,596$

Considerations:

- a. Pulled out PTO payments for employees who left employ—Bernsdorf-Paral, Derenne, and Wynveen. [-\$13,564.68]
- b. Includes Covid LOA costs to date for M. Yedica, D. Blackburn [\$2,248.84 to date]
- c. Will need to anticipate further COVID LOA costs with recent additions this payperiod: P. Routhieaux, and B. Krueger.
- d. If a positive COVID in building, could anticipate staff losses of: 1 RN, 2 LPNs, 4 C.N.A.s, 1 Hskpg/Laundry, 1/possibly 2 in Dietary.
- e. We will need to fill open positions for nurses as soon as possible. This is concerning since we must show maintenance of employee count of 64 staff.
- f. Unable to fully estimate costs of overtime at present.

Option 1:  $\$250/pp = \$1,000$  per FT employee over 8 weeks

Option 2:  $\$500/pp = \$2,000$  per FT employee over 8 weeks

Bonus for Picking up Shifts:

Nurses: 1. Pick up 8 hr shift \$100.00

2. Stay over or pick up 4 hr shift \$50.00

3. Call in during pay period = loss of bonus, unless waived by DON/Admin.

C.N.A.s: 1. Pick up 8 hr shift \$100.00

2. A C.N.A. who has worked 8 hours and stays to 12 \$50.00 bonus

3. Call in during pay period = loss of bonus, unless waived by DON/Admin.

4. Complaints by co-workers of not carrying fair share of load will be reviewed by DON/Admin. and may result in loss of bonus

5. Failure to perform assigned duties, i.e. showering/bathing residents, charting, assigned cares may result in loss of bonus, to be evaluated by DON/Admin.

Other Depts: 1. Depending on departmental need, \$50-100 bonus if 4-8 hours for picking up a Shift

Management: 1. Review coverage w/Admin., obtain bonus authorization prior to working

2. Time off vs bonus consideration

KEEP IN MIND: Incurred AND Paid dates (4/29/2020 to 6/23/2020)

Loan approved: 4/29/2020

Payroll Paid On:	Incurred:	
4/30/2020	04/12/2020—04/25/2020	Cannot use
5/14/2020	04/26/2020—05/09/2020	Can use
5/28/2020	05/10/2020—05/23/2020	Can use
6/11/2020	05/24/2020—06/06/2020	Can use
6/25/2020**	06/07/2020—06/20/2020	Can use if pay date is moved up x 48 hrs

The Paycheck Protection Program is meant to cover 8 weeks, but the way our payrolls fall, we would only be able to use six weeks UNLESS we:

- a. Have dept. heads come in on Sunday, 6/21/2020 to calculate payroll.
- b. Carol enters payroll on 6/21/2020
- c. Quickbooks requires 48 hrs, and would date it paid on 6/23/2020

Board Approval needed to pay earlier (6/23 vs 6/25/2020)?

How this could possibly play out:

**OPTION 2**

Payroll Paid 5/14/2020	Estimated Payroll:	\$59,439 (4/29-5/09)
	Bonus Option 2 \$500/PP	\$19,380
	Open Shifts Option (52)	\$ 5,200
	Pension	\$ 5,750
Payroll Paid 5/28/2020	Estimated Payroll:	\$75,649
	Bonus Option 2 \$500/PP	\$19,380
	Open Shifts Option (70)	\$ 7,000
	Pension	\$ 5,750
Health Insurance/June (pay 5/20/20 or so)		\$24,000
Utility Expenses		\$ 8,450
	<b>SUBTOTAL:</b>	<b>229,998</b>
Payroll Paid 6/11/2020	Estimated Payroll:	\$75,649
	Bonus Option 2 \$500/PP	\$19,380
	Open Shifts Option (60)	\$ 6,000
	Pension	\$ 5,750
Payroll Paid 6/23/2020	Estimated Payroll:	\$75,649
	Bonus Option 2 \$500/PP	\$19,380
	Open Shifts Option (60)	\$ 6,000
	Pension	\$ 5,750
Health Insurance/July (pay 6/20/20 or so)		\$24,000 **
Utility Expenses		\$ 8,450
	<b>SUBTOTAL:</b>	<b><u>246,008</u></b>
		<b>476,006</b>

\*\* It is possible this may not be allowed because of the incurred /paid restrictions

These are "general" estimates. Based on this scenario, we would be required to pay back \$23,451.