

Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors
Beatriz Vasquez, PhD, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback, Director

Finance Committee Meeting Agenda

October 23, 2019 – 10:30 am
Burney Board Room

Attendees

Abe Hathaway, Chair, Board Member
Allen Albaugh, Board Member
Louis Ward, CEO
Travis Lakey, CFO

1	CALL MEETING TO ORDER			
2	CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS			Approx. Time Allotted
3	APPROVAL OF MINUTES			
3.1	Regular Meeting – Sept. 25, 2019	Attachment A	Action Item	2 min.
4	DEPARTMENT REPORTS/OTHER			
4.1	Human Resources	Attachment B	Report	10 min.
4.2	Director of Nursing - SNF	Attachment C	Report	10 min.
5	FINANCIAL REVIEWS/BUSINESS			
5.1	September 2019 Financials		Action Item	5 min.
5.2	Accounts Payable (AP)/Accounts Receivable (AR)		Action Item	5 min.
6	ADMINISTRATIVE REPORT		Report	10 min.
7	OTHER INFORMATION/ANNOUNCEMENTS		Information	
8	ADJOURNMENT: Next Regular Meeting – December 4, 2019 (Burney)			

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Chief Executive Officer
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors
Finance Committee
Minutes

September 25, 2019 – 9:00 am
Boardroom (Fall River Mills)

Board of Directors
Beatriz Vasquez, PhD, President
Abe Hathaway, Vice President
Laura Beyer, Secretary
Allen Albaugh, Treasurer
Jeanne Utterback, Director

These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.

1 CALL MEETING TO ORDER: Abe Hathaway called the meeting to order at 9:15 am on the above date.

BOARD MEMBERS PRESENT:

Abe Hathaway, Committee Chair
Allen Albaugh, Board Member

ABSENT:

STAFF PRESENT:

Travis Lakey, CFO
Ryan Harris, COO
Louis Ward, CEO
Candy Vculek, CNO
Chris Broadway, IT
Val Lakey, Board Clerk

2 CALL FOR REQUEST FROM THE AUDIENCE – PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS

None

3 APPROVAL OF MINUTES

3.1 A motion/second carried; committee members accepted the minutes of August 28, 2019 **Albaugh/Hathaway Approved All**

4 DEPARTMENT REPORTS

4.1 IT Department – Chris Broadway (See attached) discussed IT services. There are four full-time employees. There are currently about 2 ½ years of projects ahead for the IT department. Citrix will go live in November 2019. Stage one for OneContent is October 14, 2019. Will be building training module in Relias for IT staff. Always looking at Cyber Security.

4.2 Imaging Department – Move to later date (Manager surgery)

5 FINANCIAL REVIEWS

5.1 **August 2019 Financials** – Discussion about maintaining finances over the long-term. **Albaugh/Hathaway Approved All**
Operate as if we are on a very lean budget. Down to 52 days, A/R. Retail Pharmacy will be a different tab on the reports. There were some questions about what was being posted in Transparent California. The PTO liability has been being posted in the “extra pay”. PTO caps at 350 hours.

5.2 **Accounts Payable (A/P)/Accounts Receivable (A/R)** **Albaugh/Hathaway Approved All**

6 NEW BUSINESS:

6.1 **Mindray Project** –Project for ER was approved with the building project. The new proposal is for the additional ER equipment, IT and Acute. IT infrastructure has to be upgraded first. The current server is 15 years old. Once the server is upgraded, the current Mindray equipment won't communicate. The new approved equipment for the ER needs the upgraded IT equipment to operate properly. (See attached proposal). The IT portion is the server. The proposal was structured for maximum reimbursement. Recommended by staff. **Albaugh/Hathaway Approved All**

7 ADMINISTRATIVE REPORT – Will report at the full board meeting.

9 OTHER INFORMATION/ANNOUNCEMENTS

10 ADJOURNMENT 10:10 am

Next Finance Committee Meeting: October 23, 2019, Burney

Board Finance Committee – Human Resources

Wednesday October 23, 2019

Presented by: Libby Mee – Director of Human Resources

The Human Resource department major financial initiative continues to be the elimination of registry staff.

Departments currently using Registry staff

Skilled Nursing Facility RN, LVN and CNA

Acute RN

Emergency Department RN

Clinical Laboratory Scientist

Radiology/CT Tech and Ultrasound Tech

We have successfully eliminated registry use in the Respiratory Therapy department

Recruitment

Currently using outside agencies for additional recruitment efforts for Clinical Laboratory Scientist, Radiology Techs and Hospitalist

Continued partnership with Shasta College

- LVN Clinical rotations
- CNA program
 - Graduated 3 students in May 2019
 - 3 students currently in Fall 2019 semester
 - Marketing and building student roster for January 2020 class
- Leadership team meeting with Shasta College Nurse Administration in November to start talking logistics of having a CNA program on site Fall 2020

Recently implemented new hire bonus program for position that would eliminate registry. Currently, MMHD has paid out \$40,000 to 7 newly hired staff members.

Retention

Currently re-evaluating nursing wage scale in effort to retain current staff but make Mayers enticing to interested applicants. Comparing current scale with State and County averages as well as other northeaster California healthcare facilities.

In the past year, we have also evaluated and adjusted wage scales for the Laboratory and Radiology departments.

Continue to market education assistance and scholarship programs. In the past year, MMHD has supported two staff members to move from LVN to RN. Currently, we are supporting one LVN moving to RN and one CNA moving to LVN.

SNF BOARD FINANCE REPORT
OCTOBER 2019

- Revenue is up.
For the first quarter of this fiscal year 2019-2020 our revenue of \$2,779,314.00 is an increase over the previous 2018-2019 of \$2,040,890.55.
- There is a slight decrease at this point in our average census of 76 (2018) to 73 (2019) Residents. Our census at this time is 74 Residents.
- We have been challenged by MD availability for our Admissions. Offering us extremely limited time to admit new Residents.
- There is discussion regarding hiring a Nurse Practitioner for a Hospitalist Program to assist with this issue. For example, if we increase our census by 3 Residents: \$400/day x 30 days = \$12,000 per person; \$36,000 more per month.
- Our #1 expense remains staffing. Scheduling our own Staff continues to improve as we hire and train nurses and caregivers for MMHD.
- Burney Annex-MMHD Staff: 6 LVN's and 20 CNA's. We utilize 3 FT LVN's from Registry and we need 7 FT CNA's from Registry. We have a Contract RN for 4 Nights/week who plans to become our permanent employee early 2020. We have 3 CNA's out on Workman's Compensation.
- Fall River Station 2 MMHD Staff: 7 LVN's and 10.5 CNA's. We utilize 2 FT, ½ time LVN's and 3 FT CNA's from Registry at Station 2.
- We have 3 LVN interviews 10/21/19. We continue to work with Shasta College for CNA's. Some of our own CNA's are going back to school for their LVN and RN Licenses (participating in our Education-Work Match Program).
- Resident Safety remains a major focus. We staff according to State and Federal minimum guidelines. Our Memory Care Unit offers special challenges and concerns related to staffing.

Respectfully Submitted,

Diana Groendyke, RN, DON SNF, MMHD