MAYERS
MEMORIAL
HOSPITAL
DISTRICT

Finance Committee Meeting

Tuesday, September 20, 2016 – 9:00 am

Board Room, Fall River

Meeting called by:	Allen Albaugh, Chair	**Type of meeting:**	BOD Committee
		Board Clerk:	Valerie Lakey
Attendees:	Allen Albaugh, Committee Chair, Board Member Art Whitney, Board Member Louis Ward, CEO Travis Lakey, CFO		

	----- Agenda Topics -----			
1)	Meeting Called To Order	Attach-ments	Albaugh	
2)	Requests from audience to speak to issues/agenda items		Albaugh	
3)	Approval of FC Minutes (August 24, 2016)	A	Albaugh	Action
4)	Department Reports (per schedule – one revenue and one non-revenue per month) • SNF • Outpatient • Med Staff		 Wilson Shannon Sweet	Reports
5)	Financial Reviews – *(will be sent by T. Lakey, CFO)** a) July/August Financials b) Accounts Payables (AP)/ Accounts Receivable (AR) c) Quarterly Binder Review		Lakey	 Action Action Action
6)	Line of Credit - Recommendation for Approval		Lakey	Action
7)	Layton Construction – Design/Build Contractor – Recommendation for Approval		Ward/ Lakey	Discussion/ Action
8)	Administrative Report – Building Update, USDA, etc.		Ward	Information
9)	Other			
Adjournment				

Posted: 09/13/16 by V. Lakey

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – AUGUST 24, 2016 9:00 A.M.

DRAFT
Attachment A

BFC Attendance:
Allen Albaugh
Art Whitney
Louis Ward, CEO
Travis Lakey, CFO

Valerie Lakey, Clerk of the Board

Other:
Beatriz Vasquez

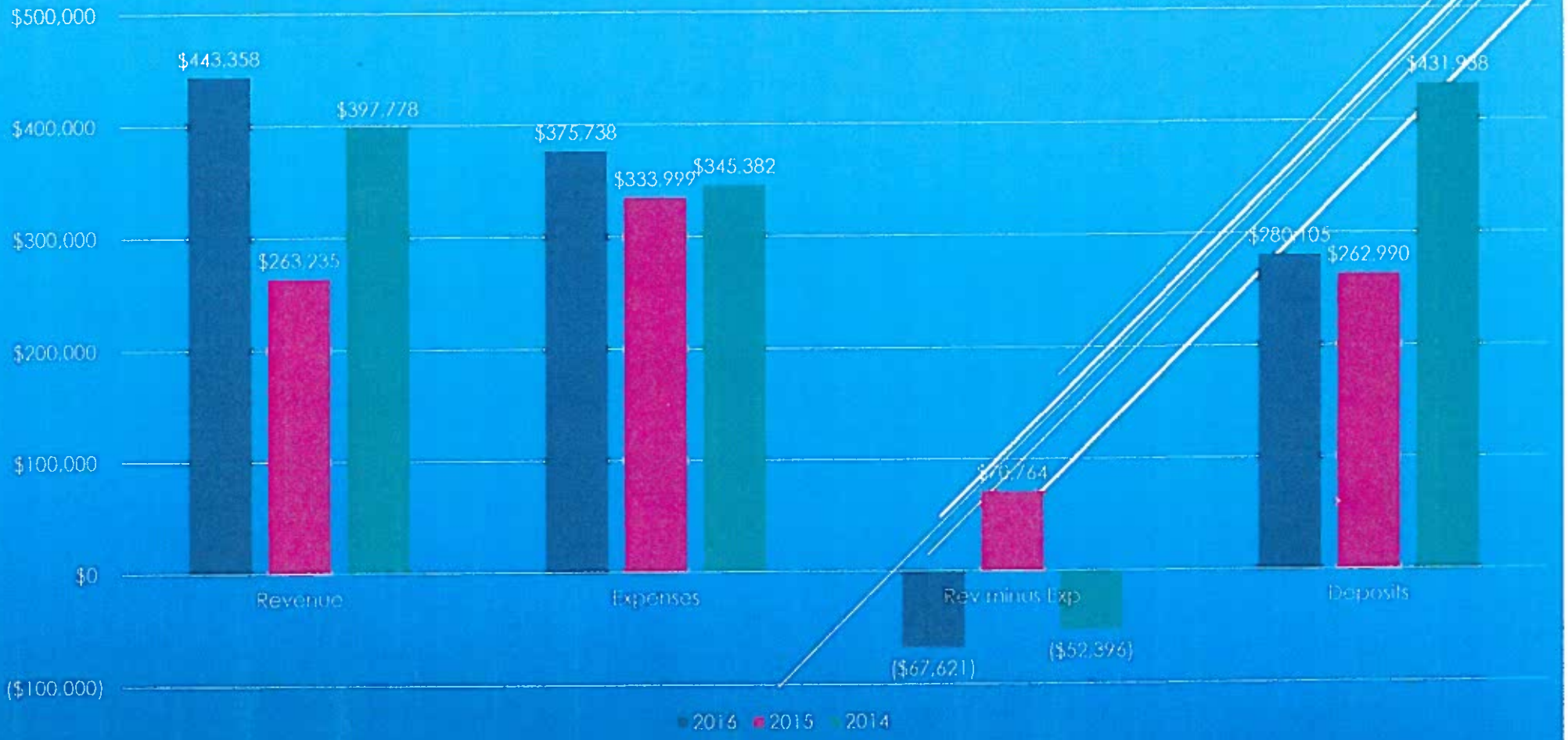
(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)

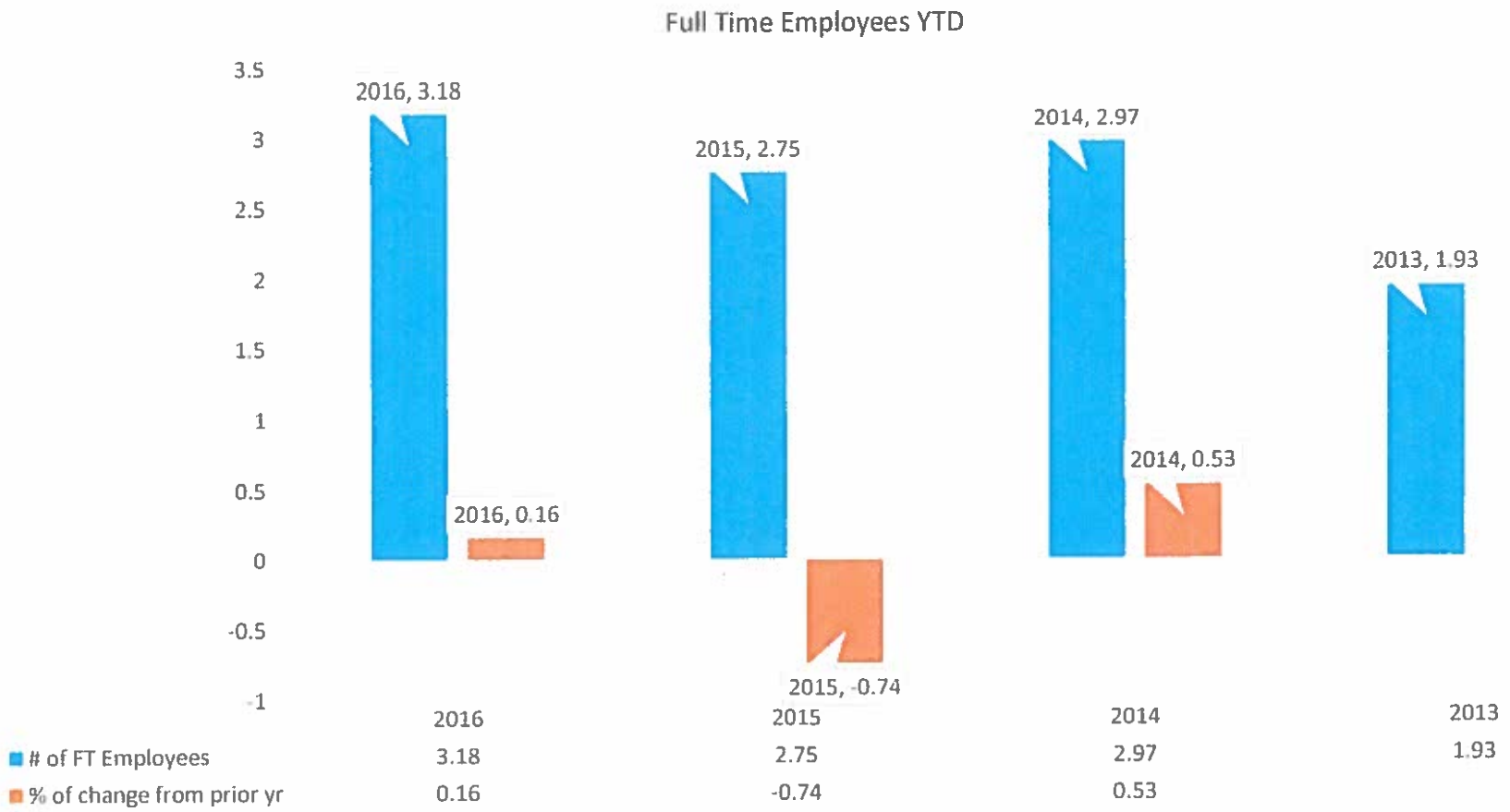
SUBJECT	DISCUSSION	
CALL TO ORDER	The meeting was called to order by Albaugh at 9:05 AM in Fall River Mills.	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 07.27.16 were approved. ***(Albaugh, Whitney) - Approved all***	**Approved**
Department Presentation	**Hospice, Mary Ranquist – (handout)** Discussion of revenue and expenses and FTE's. Staff covers in other areas of the hospital when there are not Hospice hours. There were some questions about medications and billing. Ranquist said the Foundation pays for the meds; it is about $12,000/year for meds. Whitney suggested that they check into billing of insurance for meds. Ranquist noted that the Volunteers contribute a lot of time and save the hospice a lot of money. **Infection Control, Shelley Lee** - written report. Lee was in Burney teaching a CNA class.	
Financials	July 2016 Financials were discussed. Notes as follows: ***(Whitney/Albaugh)*** • Lakey noted he will combine July and August because of EHR downtime • Revenue is a little down – because potentially there were missed some charges during the downtime – It will take a lot of "digging" to find all of those • A/R is up because of EHR downtime • Bills were not sent out for 2 weeks • $1.8 will be put out for IGT – will get $3.9 back • We will get a line of credit for back-up resources in case the IGT turnaround is slow • We are down on A/P • Will be paying OSHPD $10,000/month beginning next	**Approved**

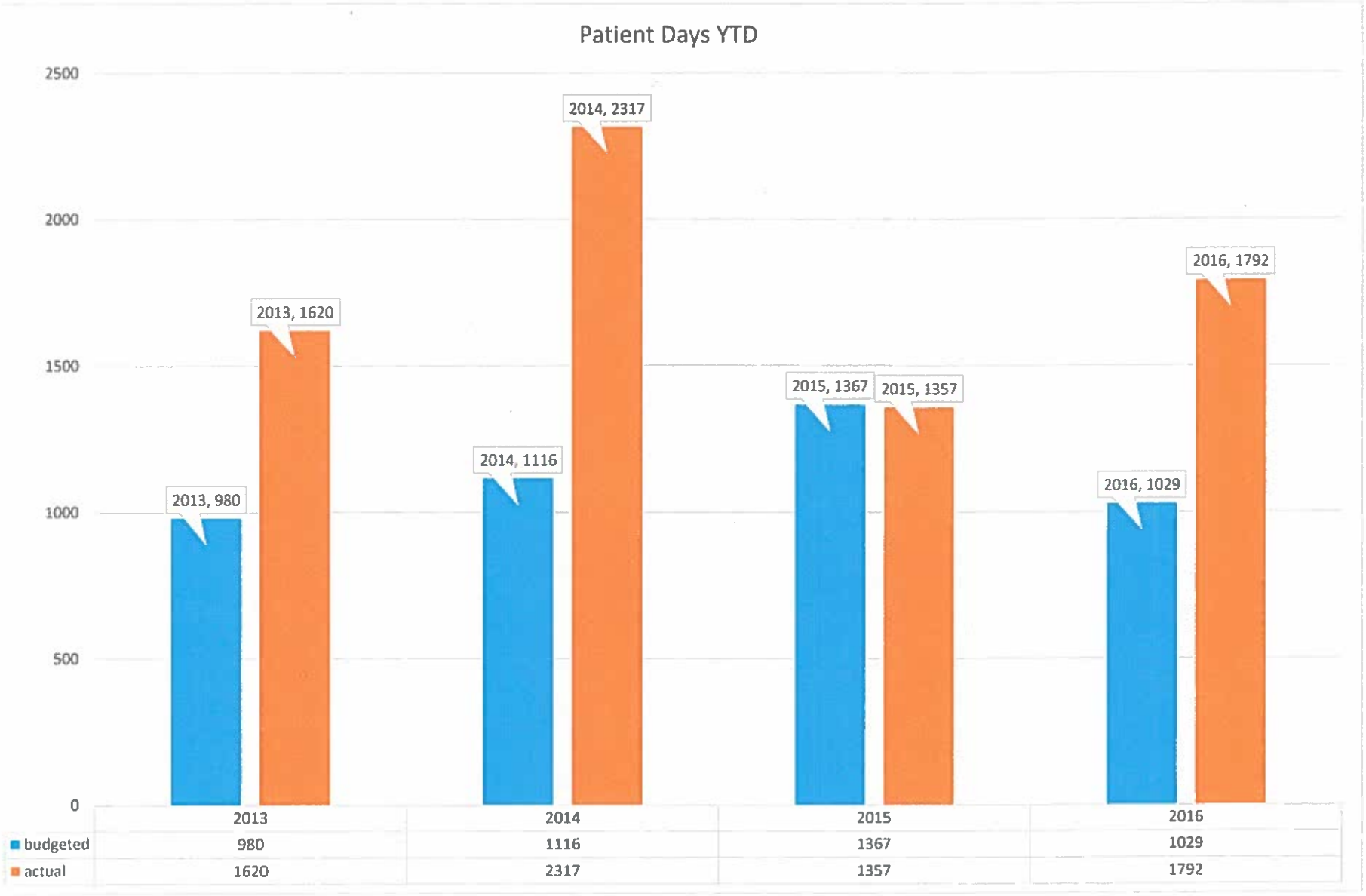
	month. • One medi-care payment plan – should be complete in November • Lakey noted he has a spreadsheet showing upcoming retiring debts • Funded depreciation – items that may need replacing in future (A/C) – make a list with priorities and estimates	
Building Update	• We have the permit for Seismic wall from OSHPD – expiration is one year from when it is pulled – We can extend it again in 11 months. • USDA – We got a one year extension on when we have to pull the USDA funds. We are waiting on USDA to approve Layton Construction as the design-build contractor. • Timeline is a little behind • We are under budget with Porter	
Administrative Report	• Quality committee and coordination has been a focus • Mock Surveyors are here again • CDPH Chico office – Ward had a call with Enloe CEO and Art Sponseller to discuss some of the challenges faced in this district. • OB meeting – discussion on the community meeting • We are looking at a pregnancy benefit to employees	
Adjournment	Meeting was adjourned at 10:45 am	

By: Valerie Lakey

HOSPICE REVENUE AND EXPENSES




Full Time Employees YTD
3.5
3
2.5
2
1.5
1
0.5
0
-0.5
-1
2016, 3.18
2016, 0.16
2015, 2.75
2015, -0.74
2014, 2.97
2014, 0.53
2013, 1.93
2016
2015
2014
2013
# of FT Employees
3.18
2.75
2.97
1.93
% of change from prior yr
0.16
-0.74
0.53


Patient Days YTD
2500
2000
1500
1000
500
0
2013, 980
2013, 1620
2014, 1116
2014, 2317
2015, 1367
2015, 1357
2016, 1029
2016, 1792
2013
2014
2015
2016
budgeted
980
1116
1367
1029
actual
1620
2317
1357
1792

Hospice Revenue and Expenses

For Period: 12-2016 (06/01/2016 - 06/30/2016)

	June	Budget	YTD	Budget YTD
6470-7400(HOSPICE INPATIENT - DEPRECIATION		$0.00	$0.00	$0.00
6470-7600(HOSPICE INPATIENT - RENT/LEASE E(		$0.00	$0.00	$0.00
6470-8300(HOSPICE INPATIENT - LICENSES & TA:		$0.00	$7.83	$0.00
6470-8600(HOSPICE INPATIENT - DUES & SUBSC		$0.00	$0.00	$0.00
6470-8700(HOSPICE INPATIENT - OUTSIDE TRAIN		$0.00	$0.00	$0.00
6470-8800(HOSPICE INPATIENT - TRAVEL)		$0.00	$0.00	$0.00
6470-9000(HOSPICE INPATIENT - OTHER EXPENS		$0.00	$0.00	$0.00
7310-0000(HOSPICE OUTPATIENT - MANAGEMEN	$6,409.66	$5,663.00	$74,796.56	$66,973.00
7310-0100(HOSPICE OUTPATIENT - TECH SPEC)		$0.00	$0.00	$0.00
7310-0200(HOSPICE OUTPATIENT - R.N.)	$8,100.47	$6,788.00	$87,210.20	$80,275.00
7310-0300(HOSPICE OUTPATIENT - LVN)		$0.00	$0.00	$0.00
7310-0400(HOSPICE OUTPATIENT - AIDES & ORD	$623.40	$396.00	$10,822.28	$4,685.00
7310-0500(HOSPICE OUTPATIENT - CLERICAL/W/	$281.97	$252.00	$287.38	$3,012.00
7310-0600(HOSPICE OUTPATIENT - SOC SERVICE	$3,630.53	$3,170.00	$38,354.44	$37,487.00
7310-0800(HOSPICE OUTPATIENT - MEDICARE)	$325.11	$276.00	$3,896.29	$3,264.00
7310-0900(HOSPICE OUTPATIENT - CALL BACK/S	$3,891.63	$2,071.00	$47,150.09	$24,515.00
7310-1000(HOSPICE OUTPATIENT - FICA)	$1,390.18	$1,180.00	$16,659.82	$13,954.00
7310-1200(HOSPICE OUTPATIENT - SICK PAY)		$0.00	$788.92	$0.00
7310-1600(HOSPICE OUTPATIENT - WRKM'S COM	$720.54	$1,211.00	$8,646.48	$14,344.00
7310-1800(HOSPICE OUTPATIENT - VAC & HOL P/	$1,377.96	$685.00	$17,212.38	$8,122.00
7310-1900(HOSPICE OUTPATIENT - OTHER EMP I		$0.00	$0.00	$0.00
7310-3800(HOSPICE OUTPATIENT - PHARMACEU		$0.00	$0.00	$0.00
7310-4100(HOSPICE OUTPATIENT - MEDICAL SUF	$51.37	$128.00	$1,851.18	$1,509.00
7310-4600(HOSPICE OUTPATIENT - OFFICE SUPF	$38.70	$29.00	$526.84	$353.00
7310-4900(HOSPICE OUTPATIENT - MINOR EQUIF		$42.00	$4,928.15	$500.00
7310-5000(HOSPICE OUTPATIENT - NON-MED SU	$147.80	$229.00	$1,973.97	$2,707.00
7310-6200(HOSPICE OUTPATIENT - REPAIRS & M	$215.99	$0.00	$1,779.14	$0.00
7310-6800(HOSPICE OUTPATIENT - FREIGHT)		$17.00	$63.75	$199.00
7310-6900(HOSPICE OUTPATIENT - OTHER PURC	$3,176.16	$3,197.00	$31,644.80	$37,800.00
7310-7400(HOSPICE OUTPATIENT - DEPRECIATIC		$0.00	$0.00	$0.00

Hospice Revenue and Expenses
For Period: 12-2016 (06/01/2016 - 06/30/2016)

	June	Budget	YTD	Budget YTD
Revenue				
3470-0800(HOSPICE INPATIENT - SEMI PRIVATE S		($1,028.00)	($54,390.00)	($12,152.00)
3470-0900(HOSPICE INPATIENT - HOSPICE IP)		($33.00)	($1,176.00)	($392.00)
3471-1100(HOSPICE OUTPATIENT - OP/REFERRA		$0.00	$0.00	$0.00
3471-1700(HOSPICE OUTPATIENT - OP/HOME)	($93,817.36)	($20,864.00)	($387,792.19)	($246,775.00)
3471-1900(HOSPICE OUTPATIENT - HOSPICE OP)		$0.00	$0.00	$0.00
4310-1900 (HOSPICE - HOSPICE OP)		$0.00	$0.00	$0.00
Revenue Total	($93,817.36)	($21,925.00)	($443,358.19)	($259,319.00)
Expenses				
6470-0000(HOSPICE INPATIENT - MANAGEMENT)		$0.00	$0.00	$0.00
6470-0100(HOSPICE INPATIENT - TECH SPEC)		$0.00	$0.00	$0.00
6470-0200(HOSPICE INPATIENT - R.N.)		$0.00	$0.00	$0.00
6470-0300(HOSPICE INPATIENT - LVN)		$0.00	$0.00	$0.00
6470-0400(HOSPICE INPATIENT - AIDES & ORDEF		$0.00	$0.00	$0.00
6470-0500(HOSPICE INPATIENT - CLERICAL/WAR		$0.00	$0.00	$0.00
6470-0600(HOSPICE INPATIENT - SOC SERVICES		$0.00	$0.00	$0.00
6470-0800(HOSPICE INPATIENT - MEDICARE)		$0.00	$0.00	$0.00
6470-0900(HOSPICE INPATIENT - CALL BACK/STE		$0.00	$0.00	$0.00
6470-1000(HOSPICE INPATIENT - FICA)		$0.00	$0.00	$0.00
6470-1200(HOSPICE INPATIENT - SICK PAY)		$0.00	$0.00	$0.00
6470-1600(HOSPICE INPATIENT - WRKM'S COMP		$0.00	$0.00	$0.00
6470-1800(HOSPICE INPATIENT - VAC & HOL PAY)		$0.00	$0.00	$0.00
6470-1900(HOSPICE INPATIENT - OTHER EMP BE		$0.00	$0.00	$0.00
6470-4100(HOSPICE INPATIENT - MEDICAL SUPP		$0.00	$0.00	$0.00
6470-4600(HOSPICE INPATIENT - OFFICE SUPPLI		$0.00	$0.00	$0.00
6470-4900(HOSPICE INPATIENT - MINOR EQUIPM		$0.00	$0.00	$0.00
6470-5000(HOSPICE INPATIENT - NON-MED SUPF		$0.00	$0.00	$0.00
6470-6200(HOSPICE INPATIENT - REPAIRS & MAI		$0.00	$0.00	$0.00
6470-6800(HOSPICE INPATIENT - FREIGHT)		$0.00	$0.00	$0.00
6470-6900(HOSPICE INPATIENT - OTHER PURCH		$0.00	$0.00	$0.00

2:21 PM
08/22/16
Accrual Basis

Mayers Intermountain Healthcare Foundation
Transaction Detail By Account
July 2015 through June 2016

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
60300 · Awards and Grants									
60320 · Cash Awards and Grants									
Check	12/14/2015	1255	Kathy Sweet *	HHA certificati...	Programs...		Hospice-Restri...	776.00	776.00
Check	03/21/2016	1291	Mayers Memorial Ho...	Hospice Clien...	Programs...		Hospice-Restri...	1,833.40	2,609.40
Check	03/22/2016	1297	Mt. Shasta Radiology	Hospice Patie...	Programs...	X	Hospice-Restri...	0.00	2,609.40
Check	04/04/2016	1309	new west medical	Hospice Patie...	Programs...		Hospice-Restri...	131.64	2,741.04
Check	04/04/2016	1310	Lincare, Inc.	Hospice Patie...	Programs...		Hospice-Restri...	197.08	2,938.12
Check	04/07/2016	1305	Mt. Shasta Radiology	Radiology fee...	Programs...		Hospice-Restri...	593.50	3,531.62
Check	05/04/2016	1324	new west medical	Patient Suppli...	Programs...		Hospice-Restri...	131.64	3,663.26
Check	05/04/2016	1325	Nuclear Medicine As...	Bone Scan for...	Programs...		Hospice-Restri...	181.03	3,844.29
Check	05/16/2016	1330	Mayers Memorial Ho...	Support to Dis...	Programs...		Hospice-Restri...	* 25,000.00	28,844.29
Check	06/02/2016	1341	Mayers Memorial Ho...	reimburse for ...	Programs...		Hospice-Restri...	4,374.29	33,218.58
Total 60320 · Cash Awards and Grants								33,218.58	33,218.58
60300 · Awards and Grants - Other									
Check	10/01/2015	1235	MMHD	2 lift chairs- h...	Programs...		Hospice-Restri...	1,148.10	1,148.10
Check	10/08/2015	1230	new west medical	lift chair	Programs...		Hospice-Restri...	536.42	1,684.52
Total 60300 · Awards and Grants - Other								1,684.52	1,684.52
Total 60300 · Awards and Grants								34,903.10	34,903.10
TOTAL								**34,903.10**	**34,903.10**

Scholarship, Pt care, equipment

Paid to MMH → hospice med, → $25K, reimbursed MMH for various expenses.

STAFF - TRAVEL -

3 - LIFT CHAIRS

CHURCH SONG - 5 PEOPLE $200 EA.

INTERMOUNTAIN HOSPICE VOLUNTEER SUPPORT

	Direct PT/ CG Contact	Volunteer Cost savings @ $23.56/hr	Profess. PT/Fam. Contact	Volunteer Cost savings @ $23.56/hr	Berevment Services All	Volunteer Cost savings @ $23.56/hr	IDT Meeting	Volunteer Cost savings @ $23.56/hr	Office Admin.	Volunteer Cost savings @ $23.56/hr	Volunteer Milage	@.54/mi
Month											Miles	
July	6.5	$ 153.14	0.75	$ 17.67	3.75	$ 88.35	46.5	$ 1,095.54	124.5	$ 2,933.22	1057	$ 570.78
Aug.	7.25	$ 170.81		$ -		$ -	33.75	$ 795.15	100.5	$ 2,367.78	888	$ 479.52
Sept.	14.5	$ 341.62		$ -	3	$ 70.68	46.5	$ 1,095.54	116.5	$ 2,744.74	1123	$ 606.42
Oct.	17	$ 400.52		$ -	4	$ 94.24	33.25	$ 783.37	114.5	$ 2,697.62	1123.2	$ 606.53
Nov.	6.25	$ 147.25		$ -	10	$ 235.60	27.75	$ 653.79	133.25	$ 3,139.37	4075	$ 2,200.50
Dec.	17.25	$ 406.41		$ -	10.75	$ 253.27	49.25	$ 1,160.33	91.25	$ 2,149.85	963	$ 520.02
Jan.	4	$ 94.24		$ -	22	$ 518.32	60.25	$ 1,419.49	116.75	$ 2,750.63	1206	$ 651.24
Feb.	8.75	$ 206.15		$ -	4.75	$ 111.91	48.75	$ 1,148.55	143.25	$ 3,374.97	1121	$ 605.34
Mar.	2.75	$ 64.79		$ -	33.5	$ 789.26	65.04	$ 1,532.34	154.25	$ 3,634.13	1444	$ 779.76
April	3.75	$ 88.35		$ -	9	$ 212.04	52.75	$ 1,242.79	168.25	$ 3,963.97	955	$ 515.70
May	22.25	$ 524.21		$ -	10	$ 235.60	50.25	$ 1,183.89	113.5	$ 2,674.06	1188	$ 641.52
June	56.25	$ 1,325.25		$ -	5.25	$ 123.69	62.25	$ 1,466.61	122	$ 2,874.32	2054	$ 1,109.16
Totals	166.5	$ 3,922.74	0.75	$ 17.67	116	$ 2,732.96	576.29	$ 13,577.39	1498.5	$ 35,304.66	17197.2	$ 9,286.49

Total Volunteer Hours 2358.04

Total Volunteer Savings @ 23.56/ hr $ 55,555.42

Mayers Memorial Hospital District

Financial BOD Presentation

Infection Control
August 24th, 2016

Shelley Lee RN

Topics for Discussion
• **Infection control** • **PRIME** • **Time Allocation** • **Budget**

Infection Control (IC)

- IC is a non revenue generating department however with the implementation of the Antimicrobial Stewardship Program (a sub-committee of IC) we are able to contribute to the PRIME project.
- IC tracks antibiotic use, surgical site infections, hospital acquired infection, muti-drug resistant organisms, and hand hygiene compliance throughout both facilities.
- IC reports monthly to National Healthcare Safety Network, on most of the above areas of monitoring, as well as Shasta County Public Health and the California Department of Public Health when certain targeted monitors arise.
- *Note that the implementation of the ASP program in Acute and soon to be implementation (January 2017) in SNF is designed to track and trend the use of antibiotics and identify inappropriate use. By identifying these trends we hope to reduce this usage, thus eventually becoming a cost saving program for MMHD.

PRIME Metrics

The following areas are tracked on a monthly basis:

- Standardized infection ratio of hospital onset of Clostridium difficile infection (CDI) laboratory identified events among inpatients in the acute setting.
- Avoidance of antibiotic treatment in adults with Acute Bronchitis. Monitored in the Emergency Department and acute.
- Avoidance of antibiotic treatment with low colony count urinary cultures.
- Antimicrobial days of use.
- Prophylactic antibiotics discontinued at time of surgical closure, Outpatient Surgery.

Time Allocation

- Monday and Tuesday, performing the above duties in Fall River, billed to IC.
- Wednesday I act as the RN supervisor at the Burney Annex, billed to SNF. Depending on circumstances, I am able to also do some IC activities while there.
- Thursdays I am an instructor, teaching a semester CNA class for Shasta college, billed to Shasta College. At the end of the semester in December, I will return to the RN supervisor for Burney on Thursdays.
- Fridays have historically been a day off, however will now be a catch up day as necessary, billed to IC.

Budget

- The RN IC budget has significantly decreased by $16,487.32 YTD since becoming the RN Supervisor at the Burney Annex, all hours being billed to SNF.
- Physician Fee YTD has increased by $1,250.00, secondary to Dr. Wilkins absence.
- Travel YTD has increased by $654.60 due to attending two conferences, one in Berkley and the second in Sacramento.