

Chief Executive Officer  
Louis Ward, MHA



**Mayers Memorial Hospital District**

**Board of Directors**  
Jeanne Utterback, President  
Beatriz Vasquez, PhD, Vice President  
Tom Guyn, MD, Secretary  
Abe Hathaway, Treasurer  
Tami Vestal-Humphry, Director

Finance Committee

**Meeting Agenda**

October 27, 2021 – 10:30 AM

**ZOOM MEETING**

**Zoom Meeting Information**

[Click Here to Join](#)

Call In Number: 1-253-215-9792 Meeting ID: 829 3611 7474

Passcode: 194679

Meeting ID: 964 7679 3564

In observance of the Americans with Disabilities Act, please notify us at 530-336-5511, ext 1264 at least 48 hours in advance of the meeting so that we may provide the agenda in alternative formats or make disability-related modifications and accommodations. The District will make every attempt to accommodate your request.

**Attendees**

Abe Hathaway, Chair, Board Member  
Tami Vestal-Humphry, 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 – August 25, 2021	<i>Attachment A</i>	<b>Action Item</b>	2 min.
3.2	Regular Meeting – September 29, 2021	<i>Attachment B</i>	<b>Action Item</b>	2 min.

**4 DEPARTMENT REPORTS:**

4.1	Human Resources – Libby Mee	<i>Attachment C</i>	Report	2 min.
4.2	Director of Nursing – SNF – Shelley Lee	<i>Attachment D</i>	Report	2 min.

**5 FINANCIAL REVIEWS/BUSINESS**

5.1	September 2021 Financials	<i>Sent separately</i>	<b>Action Item</b>	5 min.
5.2	Accounts Payable (AP)/Accounts Receivable (AR)		<b>Action Item</b>	5 min.
5.3	Change in Tri Counties Employee Relief Account		<b>Action Item</b>	5 min.

**6 ADMINISTRATIVE REPORT**

Report 5 min.

**7 OTHER INFORMATION/ANNOUNCEMENTS**

Information

**8 ADJOURNMENT:** Next Regular Meeting – December 1, 2021

Posted 10/22/2021

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Mayers Memorial Hospital District

Board of Directors  
Finance Committee  
Minutes

August 25, 2021 – 9:30 am  
MMHD Burney Boardroom

*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	<b>CALL MEETING TO ORDER:</b> Abe Hathaway called the meeting to order at 9:34 am on the above date.		
	<b>BOARD MEMBERS PRESENT:</b>  Abe Hathaway, Committee Chair Tami Vestal-Humphry, Director  <b>ABSENT:</b>	<b>STAFF PRESENT:</b>  Louis Ward, CEO Travis Lakey, CFO Ryan Harris, COO Amanda Ponti Jack Hathaway Ryan Nicholls Val Lakey, Acting Clerk	
2	<b>CALL FOR REQUEST FROM THE AUDIENCE – PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS - None</b>		
3	<b>APPROVAL OF MINUTES</b>		
	3.1	A motion/seconded carried; committee members accepted the minutes of July 28, 2021	<b>Humphry, Hathaway</b> <b>Approved by All</b>
4	<b>DEPARTMENT REPORTS: NONE</b>		
	4.2	<b>Lab:</b> Written report was submitted. Data is a bit skewed because there are so many employee lab (COVID) tests that are not charged. Registration reports show employees – over \$300,000 on employee testing. We will be giving out Lab vouchers at the fair since we did not have a health fair. Vouchers will be good for reduced costs lab until December 31, 2021.	
	4.3	<b>Radiology:</b> Written report was submitted. We currently have 2 travelers. There are 2 former employees coming in and helping. Making progress on staffing and will be evaluating need for second tech in certain situations. Need to look at call-backs and review.	
	4.4	<b>Cardiac Rehab:</b> Written report was submitted	
5	<b>FINANCIAL REVIEWS</b>		
	5.1	<b>July 2021 Financials: In addition to the notes.</b> Auditors were on site last week. It went well. Audit feeds in to cost-report which is due in October. USDA, HRSA, PRF Funds – require a single audit. CFO is working on an alternate methodology. Retail Pharmacy – inventories, ordering, audits to provide examples. Upgrading software. Need to fix inventories.  We do have the 340B contract – so revenues will go up.  Traveler use in Acute/SNF is down from last year.  Working on Clinic fees. Should be getting a higher rate	<b>Hathaway, Humphry</b> <b>Approved by All</b>
	5.2	<b>Accounts Payable (AP) &amp; Accounts Receivable (AR):</b>	
	5.3	<b>Managed Security Services (IT) Agreement/Proposal:</b> Ryan Nicholls reviewed findings on cyber security audit. One of the vulnerabilities was addressed. The managed securities agreement is the proposed solution. We have a security risk committee that reviewed the RPF's for the security proposal. Nicholls recommends not using a multi-year contract while we figure out the services of a vendor. This will replace the cost of EndPoint – with fees and our staff cost – save \$40,000.	<b>Humphry, Hathaway</b>
	5.4	<b>401 K Annual Report</b> – John Grimmet via Zoom. Considerable growth: today \$8.1 mil with 136 participants – the highest was 139. Changes have been – plan is best of	

	the 24 options. We will be looking at other options and bring new plan ideas to finance committee meeting.		
6	<b>ADMINISTRATIVE REPORT</b> – COVID unit is open again. Looking at space and how to expand if needed. Vaccine – 72% as staff – 7 employees signed up for vaccine. 5 employees on ISO – 9 employees on Quarantine		
7	<b>OTHER INFORMATION/ANNOUNCEMENTS: None</b>		
8	<b>ADJOURNMENT –11:05 AM</b>		
	Next Finance Committee Meeting: September 22, 2021 – Fall River Boardroom		

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Mayers Memorial Hospital District

Board of Directors  
Finance Committee  
Minutes

September 29, 2021 – 10:30 am  
Zoom

*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	<b>CALL MEETING TO ORDER:</b> Abe Hathaway called the meeting to order at 9:34 am on the above date.		
<b>BOARD MEMBERS PRESENT:</b>		<b>STAFF PRESENT:</b>	
Abe Hathaway, Committee Chair Tami Vestal-Humphry, Director		Louis Ward, CEO Travis Lakey, CFO Ryan Harris, COO Candy Detchon, CNO Alexis Cureton Ryan Nicholls Val Lakey, Acting Clerk	
<b>ABSENT:</b>			
2	<b>CALL FOR REQUEST FROM THE AUDIENCE – PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS - None</b>		
3	<b>APPROVAL OF MINUTES</b>		
3.1	Minutes of August 25, 2021 meeting were tabled until the October meeting as they did not go out in the packet.		<b>Tabled</b>
4	<b>DEPARTMENT REPORTS: NONE</b>		
4.2	<b>Environmental Services:</b> The department manager was unable to attend as she was covering in the department. Ryan Harris was available to answer any questions on the written report. He had one correction, the amount on the ALSCO spend reflected in the written report should have been \$108,348.54. There is about one month left on the laundry facility project. This is all being paid through the insurance claim. Part of the spend is on linens that were destroyed in the fire. The ALSO contract will not expire until November 2022. We will continue to use ALSCO for the Burney Annex laundry.		
4.3	<b>Information Technology:</b> Ryan Harris and Ryan Nicholls in addition to written report. Update on security contract: It has been paid in full for the first year. The Contract has been signed. The Printer refresh is basically done. Had to correct billing issues with contractor. That was all sorted out and everything is current. MMHD leases all of the printers on 5-year terms. Toner is a part of the contract. Savings noted is from the previous contract.		
4.4	<b>Emergency Department:</b> Alexis Cureton was present to report. Short 3 full time positions. Talked about diversion and how it works if short beds or staff. Asked about patient numbers in ED. We have seen a slight profit in ED in 2021 – historically there is no profit in ED.		
5	<b>FINANCIAL REVIEWS</b>		
5.1	<b>August 2021 Financials: In addition to the notes.</b> Busy with cost report, audit, provider relief fund reporting. Clawback will be paid back. Questions regarding IGT. Just starting to provide data on cost report. New square footage and other items that will change. Audit was early and that was a benefit to meet deadlines. A lot of the info crosses over from audit to cost report. Humphry asked for clarification on acronyms. Chargemaster was updated for clinic. Pharmacy inventory – working on inventory and processes. Lab referrals have increased with clinic. Humphry asked about decrease in productive services in clinic financials. There was an additional provider last month and some PTO payouts. Other purchased services, (travelers, copiers, monthly payments) Scorecard bonuses were paid. Looking at housing options to save money.	<b>Humphry, Hathaway</b>	<b>Approved by All</b>
5.2	<b>Accounts Payable (AP) &amp; Accounts Receivable (AR):</b>		
5.3	<b>Updated 401K Documents:</b> Plan has to be restated every 5 years. CFO has reviewed everything and it looks good and recommends updating. Will be looking at changing	<b>Humphry, Hathaway</b>	

		the options for staff and investing. Will be doing messaging and education for staff. Hospital will match up to 3%		
	5.4	<b>Employee Relief Fund Account:</b> Changing from cash to checking account in order to give a check to employees using employee relief fund.		
6	<b>ADMINISTRATIVE REPORT</b> – Big conversation with the Provider Relief Fund. Cannot continue to utilize. Deadline to use was June 30, 2021. Working on advocating with congress to continue to use the funds. Testing, screeners, etc. Staffing – vaccine mandate – we are 99% compliant. 85% vaccination rate – remaining granted an accommodation request. AFL should be out this week. 3 <sup>rd</sup> doses have begun, SNF residents, employees, putting out info to community. Housing- will be on the full board agenda but want to bring to Finance committee. (See powerpoint)			
7	<b>OTHER INFORMATION/ANNOUNCEMENTS: None</b>			
8	<b>ADJOURNMENT – 11:48 am</b>			
	Next Finance Committee Meeting: October 27, 2021 – Fall River Boardroom			

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**Board Finance Committee – Human Resources**      Wednesday October 27, 2021  
*Libby Mee – Director of Human Resources*

The Human Resource department’s major financial initiatives is the retention and recruitment of qualified staff. By effectively monitoring our employee wage and benefits packages, we can effectively reduce the use of costly registry. Additionally, by effectively managing our policies and procedures, we can eliminate costly Unemployment Insurance claims.

**Employee Wage and Benefits**

Effective October 1, MMHD shifted our current wage scale so that entry-level positions will start at \$16.50 per hour. This is well ahead of the \$15.00 per hour minimum wage that will go into effect January 1 of 2022. Due to the compression of the wage scale, most employee positions making less than \$25.00 per hour received a \$1.50 to \$2.50 increase to their base rate. Employee positions with base rates above \$25.00 per hour received a 2% increase to their base rate.

Prior to shifting the wage scale, the Human Resource Department was receiving an average of 10 applications a month. Since the wage scale shift, for the month of October, we have already received 21 applications for employment. Of the 21 applications received, 7 were previous employees of the district that had left for alternate employment opportunities. The HR department has hired or extended offers of employment to 15 of the 21 applicants, providing much need support to the Food and Nutrition Services, Housekeeping and Nursing support positions.

MMHD employees have completed annual Open Enrollments for benefits for 2022. Benefit premiums only went up 3%, so the District only applied a very small increase to the employee portion of the premium.

**COVID Benefits and Incentives**

MMHD has paid out the following to employees for COVID related Benefits and Incentives:

<b>Hour Type</b>	<b>2021</b>	<b>2020</b>	<b>Total</b>
COVID Supplemental Sick Time	\$ 109,912.24	\$ 60,883.69	\$ 170,795.93
COVID Hazard Pay	\$ 508,361.38	\$ 512,880.76	\$ 1,021,242.14
COVID Vaccination Incentive	\$ 103,500.00	\$ -	\$ 103,500.00

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\$ 1,295,538.07

### **Education Assistance**

MMHD has paid out the following in Educational Assistance to current staff members working towards higher level of education or certification:

<b>Hour Type</b>	<b>2021</b>	<b>2020</b>	<b>Total</b>
Education Assistance	\$ 13,429.79	\$ 55,596.84	\$ 69,026.63

This year, we have supported 8 current employees or community members to obtain an CNA certification, 2 currently employed CNAs obtain an LVN licensure and 2 currently employed LVNs obtain an RN licensure.

### **Registry**

MMHD continues to use Registry or Travelers in the following positions:

- Respiratory Therapy – Therapist
- Radiology – Technologist
- Laboratory – Clinical Scientist
- Med/Surg Acute – RN
- Emergency Department – RN
- Skilled Nursing Facility – CNA, LVN and RN

Unfortunately, due to COVID and the increase in need for staffing resources, registry rates have increased significantly.

<b>Position Title</b>	<b>2019 Rates</b>	<b>Oct 2021 Rates</b>	<b>Increase</b>
Respiratory Therapist	\$ 60.00	\$ 115.00	\$ 55.00
Radiology Tech	\$ 75.00	\$ 110.00	\$ 35.00
Lab CLS	\$ 95.00	\$ 95.00	\$ -
SNF RN	\$ 65.00	\$ 85.00	\$ 20.00
SNF LVN	\$ 55.00	\$ 65.00	\$ 10.00
ED RN	\$ 80.00	\$ 150.00	\$ 70.00
Med/Surg RN	\$ 70.00	\$ 150.00	\$ 80.00

In an addition to the increase rates, MMHD also provided housing to Traveling staff at no cost. Even with the increase in rates and provided housing, our primary sources for Travel staff were unable to meet our staffing needs. Fortunately, CDPH was able to provide us with emergency use staff.

At this time, all of the districts housing resources of 3 houses, consisting of 14 rooms, are being used to full capacity.

## Unemployment Insurance Claims

MMHD continues to collaborate with Employers Edge to manage our Unemployment Insurance benefits and Claims.

130068 Mayers Memorial Hospital District

<b>Summary Of Unemployment Activity</b>	<b>01/01/21 To 10/27/21</b>
Total Claims With Activity	27
Additional Claims or Secondary Issues This Period	8
Protestable Claims	15
Eligible Claims	12
Percentage Of Claims Protested	55.6%
<b>Of the Protestable Claims:</b>	
Decided Claims	6
Pending Claims	9
<b>Win Ratio on Decided Claims:</b>	
Favorable Claims	6
Unfavorable Claims	0
Traditional Claims Win Ratio	100.0%
<b>Appellate:</b>	
Hearings During Period	2
Appeals To Board (including Employer & Claimant Appeals)	0
Hearings as % of Claims Protested	13.3%
<b>Liability &amp; Benefit Charges:</b>	
Potential Liability	\$135,186.00
Benefits Charged To Your Accounts	\$48,541.51
Charge Credits Received	\$0.00
Net Charges To Date	\$48,541.51
Liability Removed	\$28,662.00
Liability Remaining	\$57,982.49
Average Liability per Claim	\$5,006.89



## SNF BOARD FINANCE REPORT

### OCTOBER 2021

- Our Certified Nursing Assistant (NA) program will be up and running in January with our first class here at Mayers. We currently have 2 applicants wanting to get signed up for the class. As soon as December 1<sup>st</sup>, we will begin advertisement throughout our communities, on the internet as well as letting our community high schools know of the opportunity locally to begin a nursing career. We can have a maximum of 15 students per class and we are excited to see what our average class will look like. All Theory and Clinical training will be done here at Mayers as well as the Burney Annex. This in turn will help to decrease our registry cost.
- We currently have Shasta College vocational nursing students here doing part of their 3<sup>rd</sup> semester clinical rotation. Institute of Technology has also reached out for their vocational students to begin a rotation as well. This has been successful in the past to be able to recruit students to work here for us.
- We continue with the use of our Unit Assistant Program as a step up before entering the NA program. The UA's are invaluable in helping the CNA staff with multiple non-clinical tasks, especially helpful when short staffed.
- We are currently using a group of registry nursing and certified nursing assistant staff members supplied through CDPH. During our bi-weekly checking of time, our nursing staff discovered several incorrect documentation of hours not worked, being billed to MMH. These falsities were done by the staff member themselves. The company was contacted and appropriate correction in billing occurred.
- We currently have multiple staff members continuing their education:
  - 6 LVN to RN, 2 CNA to RN and 2 CNA to LVN. This is a very exciting time to witness as education has become so much more accessible for our rural population.

Shelley Lee RN, DON SNF

**FISCAL ENDING 06/30/2021**

												TOTAL DAYS IN FISCAL =		
												<b>365</b>		
<b>FINANCIAL INDICATORS</b>														
	JULY 20	AUG 20	SEPT 20	OCT 20	NOV 20	DEC 20	JAN 21	FEB 21	MAR 21	APRIL 21	MAY 21	JUNE 21	TOTALS	
	31	31	30	31	30	31	31	28	31	30	31	30		
<b>ALZHEIMER'S UNIT NURSES ST.</b>														
ADMITS	1	0	1	0	0	0	0	2	0	0	1	1	6	ADMITS
DISCHARGES	0	0	0	1	2	2	1	1	0	1	0	2	10	DISCHARGES
DAYS	631	651	652	666	582	565	503	469	564	587	654	632	7,156	DAYS
AVERAGE DAILY CENSUS (ADC)	20.35	21	21.73	21.48	19.4	18.23	16.23	16.75	18.19	19.57	21.10	21.07	19.59	ADC AVERAGE
<b>BURNEY LTC NURSES STATION</b>														
ADMITS	0	1	3	0	1	0	3	1	1	0	3	0	13	ADMITS
DISCHARGES	1	1	2	2	2	4	0	0	1	0	1	1	15	DISCHARGES
DAYS	742	739	756	755	721	658	483	593	698	793	898	781	8,617	DAYS
AVERAGE DAILY CENSUS (ADC)	23.94	23.84	25.20	24.35	24.03	21.23	15.58	21.18	22.52	26.43	28.97	26.03	23.61	ADC AVERAGE
<b>NURSES STATION 2</b>														
ADMITS	0	1	3	1	1	1	0	1	4	3	3	3	21	ADMITS
DISCHARGES	1	0	3	0	1	2	2	3	2	2	0	2	18	DISCHARGES
DAYS	1,100	1,111	1,084	1,101	1,099	1,076	986	828	919	859	1,011	956	12,130	DAYS
AVERAGE DAILY CENSUS (ADC)	35.48	35.84	36.13	35.52	36.63	34.71	31.81	29.57	29.65	28.63	32.61	31.87	33.20	ADC AVERAGE