

**NORTH CENTRAL COMMUNITY SERVICES PROGRAM  
FINANCE, PERSONNEL & PROPERTY COMMITTEE  
MEETING MINUTES**

March 27, 2014

11:30 a.m.

Westwood Conference Center – Wausau

Present:

X	Lee Olkowski	X	Ron Nye	X	John Robinson ( <i>joined late</i> )
X	Robert Weaver				

Also present: Gary Bezucha, Brenda Glodowski, Paula Hawkins

Guests: Kristi Kordus, Gary Olsen

Meeting opened at 11:35 a.m. Roll call was taken and a quorum declared.

Minutes

- **Motion** Nye, 2<sup>nd</sup> Weaver, to approve the minutes of the 2/27/14 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- We showed a slight gain for the month. However, we were behind targets for February.
- Revenue volumes are down. Nursing home census averaged 221; target is 225. March is looking like 215. Hospital census is doing well, averaging 13; target is 12. March is already averaging almost 15. Outpatient areas are lagging again, partially due to weather (no shows, cancellations).
- Expenses are down overall, but not enough to overcome the revenue shortfalls.
- Through February we are \$78,000 behind targets. We are looking closely at all programs and doing reviews.
- The next 3-4 months will be shaky. Implementation of the electronic health record is going live April 1<sup>st</sup>, so revenue will go down. We budgeted for it to occur in January. We will have additional expenses in the Human Resources area with consulting and recruitment efforts. Merit increases were implemented in March (budgeted).
- We are still showing a positive bottom line, but not targeted where we wanted to be through February.
- We are implementing some substantial cost reductions immediately. We will react quickly and effectively. It will not impact direct patient care or areas that would result in reduced volume.
- A few expense areas running high include legal, utilities, and state institutes.
- **Motion** Weaver, 2<sup>nd</sup> Nye, to approve the February financials. Motion carried.
- Write-offs are under control.

### CFO Report

- Next week April 1<sup>st</sup> is go live date for new system. Part of that is our billing system; it will be a few months of closely monitoring it.

### Nursing Home Renovation

- Marathon County Board voted March 25<sup>th</sup> 29 to 5 to go forward with the nursing home renovation.

### 2013 Audit Presentation (Joint with NCCSP Board)

- Kim Heller, Wipfli, presented the 2013 audit.
- Wipfli staff felt it was a very good audit process; thanks to Brenda, Kim and staff. Accounts are reconciled, financial statements are accurate, and requests are met timely.
- Accounts receivable target is 48-50 days. Industry average is higher.
- Kim Heller and her staff were wonderful to work with. We set a record completing field work in less than a week.
- The board requested to see tax levy by program; Brenda can provide.
- Suggestion to look at bad debts and charity care as a percentage of revenue.
- **Motion** Robinson, 2<sup>nd</sup> Weaver, for Finance, Personnel & Property Committee acceptance of the 2013 audit, and to forward to the board with recommendation for approval. Motion carried.
- **Motion** Robinson, 2<sup>nd</sup> Nye, to adjourn the Finance, Personnel & Property Committee meeting at 12:45p.m. Motion carried.
- **Motion** by Olkowski, 2<sup>nd</sup> Burgener, for board approval of the 2013 audit. Motion carried.

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