

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

September 25, 2014

11:00 a.m.

NCHC – Wausau Campus

Present:

X	Lee Olkowski	X	Ron Nye	EXC	John Robinson
X	Robert Weaver	X	Jeff Zriny		

Also present: Gary Bezucha, Brenda Glodowski, Paula Hawkins

The meeting was called to order, roll call taken, and a quorum noted.

Minutes

**Motion**/second Zriny/Weaver to approve the minutes of the 8/28/14 meeting. Motion carried.

Financials

- The financials are through August.
- The hospital census averaged over 12 (target 12), and is averaging higher in September.
- The nursing home census averaged 211 per day; target is 225. Average census for September thus far is 213.
- Medicare census up is up on September, averaging 25.
- Outpatient revenue is still down. It is very common to be lower in August. Incomplete documentation in the new system is also contributing to this.
- Expenses overall are remaining below budget targets. State institutes continue to remain high. It was a great month for benefits; health insurance was the lowest it has been all year.
- The month ended with a gain of \$123,212, which is above target by about \$6,000.
- The committee discussed the shortage of counselors in Outpatient Services, and options to fill positions.
- **Motion**/second Weaver/Zriny to approve the August financials. Motion carried.
- There will probably be some write-offs related to the computer system conversion, but not a lot.

CFO Report

- August is the first month that the financials were prepared with the new interface with the revenues, moving them into the general ledger system. It was reviewed thoroughly; there were some glitches, but staff is working through them.
- Billable time through August by all clinicians in major programs is being looked at so we can monitor for dips in billable time. It will signal if documentation is not being done timely.
- The committee encouraged staff to get a “trigger” system (auto generated reports) for untimely and/or incomplete documentation.

### 2015 Budget

- As of now the budget is balanced, however, there are a few areas we are still working on.
- Suggestion to budget to current, not budget to prior budget.
- Self-funding of workmen's compensation is being looked at.
- Education will be done with nursing home leadership on staffing based on census, and how to manage it.
- Committee commented on the budget as presented:
  - The budget is looking very good thus far.
  - Merit increases are important.
  - It is important to not fall back on the level of services and quality of services.

### CCCW Revenue

- The committee reviewed the impact of Family Care revenue by program. The majority of Family Care revenue is in the Day Services and Residential Services areas.
- We are in a good position with Family Care because we are in a position where we could walk away from them if we can't get rates where we can at least break even.
- Suggestion to include the information in a board packet as general information at a future meeting.

### County Levy Distribution

- The committee reviewed a detailed county levy by program report.
- The base county allocation is state money, which can be used in any 51.42 program. We tend to use it for match programs.

**Motion**/second Zriny/Nye to adjourn at 11:58 AM. Motion carried.

*Pdh*