

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

October 30, 2014

11:00 a.m.

NCHC – Wausau Campus

Present:

X	Ron Nye	X	Jeff Zriny	X	Lee Olkowski
X	Bob Weaver	X	John Robinson		

Also Present: Gary Bezucha, Brenda Glodowski, Paula Hawkins

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

Minutes

Motion/second Nye/Zriny to approve the minutes of the 9/25/14 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- There was a conservative gain of \$236,191 for the month of September.
- There have been improvements in revenue areas, especially in the nursing home. Average census was 213; target is 225. Medicare averaged 24 vs target of 30. October Medicare is tracking at 26.
- Hospital averaged 15 patients per day. It is staying busy, and has been up to 17 and 18.
- Outpatient is still under target, and we are estimating revenues conservatively. We had to make a lot of estimates for September because we still have problems with system interfaces. Billing issues have been resolved. Issues are with billing information going to the general ledger system. Each phase has had its testing time.
- Expenses overall are down. Health insurance was down, but has increased in October. Salaries are down.
- Year to date we are exceeding targets by \$247,793.
- **Motion**/second Zriny/Nye to approve the September financial statements. Motion carried.
- We will see an increase in write-offs by the end of the year.

Future Agendas

- A rental rate review to include:
 - Direct square footage per client rate
 - What common areas (that more than one tenant uses) are allocated to each tenant to give total square footage per tentant.
 - Base lease rate.
 - Maintenance expenses charged to each tenant, including housekeeping, etc.
 - Costs per grounds (part of common areas – lawn care, etc.)
 - Terms of leases (dates of expiration).

- Financial targets we feel appropriate for dash board items for 2015. To be reviewed and approved by this committee.
- **Motion**/second Zriny/Robinson, to recess and reconvene in a joint budget meeting with the full board. Motion carried.

2015 Budget Presentation (joint with NCCSP Board)

The NCCSP Board meeting was opened at 11:30 am. Roll call was taken and a quorum declared. The meeting joined the Finance, Personnel & Property Committee for the budget presentation.

2015 Budget Presentation

- This is a conservative budget. Administration did a thorough review of all program areas. Considered in the budget process included:
 - We will be going through a strategic planning process
 - We are reviewing all pay practices
 - We continue with recruitment for psychiatry
 - Joint commission accreditation.
- Budget percent change is only .06% over last year.
- Revenue and expense assumptions were reviewed.
- Organization wide there was a decrease of 5.5 FTEs.
- There is only a 4% increase to employees in health insurance premiums.
- Priorities for 2015
 - Quality services remain a high priority
 - Expense management
 - Continue electronic medical system conversion
 - Continue Psychiatry recruitment
 - Joint Accreditation target of March, 2015
 - Nursing Home Master Facility Plan
 - Strategic planning
- Finance committee monitors budget development through the process; provides oversight.
- **Motion**/second Robinson/Weaver, for the Finance, Personnel & Property Committee to approve and recommend advancement of the 2015 budget to the full board. Motion carried.
- **Motion**/second Robinson/Zriny, to adjourn the Finance, Personnel & Property Committee finance at 12:30 pm. Motion carried.
- **Motion**/second Scudiere/Penniman, for board approval of the 2015 budget as recommended by the finance committee. Motion carried.
- Thank you to Brenda and staff for the good work on the budget.

Minutes prepared by Paula Hawkins, Sr. Executive Assistant