

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

November 20, 2014

11:00 a.m.

NCHC – Merrill Center

Present:

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

Also Present: Gary Bezucha, Brenda Glodowski, Paula Hawkins, Debbie Osowski

The meeting was called to order at 11:00AM, roll call taken, and a quorum noted.

Minutes

Motion/second Nye/Zriny to approve the minutes of the 10/30/14 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- Expenses:
 - Overall expenses for the month were slightly under budget by just over \$54,000.
 - Health insurance was high, approximately \$300,000 over previous months. There were several high cost claims.
 - Overall expenses are significantly under budget for the year.
 - Contracted psychiatry was very high in October, with the need for additional Locum Tenens.
 - Overall benefits were high with three payrolls in October.
 - There was also a fifth Accounts Payable run, which happens quarterly. As a result, food and drug expenses are over budget.
 - Supplies were up.
- Revenues:
 - Nursing home census averaged 212 patients per day, which is a slight decrease over last month.
 - Medicare patients per day were up again, averaging 26 in October; target is 30.
 - Hospital census averaged 15 per day in September, and 13 in October; target is 12.
 - Outpatient is still down in volume.
- Year to date we have a positive of just under \$90,000, so we are ahead of targets by just under \$35,000.
- Billings are getting caught up.
- The nursing home is out of balance, with expenses over budget and revenues under budget. It is being worked on.
- **Motion**/second Nye/Weaver to approve the October financial statements. Motion carried.

CFO Report

- The billing system issues have improved. We are still working on the CCS (Comprehensive Community Services) portion of billing.
- The general ledger interface from billing to GL is being tested. We are finding a number of problems, and we are working with NetSmart to resolve them.
 - The vendor was onsite last week, and has indicated all will be fixed. The plan is to then reconcile through October, and have November and December come through the interface properly.
- Staff has been in discussions with our audit firm. More time will be spent on testing this year due to the new systems.

Rental Rate Review

- There are two current lease agreements for the tenants of LVPP (Lake View Professional Plaza): Marathon County Special Ed, and CCCW (Community Connections of Central Wisconsin). Both leases expire 12/31/16.
- Lake View Center has two tenants, Marathon County Health Department, and the ADRC-CW (Aging and Disability Resource Center – Central Wisconsin), neither with a signed lease. It is our understanding that the hold up on getting the leases signed is in the Marathon County Legal Department.
- The ADRC pays \$101,000 annually, which has been the same amount for several years. The ADRC pays Marathon County, and the county then sends us a check.
- The Health Department pays \$138,344 annually, which has also been the same amount for several years.
- We have a written management agreement with Marathon County for managing the LVPP. We manage it and record revenue. At the end of the year, any excess revenue over expense goes into the Marathon County fund balance.
- The committee felt the \$11 per square foot in the Lake View Center, which includes utilities, is way below market rate.
- The rent from CCCW offsets the payment to Marathon County for the renovation of the Health Department. There is a 10 year amortization for the \$1.5 million project to Marathon County for the construction and moving of the Health Department.
- The committee agreed we need to continue to work on this with the ADRC in a business-like manner.

Future Agendas

- Pharmacy report
- Rental rate review – continue discussion
- Financial targets for 2015 dashboard – postponed to December meeting

Motion/second Zriny/Weaver to adjourn at 11:58a.m. Motion carried.

Pdh