

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

January 29, 2015

11:00 a.m.

NCHC – Wausau Campus

Present:

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

Also Present: Gary Bezucha, Brenda Glodowski, Darla Opper

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

Minutes

Motion/second Zriny/Nye to approve the minutes of the 12/18/14 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- Expenses:
 - Expenses were slightly under budget targets for December.
 - Psychiatry, other institutions, legal, drugs and food were high in December.
 - Penalty fees for the nursing home survey were included in December.
 - Preliminary statements – anticipate overall gain of \$379,984.
- Revenues:
 - December saw improvements in nursing home and Medicare census. The census averaged 212, compared to the target of 225. Medicare census averaged 32 per day compared to the target of 30.
 - Hospital census averaged 13 per day, target is 12.
 - Outpatient volume was low in December but this is normal due to the holidays.
 - Settlement from WIMCR for 2013 – \$171,000 more than anticipated.
- **Motion**/second Robinson/Zriny to approve the December financial statements. Motion carried.

CFO Report

- Able to merge all general ledger systems into one system, balances were transferred and totals tested. Currently reviewing detail – things are looking good.
- Auditors are testing and reviewing the 3 systems.
- Accounts receivable update:
 - Accounts receivable is being thoroughly analyzed
 - Three programs are contributing to the high Accounts Receivable: nursing home, CCS and hospital
 - Continuing to test files

- Still working on the test file for CCS, another file has been sent and are waiting to see if it went through
- Have a consultant working with us on the hospital – currently testing
- Nursing home – Medicaid is better, still having issues with electronic billing – sending in paper bills to keep up
- Aging is accurate, able to tie out to programs.
- Several fixes with vendor, revenue and balance sheet items looking good.
- Total write-offs percentage not bad even with timely billing issues.
- Cash reserves increased again this year.

Investment Policy

- Deferred to next month

Future Agendas

- Employee Incentive Program
- Rental agreement review
- Pharmacy report
- Accounts receivable report

Motion/second Robinson/Zriny to adjourn at 11:45 a.m. Motion carried.

ddo