

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

February 26, 2015

11:00 a.m.

NCHC – Wausau Campus

Present:

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

Also Present: Gary Bezucha, Brenda Glodowski, Michael Loy, Darla Opper

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

Minutes

Motion/second Nye/Zriny to approve the minutes of the 01/22/14 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- Expenses:
 - Overall expenses were below targets for January.
 - State Institutions and Food exceeded budget targets.
 - Salaries were higher in January due to 3 holidays being paid.
 - Payment to consulting firm working on our strategic planning.

- Revenues:
 - Hospital census was at target of 13, nursing home census averaged 210 compared to the target of 213. Medicare census averaged 27, which was above budgeted target of 26.
 - Outpatient revenue was low in January.
 - Both programs show a small gain for January.
 - Cash remains level compared to January of last year.

- **Motion**/second Zriny/Nye to approve the January financial statements. Motion carried.

CFO Report

- New report – Target vs Actual Summary Analysis to become part of monthly reporting.
- Accounts Receivable Action Plan – updated and report out monthly.
 - Number of open items need to be addressed, we are working with the vendor.
 - These items need to be resolved to get billing out the door, have set 3-31-15 as the due date for completion.
 - Several insurance companies require electronic billing, we need this to be up and running as paper claims are not accepted.
 - Aging by Payor by Program reporting is good, client reporting is not workable.
 - We are internally working the system; we may be able to resolve some issues but also requesting same of the vendor.

- CCS claims update – latest test cleared; now sending weekly batches.
- Audit report next month.

Employee Incentive for 2014

- Discussion
- Motion/second Zriny/Nye NCHC will not provide incentive for 2014 due to limited measurable gain. Motion carried.

Year End Analysis of Lease Agreements

- Reviewed year end information of current lease agreements.

Pharmacy Report

- Summary of pharmacy services for 2014, not too far off from target.
- Nursing Home is bulk of revenue; Community Treatment and Residential clients to begin utilizing our Pharmacy.

Investment Policy

- Committee reviewed the Investment Policy.
- **Motion**/second Zriny/Nye to concur and approve the Investment Policy. Motion carried.

Future Agendas

- Accounts Receivable

Motion/second Nye/Zriny to adjourn at 11:50 a.m. Motion carried.

ddo