

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

April 30, 2015

11:00 a.m.

NCHC – Antigo Campus

Present:

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

Also Present: Gary Bezucha, Brenda Glodowski, Michael Loy, Debbie Osowski

Guest: Gary Olsen

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 2/26/15 and 3/26/15 Finance, Personnel & Property Committee meetings. Motion carried.

Financials

- Expenses:
 - Expenses for March are below targets.
 - Salary and benefit expenses are under budget; however a number of vacant positions are being filled.
 - Health insurance is doing well.
 - Direct Expense to gross is within target
 - Write-offs are below target
- Revenues:
 - March showed a gain for the month of about \$29,000
 - Hospital census averaged 14 patients per day compared to a target of 13; nursing home census averaged 213 patients per day which is at target; Medicare census is exceeding target of 26 with an average just over 28; Outpatient is currently below target but are seeing improvements.
 - Revenue is below budget targets but improving. Documentation must be completed and updated before charges are generated. We are working with clinicians on timeliness of charting and have seen improvements in March and anticipate additional improvements in April.
 - Cash is doing well. Back payments for the Comprehensive Community Services (CCS) program have been received which will show positively in April.
 - Through March the organization shows an overall gain of over \$630,000.
- **Motion**/second, Zriny/Nye to approve the February and March financial statements. Motion carried.

CFO Report

- Distributed a snapshot of the overall budget by month for informational purposes. Fluctuation in days of month affects revenues i.e. 30 days vs 31 days; M-F days by month varies; some expenses vary i.e. utilities.
- Budget process will be added as a regular agenda item beginning in May and until the Board approves the budget in October. A calendar of the budget process will be provided. Counties receive monthly updates.

Accounts Receivable Update

- Accounts Receivable Action Plan was reviewed.
- CCS billing is caught up; \$1.4 million has been received from that program so far.
- Medicaid Biller position is being added which will provide relief to the other billing reps to focus on aging.
- Temporary staff is assisting with the cash application process.
- Currently have 25 open issues with our vendor regarding the billing process; down from 37 in February. Continue weekly calls to work through issues.
- Developing a workable report for managing aging accounts.
- Days in Accounts Receivable decreased four days.
- Nursing home billing should be caught up soon after recent turnover.
- Exploring moving to bi-monthly billing for some programs later in the year.
- May consider a benefit enrollment position in the future.

Review 2014 Year End Fund Balance Summary

- Fund Balance Policy was distributed and reviewed.
- Fund Balance Review as of December 31, 2014 was distributed and reviewed. All Counties received this report at the end of March.

Future Agendas

- Education on Fund Balances

Motion/second, Nye/Weaver to adjourn. Motion carried. Meeting adjourned at 11:45 a.m.

dko