

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

June 25, 2015

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, Michael Loy, Debbie Osowski

The meeting was called to order 11:02 AM, roll call taken, and a quorum noted.

Minutes

Motion/second, Weaver/Zriny, to approve the minutes of the 5/28/15 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- Revenues:
 - May showed an overall gain of just over \$287,000.
 - Hospital census averaged over 14 patients per day and is remaining above target; nursing home decreased to 203 from 205 with a target of 213; Medicare census improved from the prior month to 21. Committee felt the negative publicity on the nursing home renovations may be a factor in the decreasing nursing home census.
 - Nursing Home Medicaid rate is helping to maintain revenue targets. A consultant has been working with staff on documenting acuity more accurately which has helped.
 - Outpatient is under target due to staffing vacancies
 - It is expected to see a decrease in volumes over summer months.
 - Revenue overall exceeded budgeted targets
 - As mentioned last month, there are write-off's in the nursing home area due to the turnover in the nursing home billing area.

- Expenses:
 - Overall expenses were below targets but anticipate expenses will slowly increase for rest of year as vacancies are filled.
 - Salaries/Wages/Fringes seem to be largest expenses. Concern expressed about employee burnout.
 - Turnover is trending down; responding to issues employees have expressed.
 - Outpatient schedules are managed differently to be more efficient with their time due to high no-show rate; employees are also being held accountable for productivity. Billing targets per FTE were established which provides consistency in expectations and accountability. Employee engagement is another area that is monitored in that managers are held accountable for levels of employee engagement in their area.

- Overall, through May the organization shows an overall gain of \$1,024,813.

Motion/second, Zriny/Weaver, to approve the May financial statements. Motion carried.

CFO Report

- Have been working with NetSmart (vendor for TIER product) to resolve our issues and develop a finish plan; NetSmart has had individuals on site working directly with staff; several issues have been resolved which has improved flow; re-writing interface with billing to general ledger; will continue with weekly calls to resolve issues.
- ICD10 will be coming out October 1; training is scheduled.

Accounts Receivable Update

- Making progress on large projects
- Temporary staff have been helping with cash application.
- Days in A/R dropped again this past month.
- Staying on a steady pace and moving ahead.

Scheduler, Time and Attendance 2015 Capital Projects

- Budgeted \$200,000 for time and attendance and \$30,00 for scheduler systems
- Kronos bought Stromberg; Stromberg will be discontinued.
- Kronos is offering \$30,000 per year plus replace time clocks; about \$50,000 to implement and \$30,000/year thereafter.
- Kronos will host (in a 'cloud') vs. licensing our own.
- Kronos will allow apps to use for scheduling, signing up for shifts, etc.
- Researched with little competition; city/county spent comparable amount on their system.
- Committee agreed with project, research, and recommended to proceed. No action necessary.

Education on Fund Balances

- Discussion on fund balances continued from last month.
- Several suggestions were made: continue to discuss how best to prepare financial reports regarding the Fund balances, address any misconceptions, invite County Finance Committee to attend meetings of the Finance, Personnel & Property Committee.

Future Agendas

- No suggestions made

Motion/second, Weaver/Zriny, to adjourn the meeting at 11:56 a.m. Motion carried.

dko