

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

February 25, 2015

11:00 a.m.

NCHC – Wausau Campus

Present:

X	Ron Nye	X	John Robinson	EXC	Bill Miller
EXC	Bob Weaver	X	Jeff Zriny		

Also Present: Brenda Glodowski
Gary Bezucha

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

Minutes

Motion/second, Nye/Robinson to approve the minutes of the 12/17/15 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- GASB 68 Accounting and Reporting for Pensions will affect NCHC.
- Several settlements were received in December for prior year cost reports.
- Write-off's in December were the result of getting more clean-up done.
- There was a loss for the month of January of \$385,000. Not unusual for month of January.
- Revenues
 - Revenue shortfalls included the hospital census averaging 13 with a target of 14 but is on par historically; nursing home census target is 210 and averaged 208; largest problem area in the nursing home was pharmacy. It is felt there is an issue with the interface and is being investigated.
 - Medicare is up with 24; average is 23.
 - In the outpatient areas Community treatment is doing better but other outpatient areas are down; this is not unusual. Continue to have staff vacancies.
- Expenses
 - Salaries were high in the nursing home and hospital i.e. many positions were filled in the nursing home and there was a lot of training for the new staff; there was overtime in the hospital and nursing home; there is also interim leadership currently in the hospital.
 - State institutes are still high particularly at Trempealeau County. A detailed report will be provided at the next meeting.
- **Motion/second**, Robinson/Nye, to approve the December 2015 and January 2016 financial statements. Motion carried.

CFO Report

- Reviewed 2016 budget by month.
- Investment policy annual review.
 - No changes have been made; policy reviewed.
 - Discussed the risk of CD's; working with banks to collateralize CD's.
- **Motion/second**, Robinson/Nye, to continue with current investment policy. Motion carried.

Capital Funding Policy

- Met with Marathon County Administration to address and clarify funding capital assets.
- Received guidelines and developed an MOU which clarifies movable equipment and how it is funded, along with the process for building alterations over \$30,000.
- NCHC should develop a 5-year capital plan; Marathon County might consider a one-time building remodel vs an incremental process.
- Policy should be reviewed annually.
- **Motion**/second, Nye/Robinson, to approve the Capital Funding Policy and the MOU including an annual review in January of each year. Following a discussion it was recommended to determine an undesignated contingency amount. Motion carried.

Audit

- Next month will be audit report presentation.
- At this time, no adjustments, nothing on unadjusted schedule, no findings.
- Question was asked if committee would like to revise some of the footnotes in the audit report to better explain the intrafund transfer terminology. Copy of a 2011 Marathon County resolution was distributed and reviewed along with several options developed with auditors.
- Committee recommended a special meeting be scheduled to review options in more depth.

Motion/second, Nye/Robinson, to adjourn the Finance, Personnel & Property Committee meeting at 11:59 a.m. Motion carried.

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