

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

March 31, 2015

11:30 a.m.

NCHC – Wausau Campus

Present:

X	Randy Balk	X	Bill Miller	X	Ron Nye
X	Bob Weaver	X	Jeff Zriny		

Also Present: Michael Loy, Gary Bezucha, Brenda Glodowski

The meeting was called to order at 11:30 AM, roll call taken, and a quorum noted.

Minutes

Motion/second, Nye/Miller to approve the minutes of the 2/25/16 and 3/8/16 Finance, Personnel & Property Committee meetings. Motion carried.

Financials

- New format on the combining statement of net position has been implemented as a result of the special Finance meeting last month.
- Overall activity for February showed a small gain for the month and improvement from January.
- Medicare census dropped to 19 with a target of 23, nursing home census was below target with an average of 205 per day.
- Hospital met target in February.
- Outpatient areas were low; continue to be short staffed.
- Health insurance benefits were high; salaries high as well as contracted staff.
- Nursing home has shown improvement with staffing getting in line with patient days; new staff still in training.
- There is a deficit of \$375,000 through February; continue to work to keep expenses within target.
- **Motion**/second, Miller/Nye, to approve February financial statements as presented. Motion carried.

CFO Report

- Kim Heller, Wipfli, will be reviewing the audit report at the Joint Finance and Board meeting today. Several highlights include:
 - Overall audit is clean; no adjustments; no unadjusted variances.
 - Accounts receivable is high and we are working with the vendor for improvements.
 - Write-offs higher in 2015 than 2014 but still at .7% of overall gross revenue which is low in the 'healthcare world' but higher than desired.
 - The new format is included in this audit report.
 - Recommendations: accounts receivable, working to increase securities within the health electronic systems, continue working with banks to collateralize funds.
- Administrative write-offs were reviewed
 - Administrative write-off vs bad debt: An example of an administrative write-off is a late billing we cannot collect on any longer; an example of a bad debt is a bankruptcy

- Considering expanding the license of ECS which is the electronic medical record system the nursing home uses to include billing for nursing home. TIER has not provided a good billing system for nursing home billing. This module is available in that system. The minimal fee involved with making this change would be to expand the license.

2015 Audit Presentation (Joint with NCCSP Board)

- Kim Heller, Wipfli, presented the 2015 audit.
- Wipfli felt it was a very good audit; Brenda Glodowski, Kim Wieloch and staff are very detail oriented; Kim thanked them for their excellent work.
- One of the biggest challenges has been in the high levels of accounts receivables and noticeable aging in the nursing home area.
- Recommendation is to improve the system used in posting and generating reports in the accounts receivable system.
- There was decreased revenue due to billing system conversion; considering changing the system for nursing home billing.
- Uninsured unguaranteed cash deposits seem high. Finance Committee continues to review and have conversations with banks to collateralize the funds. The funds are still considered safe at the banks.
- Following discussion, **motion**/second, Miller/Nye, for Finance, Personnel & Property Committee to accept the 2015 audit and forward to the Board with recommendation for approval. Motion carried.
- **Motion**/second, Miller/Balk, to adjourn the Finance, Personnel & Property Committee meeting. Motion carried.

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