

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

April 28, 2016

11:00 a.m.

NCHC – Antigo Health Care Center

Present:

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

Others Present: Ben Bliven, Michael Loy, Gary Bezucha, Brenda Glodowski, Robin Stowe

Introductions: Robin Stowe was introduced as new Langlade County Board member.

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

Minutes

- **Motion**/second, Weaver/Balk, to approve the minutes of the 3/31/16 Finance, Personnel & Property Committee meeting. Motion carried.

Financials

- March showed a deficit of \$406,000.
- Revenue targets overall were met in March.
- Nursing home census averaged 205 per day in March; Medicare census improved over February averaging 21 per day; Hospital census averaged almost 15 per day.
- Several expenses that were high for the month were: health insurance, salaries in the hospital and nursing home, Crisis, other institutes, drug costs, and accrued PLT which typically goes down over summer months.
 - In regard to expenses for other institutes, the Crisis Manager visited Trempealeau County to case manage the individuals currently there and determined four individuals can return to NCHC.
 - Private room/capacity is under discussion and in process of seeking clarification on code requirements.
- Excess expenses year to date is \$781,000 overall for the organization.
- The nursing home census is still down; March averaged 205.
- **Motion**/second, Balk/Miller, to approve March financial statements. Motion carried.

Write-off's

- Write-off's are in line overall.

CFO Report

- We continue to work closely with the electronic medical record vendor, Netsmart, who was on site to work through concerns we are having with the system. Action items were laid out including establishing an IT Governance Committee. Its role will be to assist prioritization of IT, how to strategically utilize resources, how to work well with the vendor, begin culture change i.e. clinical practice should drive IT rather than IT driving clinical practice.
- Days in Accounts Receivable improved in March.

Review 2015 Year End Fund Balance/Invested Cash by County

- Year end fund balance/invested cash by county with policy was reviewed. Policy was developed by the three county finance directors.
- Intent was to monitor and understand the fund balance level of each county, to look for consistencies, and to keep counties informed on the invested reserves and at what point counties have the options as to what they would like to do with funds.
- Each county receives information at the end of the audit.
- Brenda reviewed handouts.
- Not all fund balance is cash; at the time discussion looked at reserves (invested cash).

Accounts Receivable Action

- Accounts Receivable is still high; higher than what we would have predicted being into the 2nd year of conversion.
- This action plan helps us work through items that contribute to billing issues.
- We continue to implement the billing software.
- The organization has multiple software programs i.e. ECS for nursing home, TIER for mental health system. TIER was supposed to be used to do both programs but has not been working in the nursing home. We will be using ECS for nursing home billing; we already use ECS for electronic medical record and there is a small expense to utilize the ECS nursing home billing system.
- Weekly calls with vendor are being made to help address the unique issues between nursing home and mental health billing.
- A target for this year is to implement more frequent billing. This process will start in Birth to Three and Outpatient.

Motion/second, Balk/Miller, to adjourn the Finance, Personnel & Property Committee meeting. Motion carried. Meeting adjourned at 11:55 a.m.

dko