

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

July 28, 2016

11:00 a.m.

NCHC – Wausau Campus

Present:

X	Randy Balk	X	Bill Miller	EXC	Robin Stowe
X	Bob Weaver	X	Jeff Zriny		

Others Present: Michael Loy, Brenda Glodowski, Becky Schultz, Sarah Merbach

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

Minutes

- **Motion**/second, Miller/Weaver, to approve the minutes of the 6/30/16 Finance, Personnel & Property Committee meeting. Motion carried.

Pharmacy Medication Packager

- The Pharmacy multi-dose packaging system was approved last year and funded in the 2016 capital budget. When previously brought to the committee staff was requested to do further review as a follow-up.
- A variety of packaging systems have been evaluated from finance, safety, and patient experience perspectives, demonstrations have occurred, and there were two highly potential vendors.
- A consultant reviewed the pharmacy process on site; consultant had no affiliation with any of the potential equipment vendors; two ROI scenarios were reviewed; identified that either vendor was appropriate.
- System would be beneficial to reduce costs, improve quality, and increase revenues in the nursing home, community treatment, residential, and hospital areas.
- **Motion**/second, Balk/Miller, to finalize purchase for approval as motioned in 2015. Motion carried.
- Recommended we receive a tracking update on the progress (by year end) which will help revenue picture.

Financials

- The month of June showed an overall loss of \$491,299.
- Significant items to note include: nursing home census dropped averaging 203 per day (210 budgeted); Medicare census dropped to 19 (23 budgeted); hospital census dropped below 14 (budgeted for 14) but is increasing in July; saw some dips in outpatient areas but not unusual in summer months due to vacations.
- Expenses continue to exceed target and health insurance exceeds target by \$221,000 (2nd highest of the year). State institutes exceed targets by \$112,000. Crisis Services continues to be high. Legal was \$52,000 over due to a settlement from a lease agreement from previous years. Also June was a high month for drug expenses as it has varied based on populations.
- Detailed options to address the negative performance for this year's budget will be discussed at the Board meeting.
- Revenue sources have become stagnant; looking at how we can increase revenue sources.
- **Motion**/second, Miller/Balk to accept the June financial statement. Motion carried.

Write-off's

- **Motion**/second, Weaver/Balk to accept write-offs. In the last year write-off's have gone down; seeing progress with the system. Motion carried.

CFO Report

- Days in Accounts Receivable are down to 51.
- Moving nursing home billing from TIER to ECS has been completed. Will bill off ECS next week.
- May see a slight increase in Accounts Receivable in July because of getting up and going but expect to be well within target.
- Met with Kristi Kordus as requested to review investment policies. She reached out to PFMS Management who the county works with to review our policy. They will provide a written recommendation; have indicated that what we have right now is an appropriate investment strategy in CD's being under \$10 million. Have requested their recommendations when over the \$10 million mark.
- Investment policy would be updated if determined to move forward with this; policy would require us to go outside of Wisconsin to invest with banks.
- It was proposed to revisit the investment policy following the recommendation from PFMS; take the policy to the three county finance directors; present revised policy at the August meeting. A Joint Finance meeting with the County has been requested.

Future Agendas

- Marathon County has requested a joint finance meeting with Marathon County Finance Committee which may be on Aug. 29 from 3-5 p.m.
 - Joint agenda will include initiating the process to request the \$475,000 for the increase of mental health services. Must first go to Finance Committee and then to the County Board through contingencies.
 - Joint agenda may also include the investment policy; conversation of maintenance transfer as of 1/1/17; draft 2017 budget; 2016 performance; long term facility plan. Will need to hire someone for the long term facility plan which will incorporate the master facility plan.
- Investment Policy

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

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