

**MAYERS
MEMORIAL
HOSPITAL
DISTRICT**

Finance Committee Meeting

Wednesday, March 22, 2017 – 11:00 am

Board Room, Fall River Mills

Meeting called by:

Allen Albaugh, Chair

Type of meeting:

BOD Committee

Board Clerk:

Valerie Lakey

Attendees:

Allen Albaugh, Committee Chair, Board Member
Abe Hathaway, Board Member
Louis Ward, CEO
Travis Lakey, CFO

----- Agenda Topics -----

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1) Meeting Called To Order		Albaugh	
2) Requests from audience to speak to issues/agenda items	Attach-ments	Albaugh	
3) Approval of FC Minutes (February 21, 2017)	A	Albaugh	Action
4) Department Reports (per schedule – one revenue and one non-revenue per month) <ul style="list-style-type: none"> • Lab • Environmental Services 		Hall Rodriquez	Reports
5) Financial Reviews – <i>(will be sent by T. Lakey, CFO)</i> <ul style="list-style-type: none"> a) February Financials b) Accounts Payables (AP)/ Accounts Receivable (AR) 		Lakey	Action Action
6) Hospital Credit Card – Recommend approval to full board		Lakey/ Ward	Discussion/ Action
7) Administrative Report		Ward	Information
8) Other			
Adjournment			

Posted 03/16/17 by V. Lakey

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – FEBRUARY 21, 2017 11:00 A.M.

BFC Attendance:
Allen Albaugh
Abe Hathaway
Louis Ward, CEO
Travis Lakey, CFO

**DRAFT
Attachment A**

Other:
Ryan Harris
Valerie Lakey

(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)

SUBJECT	DISCUSSION	
CALL TO ORDER	The meeting was called to order by Albaugh at 11:00 AM in Burney	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 01.24.17 were approved. <i>(Hathaway/Albaugh) - Approved all</i>	Approved
Department Presentation	<ul style="list-style-type: none"> • Lab Moved to March – Albaugh had a few comments – labs are way down. Is it due to lack of referrals? There were questions about billing and collections. Lakey can look back to 2013. Discussion about MVHC sending lab tests to Quest. MVHC argues that they send all Big Valley test to Quest; as they say they are not in our district. • Maintenance – Dave Burks: Ryan Harris reported for Burks. Burks provided a written report. (attached) <ul style="list-style-type: none"> ✓ Discussed plant efficiency, safety & security, Life & Safety ✓ A lot of projects – working with SEMSA to renovate EMS quarters. MMHD had to clean, texture wall. 	
Financials	<p>January 2016 Financials were discussed. <i>(Albaugh/Hathaway)</i> Notes as follows:</p> <ul style="list-style-type: none"> • Long term liability of GO Bond – not the showing the offset. Lakey is working to remedy this • Budget for new building needs to have OSHPD fees added – will be submitted to USDA for approval • \$117,000 shown on finance notes if for the old project. We pay \$10,000 month with no interest • Medicare cost report – we were paid even though we have a payment plan. • Registry – purchased services with LTC/SNF. • Census has been down - couldn't accept patients because of the isolation at the Annex. 	Approved

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – FEBRUARY 21, 2017 11:00 A.M.

	<ul style="list-style-type: none"> • CNA's have been an issue – lack of. Need to make sure we get the word out about our increased wage. We had one employee come back. Traveling CNA's make about \$17/hr. • Questions about the shifts – 8 hours as opposed to 12 hours. Wilson said there are some 8 hour shifts available. • Ward has been meeting with other facilities. They are at the preliminary stages of a collaborative registry for staff. • Looking at working with schools for ROP program • Albaugh wants to make sure we continue to look at solutions for this issue. • Hathaway asked about why PT revenues have been down. Expanding services into Burney was discussed at SP. Ryan Harris will be looking into options. 	
<p>Quarterly Finance Review</p>	<ul style="list-style-type: none"> • Hathaway, Albaugh (Approved All) 	
<p>Layton Contract</p>	<ul style="list-style-type: none"> • Tyler Davis called in to answer any questions regarding the contract. There are still a few questions from the USDA. Working through those issues. <ul style="list-style-type: none"> ✓ Liquidated Damages – no reason to have this for the design, but probably on the construction ✓ Minor comments that need to be addressed ✓ Total amount \$11,149,000 that would be owed to Layton. ✓ \$10,656,000 was current budget submitted to USDA ✓ CT scan wasn't in original budget (\$350,000) ✓ Water storage (\$350,000) – 2030 OSHPD requirement, may be remedied with water district changes ✓ Fire Sprinkler subcontractor is about 40% of Layton budget (Foothill Fire Protection) ✓ Equipment will be about \$200,000 under budget ✓ There will be saving on special inspections ✓ Big contingencies ✓ Very comfortable with budget ✓ OSHPD progression – initial meetings. Will be submitting at a later date after DD's which are due March 6th. ✓ Will be getting Guaranteed Maximum Price (GMP) for Layton – Davis not a fan because of having to solicit numbers based on incomplete drawings. ✓ Discussion about the interest rate on the loan – work on getting it at the lower rate ¾% ✓ A condition of closing the loan is a GMP ✓ Ward is hoping Layton will put on a local job fair to put out opportunities about the project – how do we ensure they will do that. There are training level requirements. 	
<p>Adjournment</p>	<p>Meeting was adjourned at 12:25 pm</p>	

By: Valerie Lakey

Next month agenda – Hospital Credit Card

Finance Committee/ Plant operations and the Maintenance Department

(February 24, 2017)

(1.Plant Efficiency)

Plant Operations and the Maintenance Department work hand in hand. Expenditures may vary due to a variety of different scenarios. Equipment age and changing climates play a key role in cost effectiveness. Energy efficient equipment replacement and proper maintenance will lower operating cost in our facilities. For the comfort of our residents, staff, and visitors our facilities are mandated by state and federal agencies to maintain internal temperatures between 71 & 81 degrees. Routine maintenance of heating, a/c units, and refrigeration will allow the equipment operate more efficiently cutting utility costs. Florescent lighting in our facilities has been retrofitted with energy efficient bulbs and ballast, also all new lighting uses less wattage than older incandescent bulbs. In keeping with modern times our facilities require the use of more technology based devises. We use more power than ever before.

(2.Safety and Security)

Some time ago, the maintenance department installed an electronic (battery operated) key pad lock, cost of around \$130.00, very expensive at the time. This was installed as a test for function and durability. The locks are a medium grade Schlage, very durable and extremely function able. The best features of these locks are (1) lack of keys (2) the entry codes can be changed easily. When touring our facilities you will see many of these locks in service. Eventually all of our keyed locks will be replaced with this style of keypad lock. Exterior doors have been a problem for years; all have to be locked manually in the evening and unlocked in the morning, we are currently seeking proposals for electronic locks that will lock and unlock themselves at a set time. Employees will be allowed entry after hours with a swipe of their approved name badge. Surveillance cameras have proven to be a real asset in our facilities to provide safety and security for all residents and visitors.

(3.Life and Safety)

Life and Safety surveyors perform annual inspections on our facilities to provide a safe environment for our residents, staff and visitors in accordance with NFPA codes (National Fire Protection Agency). They examine all records from our certified inspectors, onsite inspections, and a walk through visual inspection in search of deficiencies. A new code was presented to us on our last inspection stating that all fire doors require a certified inspection. The certified door inspector wrote deficiencies on most of the fire doors in the Fall River Mills site leaving us no option but to replace the doors in the corridors.

Respectfully Submitted by David Burks / Maintenance Manager

