

Chief Executive Officer  
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors  
Beatriz Vasquez, PhD, President  
Abe Hathaway, Vice President  
Laura Beyer, Secretary  
Allen Albaugh, Treasurer  
Jeanne Utterback, Director

## Finance Committee Meeting Agenda

July 31, 2019 – 10:30 am  
Fall River Board Room

### Attendees

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

				Approx. Time Allotted	
<b>1</b>	<b>CALL MEETING TO ORDER</b>				
<b>2</b>	<b>CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS</b>				
<b>3</b>	<b>APPROVAL OF MINUTES</b>				
3.1	Regular Meeting – June 24, 2019	Attachment A	Action Item	2 min.	
<b>4</b>	<b>DEPARTMENT REPORTS/OTHER</b>				
4.1	Cardiac Rehab	Trudi Burns	Attachment B	Report	10 min.
4.2	Dietary	Susan Garcia	Attachment C	Report	10 min.
<b>5</b>	<b>FINANCIAL REVIEWS/BUSINESS</b>				
5.1	June 2019 Financials		Action Item	5 min.	
5.2	Accounts Payable (AP)/Accounts Receivable (AR)		Action Item	5 min.	
<b>6</b>	<b>OLD BUSINESS</b>				
6.1	Day Care Follow-Up/Budget		Information	10 min.	
6.2	Burney Clinic Update		Information	10 min.	
6.3	Construction Change Orders		Information	10 min.	
<b>7</b>	<b>NEW BUSINESS</b>				
7.1	401k Retirement Plan		Information/Action	10 min.	
<b>8</b>	<b>ADMINISTRATIVE REPORT</b>				
			Report	10 min.	

P.O. Box 459 – 43563 Highway 299 East, Fall River Mills, CA 96028 Tel. (530) 336-5511 Fax (530) 336-6199 <http://www.mayersmemorial.com>

Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk to the Board of Directors, 43563 Highway 299 East, Fall River Mills CA 96028. This document and other Board of Directors documents are available online at [www.mayersmemorial.com](http://www.mayersmemorial.com).

- 9 ADJOURNMENT: Next Regular Meeting – August 28, 2019 (Burney)

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**Board of Directors  
Finance Committee  
Minutes**

June 24, 2019 – 11:00 am  
Boardroom (Fall River Mills)

*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.*

**1 CALL MEETING TO ORDER:** Abe Hathaway called the meeting to order at 11:02 am on the above date.

**BOARD MEMBERS PRESENT:**

Abe Hathaway, Committee Chair  
Allen Albaugh, Board Member

**ABSENT:**

**STAFF PRESENT:**

Travis Lakey, CFO  
Ryan Harris, COO  
Candy Vculek, CNO  
Louis Ward, CEO  
Chris Broadway, IT Manager  
Ryan Nicholls  
Pam Sweet, Board Clerk

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**2 CALL FOR REQUEST FROM THE AUDIENCE – PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS**

None

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**3 APPROVAL OF MINUTES**

3.1 A motion/second carried; committee members accepted the minutes of May 20, 2019 **Albaugh/Hathaway Approved All**

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**4 DEPARTMENT REPORTS**

**4.1 Patient Access**

Admitting is my highest turnover department due to odd hours and starting wages. I have a very strong lead, Amy who has been in the department in the leadership role who makes sure admitting is running smoothly. I'm very happy with the crew Amy has trained and put together. Admitting has implemented a paperless process at the front desk with a signature pad. Admitting does some Business Office and Medical Records functions such as posting, deposit, and indexing documents. The nights and weekends tend to be slower so we have found other duties to maximize their time.

**4.2 Business Office**

The Business Office is responsible for billing and collecting for all patient accounts. We have had a rough transition in switching billing software but are almost back to where we were before the switch. Unfortunately every time historically we have switched this has occurred. We have focused on training with most of the billers attending a Medicare training focused on critical access hospital billing and other trainings as they have popped up. All the payors are looked at on a weekly basis to see the AR days and individual biller's performance. We may need another FTE as the Medi-Cal billing excluding SNF isn't where I would like it to be AR Day wise. A lot of facilities have outsourced their billing throughout the years and being a facility that has done both I would always choose for it to be in house as you give up a lot of control when it happens remotely.

**4.3 HIM**

HIM also known as Medical Records is responsible for coding all encounters based off the clinical documentation. Given that documentation can often be incomplete and physicians are hard to nail down it can be challenging to get all encounters completed. Most coding is done here in house but some surgeries and inpatient charts are still sent out to the outsource company to be coded. Whenever our one certified coder is on vacation all encounters are sent out so it is a nice safety net. Currently HIM is working with One Content and IT on setting up a new Records Repository which will do the majority of indexing automatically. This system will also be much easier for clinicians to use and much more reliable than the unsupported system we currently have.

- 4.4 SNF Staffing/Star Rating  
See attachments B and L  
Attachment L is a report we get every month that shows CMS comparative scores. One star is the lowest they can give and is because of our inspections. Inspections impact our score for 4 years. Their effect will start to fall off over the next 2 to 3 years. Direct staffing is nurses who are hands on. Indirect is RN administrators and LVN charge nurses. All our RN staffing is indirect care and they do not count toward the number of nurses the state says we need.

As we look at Registry cost that includes the cost we would pay our own staff, so travelers cost an additional \$24 to \$25 /hour. 75 patient days vs 60 patient days equals about \$1.2 million per year.

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**5 FINANCIAL REVIEWS**

- |     |  |                         |              |
|-----|--|-------------------------|--------------|
| 5.1 | May 2019 Financials –<br>CHAFFA: waiting on contractors bids<br>Current ratio is 5.9 | <i>Albaugh/Hathaway</i> | Approved All |
| 5.2 | Accounts Payable (A/P)/Accounts Receivable (A/R)                                     | <i>Albaugh/Hathaway</i> | Approved All |
| 5.3 | Board Quarterly Finance Review   | <i>Albaugh/Hathaway</i> | Approved All |
| 5.4 | Resolution 2019.07 FY20 Budget – Recommend for Approval –                            | <i>Albaugh/Hathaway</i> | Approved All |

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**6 NEW BUSINESS**

- |     |   |                         |              |
|-----|---|-------------------------|--------------|
| 6.1 | Resolution 2019-08 Local Agency Investment Fund – Recommend for Approval: This is a fund other hospitals, municipalities and schools invest in. It is relatively safe and we can get to our money if we need to.  | <i>Albaugh/Hathaway</i> | Approved All |
| 6.2 | IT Infrastructure – 10 Year Plan: The original computer systems purchased in 2011 are running Windows 7. In about 6 months Microsoft will cease to support Window 7 and we will need to replace about one half of our systems – laptops, desktops and servers. IT recommends replacing Windows with Citrix. The cost will be roughly \$1.5 million over the next 10 years with one third of that spent in the first year to replace outdated hardware. Will discuss more at the full board meeting. |                         |              |
| 6.3 | Day Care Discussion: We’ve done the research and we can confirm the need. Committee recommends next step is to hire a qualified Director to determine what is needed and develop a budget. Collaboration with the school district looks less likely.  |                         |              |

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- 7 **Administrative Report:** HRSA OB grant that MVHC is looking into. \$600,000 per year for 3 years. The physical improvements to the facility would not be covered by the grant.

SEMSA: We have an agreement, but we are trying to get them to reduce their fees.

Assisted Living: A survey of the need must be done, but no one is willing to pay for it. Don’t think there are enough patients. MediCal does not pay for.

Partnership Health Amendment: Louis has a call in to the Chairman of the Partnership Board. He will not sign the amendment and has petitioned other CEO’s to not sign. Amendment calls for a significant increase in fees with no explanation of the need.

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**8 OTHER INFORMATION/ANNOUNCEMENTS**

Generators: The current generator will be replaced with one that will power the existing building and the expansion. It will not power the air conditioners.

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**9 ADJOURNMENT 1:22 pm**

Next Finance Committee Meeting – July 31, 2019 – Burney

## **CARDIAC REHAB FINANCIAL REPORT 2019**

**OUR PURPOSE:** To meet the needs of the people in our community (Big Valley, Burney and Fall River) as they recover from cardiac surgery without increasing their stress load by driving to Redding. It is also to provide a place to maintain their strength by exercise, enjoy socializing with others (with similar problems), and help to decrease stress. Cardiac Rehab is a terrific place to decrease blood pressure, tone muscles and help to change those genetic predispositions for heart disease.

**SERVICE PROVIDED:** Each patient has an outlined exercise plan that is specific for that patient. For example: a fresh, post-op, open heart, surgical patient cannot exercise their arms for 8 weeks after surgery (to keep added stress off of the incision). Then they must slowly introduce arm exercises to regain upper body strength. (That's where we come in) A patient that has back issues (along with heart concerns) might need to be on a machine that has back support. As people age they sometimes have multiple ailments and all that is considered as we outline their exercise program. There is a RN here 4 days a week to assist with medication questions, dietary concerns, and to encourage a visit to the physician if needed.

**PATIENT VISITS FOR THE FISCAL YEAR:** There were 2,787 patient visits. 119 of those were monitored patients. We also placed 15 Holter monitors. (A Holter is a Cardiac monitors that a patient wears for 24-48 hours.)

- Maintenance patients are charged \$35.00/month (best deal in town).

- Monitored patients are charged \$221.00/VISIT! They come in 3 days a week for 36 total visits.
- Holter patients are charged \$404.00 each.
- Event Recorder patients are charged \$533.00 each. (We do not do very many event recorders.)
- EKG patients are charged \$218.00 each.

Of course we know that not all charges are recovered 100% through the insurance. Maintenance patients pay their fee out of pocket. Monitored patients are cleared through their insurance prior to starting this program and have as much as 95% billing recovery. Holters and Event Recorders recover much less, between 14% and 47%. EKGs recover approximately 38%. It all depends on the insurance.

Currently we have 2 monitored patients (one just started and the other will start next week) and (normally) approximately 23 maintenance patients. Right now our numbers are at an all time low due to:

1. Increased summer activities (travel, gardening, company etc.)
2. Moving away (Assisted living needs or relocating closer to family)
3. Disease process progressing and or surgeries
4. Dying/death

These are our dynamics and must be handled as best as possible. I am planning some visits to the clinics with pamphlets etc. to let them know what we offer. I will also be sending out flyers to Redding Cardiologists for the same reasons. I believe these two goals will assist with attendance.

Cardiac Rehab operates in the negative. \_Our June YTD revenue for Cardiac Rehab was \$39,206.00 and our expenses were \$137,004.10 leaving a negative balance of -\$97,798.10. Our June YTD revenue for ECGs was \$147,696.00 with expenses at \$5,557.54 leaving a positive balance of \$142,138.46. The EKGs help carry Cardiac Rehab which allows us to serve our community more efficiently.

**EXTRA MONIES RECEIVED:**

The Intermountain Healthcare Foundation granted us \$1,500.00 to purchase a weight machine, mats, weights and dumbbells. Our current weight machine belongs to Dr. Dykes. As soon as the doctors move their sleeping quarters over to the Riverview House, the weight machine will move also. This equipment is used by patients and staff alike. The money came from the Thrift Store proceeds which we appreciate very much! We will be purchasing these items soon.

Please feel free to come in and see our gym anytime.

**From:** Susan Garcia  
**Sent:** Wednesday, July 24, 2019 3:39 PM  
**To:** Valerie Lakey  
**Subject:** finance report  
**Attachments:** Order form; Us foods; K&k

Food and Nutrition ordering process

- Ordering online
- Ordering by spreadsheet and phone
- One vendor comes onsite

Patient census, catering, time of year, etc. all reflect our ordering process.

Food and Nutrition Service ordering vs Purchasing ordering food products

*Susan Garcia* | Dietary Manager

**Mayers Memorial Hospital District**  
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Fall River Mills, CA 96028

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**Mayers Memorial Hospital District**  
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SEARCH CATALOG



HAYERS MEMORIAL ANNEX (13563036)

SU

BROWSE PRODUCTS

OUR EXCLUSIVES

MY BUSINESS

ORDER GUIDE (#652277)

CREATE ORDER

### Order Guide (#652277)



Display 100 products

Filter list by ...



Sort By

Custom Group (Line)

View All

Recently purchased only

Showing 1 - 100 of 885 | 1 2 3 4 5 6 7

#### HEALTHCARE

▶ SUPPLEMENT, MIGHTY-  
SHAKES VANILLA FROZEN  
MIGHTY SHAKES  
#1151898

\$20.57 / CS  
75/4 OZ

CS

Line 1

▶ SUPPLEMENT, MIGHTY-  
SHAKES STRAWBERRY  
FROZEN  
MIGHTY SHAKES  
#2151892

\$20.57 / CS  
75/4 OZ

CS

Line 2

MIX, PUDDING VANILLA  
REDUCED-CALORIE SUGAR

#### Current Order

Total Cases 0  
Total Escohes 0  
Order Total \$0.00

Delivery Date Select  
PO # Add

Review Order

Save Order Cancel Order

#### Quick Entry

Product #  Cust Prod #

#### Products in Order (0)

You currently have no products in your order.



# Business Analytics

Product Usage

Purchase Detail Descending Dollar

Purchase Detail Subtotal

Purchase Summary

Selection Criteria - Time Attributes, Customer Attributes, and Product Attributes

**Time Frame**  
 Last Closed Week | Start Month (No Selection) | End Month (No Selection) | Calendar Data: limited to 90 days | Between | [ ]

**Customer Name (Number)** | Customer Number | Division | Multi-Unit Name (Code)

**Class Number(s)** | Class Description | Category Number(s) | Category Description | Group Number(s) | Group Description

**Product Description** | Product Number (s) | Manufacturer Name (ID) | Brand | Contracted Products | Brand Type | GTIN | UPC Code

Subbed Product Flag (All Column Values)

Select only ONE: TimeFrame OR Start/End Month OR Date Range. If no other prompts are selected, all customer data will be returned.



Purchase Detail Descending Dollar

User Name: MAYMEM

Welcome Page: page 1 > Product Usage: Purchase Detail Descending Dollar

