

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

Board of Directors  
**Finance Committee**  
**Minutes**

November 4, 2019 – 10:30 am  
Boardroom (Burney)

*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 10:32 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  
Louis Ward, CEO  
Candy Vculek, CNO  
Theresa Overton  
Alex Johnson  
Val Lakey, Board Clerk

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

None

3 **APPROVAL OF MINUTES**

3.1 A motion/second carried; committee members accepted the minutes of October 23, 2019 **Albaugh/Hathaway Approved All**

4 **DEPARTMENT REPORTS**

- 4.1 Director of Nursing – Acute Theresa Overton – Hathaway had a few questions on the staffing matrix. It is method to utilize staff more efficiently. Shifts are 5:00 – 5:00. Ward clerks will be responsible for the daily staffing. This method should work to reduce the registry costs overall. Long term travelers can only be called of a certain number of times. On call time is \$6.00/hr. Observations are counted in the status. There are currently 2 full time traveler contracts. One will become one of our MMHD employees.
- 4.2 Maintenance – Alex Johnson – Reviewed the variety of projects going on at MMHD. We now have our own electrician. Riverview House will be completed the first of the year. Filters were discussed on HVAC. Also the annual maintenance fees for the HVAC. Trying to be proactive. Will be having the ducts cleaned. Maintaining as per compliance and regulations. There will be a company coming up to evaluate the cost, etc. of HVAC. (Energy assessment).

5 **FINANCIAL REVIEWS**

5.1 **October 2019 Financials** – 49 on A/R days – CAH average is 54. Collections about \$2 mil/month. Looking at some billers working from home. (Flexible work options) **Albaugh/Hathaway Approved All**

**Accounts Payable (A/P)/Accounts Receivable (A/R)** –Albaugh asked questions regarding FTE’s. Also discussed Retail Pharmacy. **Albaugh/Hathaway Approved All**

**Board Quarterly Finance Review** **Albaugh/Hathaway Approved All**

6 **NEW BUSINESS:**

6.1 **MMHD Admin/Finance Building** – Discussed the plan to make the clinic building into an administrative/finance building. HR will be in the building so there will be some ADA modifications. Will be more cost effective. If Admin moves into back building, would have to move again when a Fall River Clinic is pursued. Will be finishing up a design. Looking at budget.

Pharmacy was discussed. It is on track and doing well at over 90 Rx per day. Need to be about 126. We are getting there. Most of the inventory is prescription. Open House in the spring. 340B will go into effect after January 1<sup>st</sup>. Will look at getting a consultant to help us maximize the 340B program with our inpatient, retail and clinic.

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7 **ADMINISTRATIVE REPORT** – Potentially looking at purchasing a car to compare cost with paying mileage. Burney Clinic RFQ will need to be scored by the construction committee.

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9 **OTHER INFORMATION/ANNOUNCEMENTS**

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10 **ADJOURNMENT – 2:23 pm**

Next Finance Committee Meeting: January 22, 2020 - Fall River Mills