



**AGENDA**  
**COMMUNITY HEALTH SERVICES BOARD**  
**Library Conference Room**  
**REGULAR MEETING**  
**January 7, 2015 at 6:00pm**

At CCMC, we believe that healthy people create a healthy community.

**President**

Kristin Carpenter  
term expires 4/16

**Vice-President**

Tim Joyce  
term expires 03/17

**Secretary**

David Reggiani  
term expires 08/15

**Board Members**

Bret Bradford  
term expires 03/15  
James Burton  
term expires 03/15  
Tom Bailer  
term expires 03/17  
Hayley Hoover  
term expires 03/15

**CEO/ Administrator**

Stephen Sundby

**I. OPENING**

- A. Call to Order**
- B. Roll Call –** Kristin Carpenter, David Reggiani, Bret Bradford, Tim Joyce, James Burton, Tom Bailer and Hayley Hoover.
- C. Establishment of a Quorum**

**II. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

- A. Guest Speaker**
- B. Audience Comments (limited to 3 minutes per speaker).**  
Speaker must give name and agenda item to which they are addressing.

**III. CONFLICT OF INTEREST**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF CONSENT CALENDAR**

**VI. REPORTS AND CORRESPONDENCE**

- A. Administrator's Report**
- B. President's Report**
- C. Finance Report ~ October Financials**

**VII. ACTION ITEMS**

- A. Credentialing and Privileging of Dr. Douglas Nicholson D.O.**

**VIII. DISCUSSION ITEMS**

**IX. AUDIENCE PARTICIPATION (limited to 3 minutes per speaker)**

Members of the public are given the opportunity to comment on matters which are within the subject matter jurisdiction of the Board and are appropriate for discussion in an open session.

**X. BOARD MEMBERS COMMENTS**

**XI. EXECUTIVE SESSION**

**XII. ADJOURNMENT**

\*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.



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**TO:** HSB, City Council Members  
**FROM:** Stephen Sundby, Ph.D., CEO  
**DATE:** January 7, 2015  
**RE:** Administrator's Report

### **Staffing**

We have hired the following employees:

- 1) Sam Blackadar, MD – March 2, 2015 start date

We have the following travelers at this time.

- 1) 3 Nurses
- 2) 1 Medical Providers (Physician)

Status of open positions and transitions:

- 1) Physician (in current discussions with 3 Physicians and 1 Physician's Assistant)
- 2) Advance Nurse Practitioner/Physician Assistant
- 3) Nurse – We have open nursing positions.
- 4) CNA – We have open positions.

### **Financial**

CCMC has paid back \$807,000 to Medicaid, \$147,000 to Medicare.

### **Employee Satisfaction**

CCMC completed its second annual employee satisfaction survey in October. We are in the process of analyzing the data and will report to the HSB and staff.

### **CT Scanner**

- CCMC has received notification of award for \$250,000 from the Murdock Charitable Trust.
- CCMC has received verbal notification of award for \$250,000 from the Rasmuson Foundation.

### **Electronic Health Record (EHR) – Healthland Centriq**

- We have started the implementation of the hardware necessary for implementing the EHR.

**CCMC**  
**2014 Budget Comparison**

	<b>2014 Budget</b>	<b>Jan - Oct Budget</b>	<b>Jan - Oct Actual</b>	<b>Variance</b>
<b>REVENUE</b>				
<b>PATIENT SERVICES REVENUE</b>				
Acute	618,148	515,123	452,119	-63,004
Swing Bed	765,394	637,828	709,897	72,069
Long Term Care	4,233,044	3,527,537	3,034,594	-492,943
Clinic	580,909	484,091	694,017	209,926
Outpatients-Other	2,810,623	2,342,186	2,175,209	-166,977
Behavioral Health	187,865	156,554	171,362	14,808
<i><b>Patient Services Revenue Total</b></i>	<b>9,195,983</b>	<b>7,663,319</b>	<b>7,237,198</b>	<b>-426,121</b>
<b>DEDUCTIONS FROM REVENUE</b>				
Charity	204,468	170,390	299,983	129,593
Contractual	1,825,522	1,521,268	697,812	-823,456
Bad Debt	376,000	313,333	238,619	-74,715
<i><b>Deductions Total</b></i>	<b>2,405,990</b>	<b>2,004,992</b>	<b>1,236,413</b>	<b>-898,171</b>
<b>COST RECOVERIES TOTAL</b>				
Grants	513,556	427,963	1,008,696	580,733
In Kind/Contributions	384,000	320,000	505,127	185,127
Other Revenue	567,842	473,202	92,975	-380,227
<i><b>Cost Recoveries Total</b></i>	<b>1,465,398</b>	<b>1,221,165</b>	<b>1,606,798</b>	<b>385,633</b>
<b>TOTAL REVENUE</b>	<b>8,255,391</b>	<b>6,879,493</b>	<b>7,607,583</b>	<b>857,683</b>
<b>EXPENSES</b>				
<b>WAGES</b>				
CNA's	299,783	249,819	239,720	-10,099
Nurses	651,041	542,534	604,470	61,936
Management	614,016	511,680	652,704	141,024
NonProductive	183,220	152,683	354,336	201,653
Other	1,347,862	1,123,218	921,648	-201,570
Physicians	120,640	100,533	87,437	-13,096
PTO Accrual	100,826	84,022	8,088	-75,934
Technicians	209,018	174,182	175,006	824
<i><b>Wages Total</b></i>	<b>3,526,406</b>	<b>2,938,672</b>	<b>3,043,409</b>	<b>104,738</b>
<b>TAXES AND BENEFITS</b>				
FICA	267,178	222,648	245,000	22,352
Health and Life	644,997	537,498	603,141	65,644
Retirement	737,375	614,479	624,991	10,512
<i><b>Taxes and Benefits Total</b></i>	<b>1,649,550</b>	<b>1,374,625</b>	<b>1,473,133</b>	<b>98,508</b>
<b>RECRUIT/RELOCATE</b>				
<i><b>Recruit/Relocate Total</b></i>	<b>78,000</b>	<b>65,000</b>	<b>86,631</b>	<b>21,631</b>
<b>PROFESSIONAL SERVICES</b>				
Locums	500,000	416,667	348,701	-67,965
Traveling Nurses	150,000	125,000	86,308	-38,692
Agency Staff	184,000	153,333	53,501	-99,833
Legal	28,000	23,333	42,646	19,313
Professional -Other	486,850	405,708	388,849	-16,859
Management Contract	210,000	175,000	260,567	85,567

**CCMC**  
**2014 Budget Comparison**

	<b>2014 Budget</b>	<b>Jan - Oct Budget</b>	<b>Jan - Oct Actual</b>	<b>Variance</b>
<b>Professional Services Total</b>	<b>1,558,850</b>	<b>1,299,042</b>	<b>1,180,573</b>	<b>-118,469</b>
<b>MINOR EQUIPMENT</b>				
Minor Medical Equipment	7,500	6,250	7,494	1,244
Other Minor Equipment	9,150	7,625	5,985	-1,640
<b>Minor Equipment Total</b>	<b>16,650</b>	<b>13,875</b>	<b>13,479</b>	<b>-396</b>
<b>SUPPLIES</b>				
Freight	49,800	41,500	61,572	20,072
Medical Supplies	221,100	184,250	127,236	-57,014
NonMedical Supplies	33,125	27,604	40,387	12,783
Pharmacy	108,900	90,750	73,964	-16,786
Food	180,000	150,000	190,985	40,985
Other Supplies	35,700	29,750	6,289	-23,461
<b>Supplies Total</b>	<b>628,625</b>	<b>523,854</b>	<b>500,433</b>	<b>-23,421</b>
<b>REPAIR &amp; MAINTENANCE</b>				
<b>Repair &amp; Maintenance Total</b>	<b>47,750</b>	<b>39,792</b>	<b>30,694</b>	<b>-9,098</b>
<b>RENTS/LEASES</b>				
Equipment	21,500	17,917	13,463	-4,453
Buildings/Apts	27,800	23,167	76,374	53,208
<b>Rent/Lease Total</b>	<b>49,300</b>	<b>41,083</b>	<b>89,837</b>	<b>48,754</b>
<b>UTILITIES</b>				
Electric	103,000	85,833	71,208	-14,625
Fuel	152,600	127,167	111,239	-15,928
Gas	6,200	5,167	4,404	-763
Internet	253,100	210,917	232,087	21,171
Phone	56,700	47,250	27,281	-19,969
Television	7,700	6,417	10,233	3,816
Water/Sewer/Plowing	20,700	17,250	33,826	16,576
<b>Utilities and Fuel Total</b>	<b>600,000</b>	<b>500,000</b>	<b>490,278</b>	<b>-9,722</b>
<b>TRAVEL &amp; TRAINING</b>				
<b>Travel &amp; Training Total</b>	<b>57,850</b>	<b>48,208</b>	<b>46,632</b>	<b>-1,577</b>
<b>FACILITY INSURANCES</b>				
<b>Facility Insurances</b>	<b>177,860</b>	<b>148,217</b>	<b>139,797</b>	<b>-8,420</b>
<b>OTHER EXPENSES</b>				
Dues and Subs	33,060	27,550	19,582	-7,968
License and Tax	2,150	1,792	310	-1,482
Other Expense	35,100	29,250	58,713	29,463
<b>Other Expenses Total</b>	<b>70,310</b>	<b>58,592</b>	<b>78,605</b>	<b>20,013</b>
<b>TOTAL EXPENSES</b>	<b>8,461,151</b>	<b>7,050,959</b>	<b>7,173,500</b>	<b>122,541</b>
<b>NET OPERATING INCOME</b>	<b>-205,760</b>	<b>-171,467</b>	<b>434,082</b>	
<b>Depreciation</b>	<b>235,000</b>	<b>195,833</b>	<b>227,348</b>	
<b>NET INCOME</b>	<b>-440,760</b>	<b>-367,300</b>	<b>206,734</b>	

\*Note that the CR settlement from prior FY is in this figure.

**CCMC**  
**Profit Loss Statement**  
**October 2014**

REVENUE	Budget Fiscal Year to Date	Actual Fiscal Year to Date	YTD Variance to Budget
Patient Services Revenue	7,663,319	7,237,198	-5.6%
Deductions	(2,004,992)	(2,504,872)	24.9% *
Cost Recoveries	1,221,165	2,623,166	114.8% **
<b>TOTAL REVENUES</b>	<b>6,879,492</b>	<b>7,355,492</b>	

EXPENSES	Budget Fiscal Year to Date	Actual Fiscal Year to Date	YTD Variance to Budget
Wages	2,938,672	3,043,409	3.6%
Taxes and Benefits	1,374,625	1,473,133	7.2%
General and Malpractice Insurance	148,217	139,797	-5.7%
Repair & Maint	39,792	30,694	-22.9%
Travel & Training	48,208	46,632	-3.3%
Other Expenses	58,592	78,605	34.2%
Recruitment & Relocation	65,000	86,631	33.3%
Professional Services	1,299,042	1,412,254	8.7%
Supplies	523,854	500,433	-4.5%
Minor Equipment	13,875	13,479	-2.9%
Utilities and Fuel	500,000	258,597	-48.3%
Rent/Lease Equip & Buildings	41,083	89,837	118.7%
<b>TOTAL EXPENSES before Depreciation</b>	<b>7,050,960</b>	<b>7,173,500</b>	<b>1.7%</b>

**NET OPERATING INCOME**      **(171,468)**      **181,992**

Depreciation Expense	195,833	227,348	
City Contribution In-Kind		250,000	
Other Restricted Contributions		2,091	

**NET INCOME**      **(367,301)**      **206,734**

**CCMC**  
**Stats**  
**October 2014**

	January - October Budget	January - October Actual
<b>% Deductions to Revenue</b>	29.1%	27.5%
<b>% Benefits to Wages</b>	46.8%	49.7%
<b>Full Time Equivalents</b>	69.3	-
<b>Acute Average Daily Census</b>	0.34	0.37
<b>Acute Bed Days</b>	104	113
<b>LTC Average Daily Census</b>	9.5	9.10
<b>LTC Bed Days</b>	2,875	2,765
<b>Swing Bed Days</b>	317	329
<b>Medicare Swing Days</b>	250	160
<b>OP Visits</b>	225	167
<b>ER Visits</b>	583	527
<b>Clinic Visits</b>	1,417	1,673
<b>Gross AR Days</b>	-	92
<b>Days Cash on Hand</b>	45	13