

**Minutes of the Regular Meeting of the
Emery County Care and Rehabilitation Center Board
February 24, 2016**

The Emery County Care and Rehabilitation Center Board met in a regular Board Meeting on February 24, 2016, at 5:30 p.m. at the Emery County Care and Rehabilitation Center located at 455 West Mill Road, Ferron, Utah.

Board Members present:

Ross Huntington, Chairman
Lamar Guymon
Adele Justice
Lori Ann Larsen
Ethan Migliori

Others Present:

Ileen Baker, Administrator
Penney Elliott, DON
Dr. Donaldson
Taylor Johnson, Traditions Finance Manager
John Brammal, Traditions Owner
Jen Boyack, Traditions Business Office Manager
Mark Phillips, Integrated Physician Service and Home Care and Hospice Services

Welcome and Prayer

Chairman welcomed everyone to the meeting. Lamar offered prayer.

Public Input

None

Approval of January 27, 2016, regular Meeting Minutes

A motion to accept the January 27, 2016, meeting minutes was made by Lori Ann and Adele seconded the motion. Motion carried unanimously.

Medical Director's Report

Dr. Donaldson reported that we have had some problems with clinical staff that Ileen would cover in her report. He is pleased that census is going up.

Consultant's Report

Taylor reported that the census increased by two, bring the census up to 28, and noted that the budget is 27. We took a loss in January due to the Medicare rug levels being lower than they were in December. Another factor was private-pay patients transitioned to Medicaid, causing a shift in payments. Expenditures also went up due to the Upper Payment Limit seed money of \$40,000.00. Other aspects that contributed to increases were the addition of hours worked by staff and pay raises that went into effect.

John informed the Board that he has talked with different companies regarding therapies. At this time, we are continuing to have Scott and Brody provide that service. They would like to bring Loren back to work for them since Sterling left in January. We also considered Castlevue Hospital Therapies, but they did not return a bid after learning that Brody and Scott had taken it. The Board's main concern is rehabilitating patients so they can return home. John will have a conversation with Scott and Brody, encouraging them to continue with local people. Dr. Donaldson said Lee wanted to look into it and Lamar remarked that Castlevue was interested as well. If needed, Rehab Solutions can provide temporary services in the interim. John asked Ileen to follow up regarding therapies.

Taylor reported that we have had residents come from other areas that did not want to go to Nursing Homes in Price area. Lori Ann asked for a change on the census graph to provide better clarification and inquired about the bad debt expense of \$15,000.00. Taylor said he did not have an answer on that, but would look into it. There was a discussion on Workman's Compensation payments and bad debts. Ross asked for an explanation regarding the balance sheet. Taylor explained that the year had not been closed out yet, therefore, they did not have those reports available at this time. Ross then asked about cash in the bank and about the receipt of the Upper Payment Limit.

Administrator's Report

Ileen reported about a possible collection agreement between the facility and Professional Collections so we could get assistance with past due accounts. Their commission is 35%. Traditions thought it would be better if we handled that in house. Ethan said there might be a benefit on accounts over 120 days old, because that is the point where most companies write accounts off. Taylor thought that we could do better if we used a lawyer to flex some muscle and take care of it by using demand letters. A decision was made by the Board not to use Professional Collections at this time.

Taylor met with Jarilyn today and discovered there is quite a bit of money that is uncollectable, which will result in write offs. John asked that Jarilyn give a report at next month's meeting. Ethan asked for an additional report showing everything past 120 days. The good news is that Accounts Payable aging as of yesterday is down to one page. Ross reminded us that 5 years ago the total was over \$500,000.00.

At this time, we have four possible admits. In addition, the facility may now conduct Certified Nursing Assistant training. Ileen reported that a nurse was terminated due to misappropriation of medication and that a new LPN has been hired. Mark stated that he met with Barry, the nurse, and he did not think that another agency would be beneficial to the area. Mark said they are in the process of advertising to see if there are any nurses interested. They are also putting together the paper work to submit to Medicare. He then explained the process required to become Medicare certified.

Director of Nursing's Report

Penny reported that she is doing a lot of education with Nurses and Aides and working on getting call times down. She noted that in July of last year, our average was 20 minutes and now our average is 5-6 minutes. She is making plans to complete a "How You do it Here Book" for Certified Nursing Assistants.

Commissioner's Report

None.

Chairman's Report

Chairman asked if the Board members had any questions. Adele requested a follow up regarding the issue with the group health insurance last year, asking if there were any employees that turned in receipts for December. It was reported that there were no receipts for services turned in after the notice was posted. In answer to Ross' request last month that Tony educate the board on the Software charges, Jen offered the explanation that those charges are based on the number of beds plus extra amounts for calls that are made for tech support. There is no lease expense, just the constant cost of the software each month. Ross asked why the amount varies so much from month to month and Jen replied there is a once a year payment for the server that is split equally. The cost of the server is \$40,000.00. Jen reported that she got invoices late in 2015 because they went to Bryan, but indicated that she bills every month. Ross said he would get with Jarilyn and look at invoices.

Next Board Meeting -- March 30, 2016, at 5:30 p.m.

Meeting Adjourned