

Hospice of Amador & Calaveras Board of Directors – Meeting Minutes

August 16, 2016

HOAC Business Office Conference Room
5:30 p.m. – 6:15 p.m. (6:15 p.m. Closed Session)

Board Members Present: Jude Redkey, **Secretary**, Wayne Garibaldi, **Vice President**, Dr. Skip Tadlock, Anne Platt, Toni Linde, Lori Halvorson

Board Members Absent: Danelle Dix, **President**

Staff Present: Dan Riordan, **Executive Director**, Sheila Forney, **DPCS**, Ken Pitsenbarger, **Clinical Supervisor**, Renee Davis, **Development Coordinator**, Dave Carlton, **Thrift Manager**, Ann Metherd, **Volunteer Coordinator**, Karen Mason, **Recorder**

Guests: None

The meeting was called to order at 5:35 p.m. by Wayne

Approval of Minutes

MOTION # 01 – 08/16/16: That the Board accepts the Minutes of the meeting of June 21, 2016 as presented. Moved: -Wayne Garibaldi, Seconded: Dr. Skip, CARRIED

Directors Report – Dan

McLaughlin Estate – Probate has closed, work to the house is being completed in order to make it qualify for a bank loan. House is currently listed on the market by Your Preferred Real Estate office in West Point.

Staff Meeting – There was a lot of information shared with staff during the quarterly staff meeting including financial and demographic data. (Both current and historic) In the last fiscal year for the first time in 9 years we did not serve more patients and families than ever before. It was also shared with the staff that the organization would have lost approximately \$300K over the past fiscal year without the estate income. (With the income we earned almost \$200K)

During the first month of the new fiscal year we experienced a net loss of \$34K. This was actually less than the budgeted loss however we received a \$50K past due payment from Medicaid. Our census is at the lowest point in the past 9 years and we have asked for voluntary cutbacks when possible from staff along with active management by supervisory staff. Dan is moving to a 4-day workweek and cutting 20% of his salary as a cost savings measure and as a demonstration of willingness to do whatever it takes!

Overall Dan reported that the new clinical team in place is working well together to improve our ability to meet the community needs for great hospice care. We are receiving good quality scores and patient feedback. However, we have lost market share and must begin that process of earning back the faith and confidence of our referral sources. We have processes in place to be able to do night and weekend admissions and that should help. The challenge continues

however as lack of hospice experience requires additional training and time to gain confidence and become more productive.

We are doing remedial construction improvements to the north end stairway at our administrative building and some additional HVAC repairs were required at the Ledger Dispatch.

Clinical Update – Sheila –

We are currently staffed for a census of 30, and the current marketing efforts seem to be having a positive effect. Sheila also indicated that it is a challenge with so many new clinical team members with very little hospice experience and she hopes they can keep up with the census as it continues to grow. She indicated that we continue to recruit for hospice nurses.

QAPI plan was presented to the board.

Thrift Update – Dave

Refer to report.

Development Update - Renee

Renee reports that the marketing effort has been a success. The community is happy to see us out there and they are very supportive. The success of the marketing plan is evidenced by an increase of referrals. Renee reports that our referral sources want very much to be loyal to us but that we need to be able to meet their needs for patients and families whenever the needs arise.

Adjournment

MOTION # 02 – 08/16/16: There being no further regular business the meeting was moved to closed session at **6:10pm**

Closed Session with Board and Executive Director only.