MARSH COUNTRY HEALTH ALLIANCE
MEETING OF COMMISSION BOARD HELD VIA TELECONFERENCE

MINUTES OF BOARD MEMBERS MEETING
November 24, 2015

1. **CALL TO ORDER**: The meeting was called to order by Marsh Country Health Alliance President Russell Kottke at 9:30 a.m.

2. **ROLL CALL**:

Board Members Present in Person:

- Russell Kottke, Dodge County Chairman (MCHA President)
- Andy Ross, Columbia County (MCHA Vice President)
- Scott Alexander, Sauk County Board Supervisor (MCHA Secretary)

Board Members Present Via Teleconference:

- James Mode, Jefferson County Supervisor (MCHA Treasurer)
- Janel Brandtjen, Waukesha County Supervisor (MCHA Member at Large)

Also Present, in Person:

- Jane Hooper, Clearview Administrator
- Lori Kurutz, Clearview Director of Support Services
- Bill Wiley, Clearview Director of Finance /MCHA Deputy Treasurer
- Jill Soldner, Clearview Administrative Secretary / MCHA Deputy Secretary

Human Services Present Via Teleconference:

- Sue Torum, Jefferson County ADRC Manager
- Randy Setzer, Waukesha County Manager of Fiscal Administrative Support Division of Health and Human Services

Also Present, Via Teleconference: Attorney Andrew Phillips

3. **CENSUS (as of November 23, 2015):**

IID (formerly FDD):	43 of 46 beds
Female/Male Dementia:	127 of 140 beds
Brain Injury Center:	18 of 30 beds (not part of MCHA)
Behavioral Health 1 & 2:	20 of 20 beds (not part of MCHA)

Community Group Home:	4 of 4 beds
Trailview	3 of 4 beds
Northview Heights (CBRF)	15 of 20 beds

4. **AUDIT DISCUSSION:** A memo from Dodge County Administrator James Mielke, dated November 19, 2015, was sent out to all Marsh Country Health Alliance County Board Supervisors, Human Services Directors/staff, and County Clerks, explaining a planned series of department operational reviews (Clearview's to be done in 2016). A discussion with MCHA board members was had during today's conference call. Clearview Financial Director, Bill Wiley, explained the write-off/non-collectibles process, noting that write-offs will be done two times a year.

5. **QUARTERLY FINANCIAL REPORT:**

Wiley updated the group on the 2014 Clearview audit. He explained that $896,254 was written off in 2014 of which some of the accounts may have went a few years. The balance of the $1.5 million that was stated in the Johnson & Block full accrual analysis was what made up the allowance for doubtful accounts. Clearview started the year with $602,000 in this account and it is now down to $475,000. $129,000 has been written off so far in 2015 with another round at the end of the year.

Wiley explained that the bad debt expense procedure has been revised and that it is monitored and adjusted monthly. The allowance account estimate is based on a percentage of yearly revenue and broken down by aging receivables timeframes and payer sources. This percentage may be revised up or down depending on how many write offs are done over the course of the upcoming months / year.

Wiley gave an update on the 2015 MCHA Income Statement as of September 30. MCHA is executing their budget very closely to what was planned. One item he noted was that in October a $1,000,000 revenue was posted to reverse out that liability posted from the previous year for the CBIC Medicaid recoupment.

It was requested that Wiley provide the following 2015 write off amount to the group at the February 2016 meeting.

6. **FUTURE AGENDA ITEMS:**

- 2015 Bad Debt
- Financial Projections

7. **NEXT MEETING DATE: February 29, 2016, at 10:00 a.m.**, at the Dodge County Administration Building, 127 East Oak Street, Rooms 1H and 1I, Juneau, Wisconsin – ***special meeting to discuss assessment rate.***

8. **ADJOURN**: There being no further business to come before the Commission Board, motion by the Chair to adjourn. Meeting adjourned at 9:53 a.m. Motion carried.

Respectfully submitted this 29th day of February, 2016.

MARSH COUNTRY HEALTH ALLIANCE

By: _____
Scott Alexander, Secretary