

Mountain View Community

Carroll County's Nursing Home and
Rehabilitation Center

Howard Chandler, NHA
Administrator



93 Water Village Road
Ossipee, NH 03864-7200

Tel: (603) 297-4417

Cell: (603) 630-7566

Chandler@MtnViewNH.org

Ver. 1.0 Approved February 24, 2017

CARROLL COUNTY LEGISLATIVE DELEGATION SUB-COMMITTEE FOR MOUNTAIN VIEW COMMUNITY

Members: Rep. Bill Nelson, Chair; Rep. Lino Avellani, Rep. Ed Butler, Rep. Dr. William Marsh
and Rep. Glenn Cordelli

January 23, 2017

A Meeting of the Legislative Delegation Sub-Committee for Mountain View Community was held on Monday January 23, 2017 in the first floor Multi-Purpose Room of Mountain View Community.

Members Attending: Chairman Rep. Nelson, Rep. Avellani, Rep. Butler, Rep. Marsh and Rep. Cordelli.

Also Attending: Commissioner Babson, Commissioner Hounsell, County Administrator Kenneth Robichaud, County Finance Director Charles Stuart, Bob Murray, County Director of Facilities, MVC Business Office Manager Paula Coates, and MVC Administrator Howie Chandler.

The Meeting was **Called to Order** at 9a by Chair Rep. Nelson

Minutes: It was Moved and Seconded that the Minutes of the March 4, 2016 Meeting be approved as submitted. With no further discussion it was So Voted Unanimously.

2017 Budget Review:

Budget Overview: Administrator Chandler noted that as proposed the Mountain View expense budget reflects an increase of just 1.8% over the 2016 budget. Chandler went on to note that the conservative revenue budget is up some 6% over the previous year. Effectively this translates into a net request of 400K less than 2016. The Committee was reminded that in the 2016 Budget the Administration/Commissioners Budget was reduced in 2016 resulting in the reduction of 5 Full Time positions. Chandler next reviewed operational graphs of key metrics at MVC. Special note was made of the following:

- A 3 year trend of increased census
- Skilled days continue to trend upwards. Members were reminded that many Residents utilizing Skilled Services are 'dual eligible' meaning that they are eligible for both Medicare

and Medicaid.

- Private Days continue a positive trend.
- Payor Mix and Occupancy directly affect financial performance.
- The preference to County Residents for admission was emphasized
- It was noted that there is room to increase the private rate to match market rate and that when that is done it is for new Residents only and that present Residents would only receive a very modest increase in fees charged.

Budget Presentation: County Finance Director Charles Stuart proceeded to review the proposed budget line item by line item. Of particular note were the following items:

- Payroll Clerk position to be split between MVC and County Administration
- Worker's Compensation and Unemployment represent 50% of the total for the County. Both saw a very favorable reduction in cost compared to the previous year.
- Dental Insurance budgeted at a 10% increase (still waiting on hard figures)
- Marketing, postage and advertising expenses were reviewed and reported to be part ongoing promotion and marketing of our Skilled Services.
- New Equipment Requests reviewed with note being made that 15K was deleted for Software for an adjusted budget number of 30K.
- Encumbered Funds (work in progress that are charged to 2016) was discussed and reviewed. (Also includes funds held for Sick Time payouts).
- Process: It was noted that the intention is to have one more meeting (in February) before recommending and approving a budget for submission to the full Delegation.

Environmental Services: Bob Murray, County Director of Facilities next reviewed the Environmental Services portion of the budget with special note being made of the following:

- We have combined Plant Operations, Laundry and Housekeeping into one consolidated department resulting in a net savings including the transfer of Dining propane into the new Department. Chandler noted that this operational structure is what is now standard in both Long Term Care and the hospitality business. Bob presented a spreadsheet outlining exactly how previous accounts have been combined into a consolidated department.
- It was noted that no union Staff Member pay increases have been budgeted as no agreement has been reached regarding the collective bargaining agreement.
- Bob explained how items that were previously carried as Building Repair items have now been more properly accounted for as Contracted Services. (Elevator, HVAC, Laundry etc.)
- Electricity is up 5% (11K) but the contract is up in March 2017 and will be going out to bid.
- Use of wood pellets as fuel source was discussed and reviewed. Bob noted that although we have been fortunate to low propane prices. Someday we should consider having a single expense line item for 'Heat' which would include both fuel sources.
- It was noted that a significant portion of Care of Grounds includes the expense for County wide solid waste removal. It was suggested that solid waste removal should be moved out of Care of Grounds and into Contracted Services. Bob was excused from the Meeting with the thanks of all those present.

Dining Services: Mr. Stuart reviewed the Dining Services budget line item by line item with special note being made as follows:

- Overtime is down from previous years
- Consultant (Registered Dietician) No change
- Food is up – in part because of increased volume from the HOC (also resulting in increased revenues)
- New Equipment Requests reviewed and found that it could be reduced by 4K by eliminating a duplicate request.
- Unfilled positions during the year resulted in lower than budgeted salary expense.
- County travel expense and policy was discussed.
- Ken reported on our group purchasing program for food which does not require us to buy exclusively through them and that we buy for both quality and price.

Nursing Services: Mr. Stuart reviewed the Nursing budget line item by line item with special note being made as follows:

- Increased expense for Health Information Management which falls under Nursing
- The LNA line now includes MNA's as well.
- It was noted that we are presently at the 50% level of lifts and that we continue to buy more each year to both increase the total number and to replace those who fail.

Physicians & Pharmacy: Mr. Stuart reviewed the Physicians & Pharmacy budget line item by line item with special note being made as follows:

- Contracted services of Consultant Physicians were reviewed.

Physical Therapy: Mr. Stuart reviewed the Physical Therapy budget line item by line item with special note being made as follows:

- It was noted that there is no longer a salary component to this department.
- Paula noted that we are budgeting for 2017 the same expense/income for Therapy as we did for 2016.

Recreational Therapy: Mr. Stuart reviewed the Recreational Therapy budget line item by line item with special note being made as follows:

- There is no longer a dedicated Bus Driver Position but those hours have moved to general Staffing. There was no increase in budgeted full time equivalents.
- The Department had a number of open and unfilled positions resulting unexpended funds to the salary line.

Social Services: Mr. Stuart reviewed the Social Services budget line item by line item with special note being made as follows:

- It was explained that the postage line is to cover the expense of communication to family, providers and other agencies.

Special Services: Mr. Stuart reviewed the Special Services budget line item by line item with special note being made as follows:

- Paula noted that all line items with the exception of criminal background checks is directly indexed to revenue items.
- Chandler noted the possibility that pending legislation might allow Counties – through their Sheriff and/or HOC to access the state database and conduct criminal background checks at no cost.
- Question was raised as to whether the applicant should be responsible for the expense of criminal background checks.

Interest and Principle Expense: Reviewed by Mr. Stuart

Bureau of Elderly and Adult Services (BEAS): Commissioner Hounsell reported that the 2017 estimate from the state is 5.2M as compared to the 2016 expense of 4.9M representing an increase of 15.5%. The ongoing lack of explanation from the state was noted as being very frustrating. It was reported that a comprehensive report from the state has been received and is presently under review. The question was raised as to whether Carroll County is a donor County or a receiver County. At present not enough information is known to come to a conclusion one way or the other.

Revenue Review:

- Paula reported that at this point most all Revenue reported is current and complete.
- Paula noted a budgeted payor mix of 65% Medicaid, 25% Private and Skilled at 6%.
- Consensus was that it is prudent to be conservative in revenue estimates
- No increases budgeted for Pro-share or MQUIP state payments.
- Agreed to decrease Medicaid Room & Board by 400K and to increase Private Pay by 400K
- Question was raised as to how management supervises and monitors the rehabilitation services sub-contractor. It was noted that they submit comprehensive reports and that in addition to daily meetings with the on-site Program Manager that monthly meetings are held with the area director.
- Pro-share: Agreed to increase 50K
- Cost accounting of Meals Income from the HOC was discussed.

Competitive Analysis for Skilled Residents: Chandler noted that with the restructuring of our Admissions Department that we are now able to compete with the for-profit providers in terms of being able to make timely assessments and decisions about skilled admissions.

Medical (Health) Insurance: Ken noted that this line will be changing favorably in as much as it was budgeted for a 13% increase but that just received quotes put it at just 5%.

Performance Audit: Question was raised as to whether a performance audit for MVC should be considered. Chandler noted that the typical long term care performance audit is one that is productivity and compliance based. Harmony Healthcare offers a program that is based on Compliance, Audit Analysis, Reimbursement and Regulatory along with Education and Efficiency.

Metric Review: It was noted that key indicators are reviewed by the Commissioners monthly and that if desired they can be reviewed at quarterly budget reviews as well.

Next Meeting: February 24, 2017

Adjournment

It was Moved and Seconded that the Meeting Adjourn and with no further discussion it was So Voted Unanimously.

At 11:45a and with no other Business to come before the Sub-Committee the Meeting was declared adjourned by Chairman Rep. Nelson.

Respectfully submitted,

Howard Chandler

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Acting Clerk