


## BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
December 5, 2016	Hood Building Southport, NC	5:00 pm	5:25 pm
<b>MEMBERS PRESENT:</b> Sherri Marshall, Chair - Excused Karen Taylor, Vice Chair Joe Agovino, Secretary - Excused Jim White Dr. Robert Zukoski - Excused Melissa Hinnant Dr. Scott Starks		<b>NON MEMBERS PRESENT:</b> Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO – Excused Dr. Karen Wood, Chair, MEC Lynda Stanley, President, Foundation Lori Smith, Clerk of the Board Terry Pope, State Port Pilot	
Special Guests:   None			

	AGENDA ITEM	DISCUSSION/CONCLUSIONS	ACTION
1.	Call To Order	In the Chair's absence, Karen Taylor, Vice Chair called the meeting to order at 5:05 pm.	
2.	Roll Call	Karen Taylor Called Roll Roll Reflected Above A quorum was present.	
3.	Approval of Minutes	Minutes to be Approved: November 7, 2016	<b>MOTION:</b> <b>To accept the minutes of November 7, 2016</b> Motioned By: Jim White Seconded: Melissa Hinnant All Present in Favor <b>The Motion Carried</b>
4	Special Presentation	None	
5.	Management Reports	<u>Foundation Report –Lynda Stanley</u> <ul style="list-style-type: none"> <li>Grants are being processed. There will check presentations in the near future.</li> <li>Wine and Cheese events have concluded for the year.</li> <li>Heart to Heart will be on Feb 2 – 4:30 pm at the Brunswick Senior Center</li> </ul>	
		<u>CEO Report - Tom Siemers</u> <ul style="list-style-type: none"> <li>The Medical Staff Christmas Gathering is on Tuesday. All are encouraged to attend.</li> </ul>	

		<ul style="list-style-type: none"> <li>Events involving providers and Trustees will be planned for 2017. Dates have not been determined.</li> </ul>	
		<p><b><u>CFO Report – Dan Porter</u></b></p> <p><b><u>Financial Report</u></b>  The financial reports were included in the meeting packet.   The financial reports were included in the meeting packet.</p> <p>Days Cash on Hand: 68.3  Days Revenue in A/R: 96.2</p> <ul style="list-style-type: none"> <li>➤ The payor mix in September was favorable.</li> <li>➤ Volume indicators were unfavorable in admissions and outpatient surgical procedures.</li> <li>➤ Expenses were unfavorable.</li> </ul> <p>Operations YTD &lt;\$93k&gt;  Total YTD \$57K.</p> <p>November is trending at \$10.1M gross revenue.</p> <p><b><u>Bald Head Island Clinic</u></b>  Ending the second year of operation on Bald Head, the Board considered extension of services for the 2017 in-season period. A slight change to the clinical agreement will be include having the Doshier extender handle patient registration/intake. There were 375 patient visits in 2015 and 394 in 2016. The clinic sustained a loss of \$25K providing services to the BHI community.</p>	<p><b>MOTION:</b>  <b>To continue with the agreement for seasonal year 2017.</b>  Motioned By:  Jim White  Seconded:  Melissa Hinnant  All in Favor  <b>The Motion Carried</b></p>
		<p><b><u>IOP and Nursing Report - Carol Northup, RN CNO</u></b></p> <ul style="list-style-type: none"> <li>The IOP report is in the meeting packet.</li> </ul>	
6.	<b>CLOSED SESSION</b>	<p><b>MOTION:</b> In accordance with N.C. General Statute 143-318.11(a) (1) to discuss (a) confidential credentialing and peer review information protected under N.C. General Statute 131 E-97.2 (b) confidential healthcare contracts protected under N.C. General Statute 131 E-99 and (c) confidential competitive healthcare information protected under N.C. General Statute 131 E-97.3.</p>	<p><b>MOTION:</b>  <b>To move to closed session in accordance with the indicated statutes.</b>  Motioned By:  Scott Starks, M.D.  Seconded:  Jim White  All in Favor  <b>The Motion Carried</b></p>

7.	<b>OPEN SESSION ADDITIONAL BUSINESS</b>	<p>The Trustees returned to Open Session</p> <p><b><u>Credentialing Addendum</u></b></p> <p>The Credentialing Addendum was approved as presented.</p>	<p><b>MOTION:</b></p> <p><b>To accept the Credentialing presented as indicated on the Credentialing Addendum.</b></p> <p>Motioned by: Jim White</p> <p>Seconded by : Melissa Hinnant</p> <p>All In Favor</p> <p><b>The Motion Carried</b></p>
8.	<b>ADJOURN</b>	<p>The meeting was adjourned at 5:25 pm.</p>	<p><b>MOTION:</b></p> <p><b>To Adjourn the Board of Trustees</b></p> <p>Motioned By: Jim White</p> <p>Seconded By: Melissa Hinnant</p> <p>All In Favor.</p> <p><b>The Motion Carried</b></p>
	<b>Board Minutes Accepted</b>	 <p>Karen Taylor, Vice Chair</p>	

**J. ARTHUR DOSHER MEMORIAL HOSPITAL**  
**STATISTICS**  
**October-16**

		(A) Month Actual	(B) Month Budget	(C) Prior Month Actual	(D) FYTD Actual	(E) FYTD Budget	(F) Prior FYTD Actual	
1	Medical Admissions	41	48	40	41	48	45	1
2	Swing Bed Admissions	2	4	5	2	4	-	2
3	Surgical Admissions	25	21	21	25	21	28	3
4	Total Admissions	68	73	66	68	73	73	4
5								5
6	Census Days	211	213	194	211	213	184	6
7	Swing Bed Census Days	23	31	43	23	31	-	7
8	Total Census Days (Includes Swing Bed)	234	244	237	234	244	184	8
9	Average Daily Census (Includes Swing Bed)	7.6	7.9	7.9	7.6	7.9	5.9	9
10	Average Daily Census (Excludes Swing Bed)	6.8	6.9	6.5	6.8	6.9	5.9	10
11	Average Length of Stay (Excludes Swing Bed)	3.1	2.8	3.6	3.1	2.8	2.5	11
12	Observation Patients	57	51	56	57	51	44	12
13	Discharges	1,708	1,539	1,582	1,708	1,539	1,038	13
14	Hours							14
15	Operating Room Procedures:							15
16	Inpatient	38	27	34	38	27	35	16
17	Outpatient	129	105	131	129	105	102	17
18	Endoscopy Procedures:							18
19	Inpatient	3	7	2	3	7	6	19
20	Outpatient	48	51	46	48	51	54	20
21	Laboratory:							21
22	Inpatient	993	950	952	993	950	1,014	22
23	Outpatient	11,458	10,945	11,500	11,458	10,945	9,097	23
24	Diagnostic Imaging:							24
25	Inpatient	96	97	75	96	97	91	25
26	Outpatient	2,329	2,396	2,279	2,329	2,396	2,346	26
27	Cardiopulmonary:							27
28	Inpatient	130	212	206	130	212	141	28
29	Outpatient	162	183	189	162	183	171	29
30	Sleep Studies	17	29	20	17	29	29	30
31	EKG, Stress Test,							31
32	& Holter Monitor							32
33	Procedures:							33
34	Inpatient	16	24	22	16	24	21	34
35	Outpatient	257	281	311	257	281	281	35
36	Physical Therapy:							36
37	Visits	658	623	591	658	623	602	37
38	Treatments	1,867	1,745	1,632	1,867	1,745	1,531	38
39	Cardiac Rehab:							39
40	Visits	465	414	384	465	414	338	40
41	Diabetic Program:							41
42	Visits	17	16	14	17	16	28	42
43	Wound Care Program:							43
44	New Patient Registrations	21	19	25	21	19	6	44
45	Visits	204	160	202	204	160	137	45
46	Meals Served:							46
47	Patients	4,428	4,834	4,382	4,428	4,834	4,834	47
48	Others	3,071	2,560	3,275	3,071	2,560	2,560	48
49	Emergency Room:							49
50	Visits	1,023	1,036	1,096	1,023	1,036	1,012	50
51	Admitted	42	52	37	42	52	45	51
52	Transfers	32	36	28	32	36	38	52
53	Total Outpatient Visits (EXCL ER)	4,557	4,509	4,324	4,557	4,509	4,060	53
54	Clinic Visits:							54
55	Dosher Medical 9th Street							55
56	Start 07/01/11	218	296	257	218	296	255	56
57	Dosher Medical Howe Street							57
58	Start 10/1/2014	355	304	357	355	304	341	58
59	Dosher Medical Smithville Crossing							59
60	Start 10/1/2014	292	335	294	292	335	312	60
61	Dosher Medical Long Beach Rd							61
62	Start 6/22/2014	276	286	375	276	286	330	62
63	Dosher Medical Oak Island							63
64	Start 06/12/12	476	447	474	476	447	309	64
65	Dosher Medical Bolivia							65
66	Start 10/20/2014	163	153	174	163	153	184	66
67	Dosher Medical Holden Beach							67
68	Start 10/20/2014	169	130	197	169	130	172	68
69	Dosher Medical Wellness Ctr Clinic							69
70	Start 9/6/2016	366	193	361	366	193	-	70
71	Dosher Medical Women's Health							71
72	Start 11/1/2014	214	196	166	214	196	158	72
73	Dosher Medical Vaughan's Clinic							73
74	Start 2/1/2015	-	-	-	-	-	181	74
75	Dosher Medical Surgical Clinic							75
76	Start 02/01/15	96	107	110	96	107	106	76
77	Dosher Medical Baldhead							77
78	start 05/22/15	-	-	43	-	-	-	78
79	Total Clinic Visits	2,625	2,447	2,808	2,625	2,447	2,348	79
80	New Patient Clinic Visits:							80
81	Dosher Medical 9th Street							81
	Start 07/01/11	29	39	29	29	39	25	
	Dosher Medical Howe Street							
	Start 10/1/2014	16	15	16	16	15	16	
	Dosher Medical Smithville Crossing							
	Start 10/1/2014	18	10	18	18	10	18	
	Dosher Medical Long Beach Rd							
	Start 6/22/2014	138	186	138	138	186	138	
	Dosher Medical Oak Island							
	Start 06/12/12	29	29	29	29	29	29	
	Dosher Medical Bolivia							
	Start 10/20/2014	11	5	11	11	5	11	
	Dosher Medical Holden Beach							
	Start 10/20/2014	17	22	17	17	22	17	
	Dosher Medical Wellness Clinic							
	Start 9/6/2016	82	76	82	82	76	77	
	Dosher Medical Women's Health							
	Start 11/1/2014	12	9	12	12	9	12	
	Dosher Medical Surgical Clinic							
	Start 02/01/15	15	18	15	15	18	15	
	Dosher Medical Baldhead							
	start 05/22/15	0	34	0	0	34	0	
	Total Clinic Visits	367	443	367	367	443	367	

**J. ARTHUR DOSHER MEMORIAL HOSPITAL**  
**OPERATING STATEMENT**  
**Month Ending October 31 2016**

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
REVENUE:	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
1 Inpatient Revenue	\$ 1,613,088	\$ 1,365,346	\$ 1,433,192	\$ 1,613,088	\$ 1,365,346	\$ 1,433,192	1
2 Outpatient Revenue	7,976,865	8,249,336	7,358,921	7,976,865	8,249,336	7,358,921	2
3 Nursing Center Revenue	105	12,236	322,428	105	12,236	322,428	3
4 Clinics Revenue	560,658	415,637	478,818	560,658	415,637	478,818	4
5							5
6 Total Patient Service Revenue	10,150,717	10,042,555	9,593,359	10,150,717	10,042,555	9,593,359	6
7 Deductions From Revenue	(6,811,633)	(6,721,680)	(6,235,453)	(6,811,633)	(6,721,680)	(6,235,453)	7
8							8
9 Net Patient Service Revenue	3,339,084	3,320,875	3,357,906	3,339,084	3,320,875	3,357,906	9
10 Other Operating Revenue	148,459	124,830	80,438	148,459	124,830	80,438	10
11							11
12 Total Operating Revenue	3,487,543	3,445,704	3,438,344	3,487,543	3,445,704	3,438,344	12
13							13
14 OPERATING EXPENSES:							14
15 Salaries	1,361,352	1,272,947	1,469,939	1,361,352	1,272,947	1,469,939	15
16 Employee Benefits	339,327	344,882	337,785	339,327	344,882	337,785	16
17 Professional & Purchased Services	570,384	585,286	623,745	570,384	585,286	623,745	17
18 Medical Supplies & Materials	667,212	631,271	601,008	667,212	631,271	601,008	18
19 Other General Expenses	386,497	387,800	321,333	386,497	387,800	321,333	19
20 Interest	25,482	25,435	41	25,482	25,435	41	20
21 Depreciation	229,865	239,747	215,583	229,865	239,747	215,583	21
22							22
23 Total Operating Expenses	3,580,120	3,487,368	3,569,432	3,580,120	3,487,368	3,569,432	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	162,771	223,519	84,535	162,771	223,519	84,535	25
26							26
27 Excess From Operations	(92,577)	(41,664)	(131,088)	(92,577)	(41,664)	(131,088)	27
28							28
29 Non-Operating Revenue	149,088	142,406	154,031	149,088	142,406	154,031	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 56,512	\$ 100,743	\$ 22,943	\$ 56,512	\$ 100,743	\$ 22,943	31

**J. ARTHUR DOSHER MEMORIAL HOSPITAL  
BALANCE SHEET  
AS OF OCTOBER 31, 2016**

	(A) Current Month	(B) Last Month	(C) Prior Year	
<b>ASSETS</b>				
1 Current Assets				1
2 Cash	\$ 6,913,505	\$ 7,385,250	\$ 7,029,641	2
3 Board Designated Funds			1,256,519	3
4 Cash - Foundation	465,329	441,834	301,260	4
5				5
6 Total Cash and Investments	7,378,834	7,827,084	8,587,421	6
7				7
8 Accounts Receivable-Patients	32,520,605	31,943,811	25,286,389	8
9 Less Allowance	(17,729,554)	(17,187,174)	(15,151,031)	9
10				10
11 Net Patient Receivables	14,791,051	14,756,637	10,135,358	11
12				12
13 Other Accounts Receivable	1,648,023	979,454	1,358,246	13
14 Inventories	943,329	961,974	948,622	14
15 Prepaid Expenses	534,584	541,090	306,962	15
16				16
17 Total Current Assets	25,295,820	25,066,239	21,336,610	17
18				18
19 Net Property, Plant and Equipment	39,007,290	39,129,843	38,579,617	19
20 Other Assets	91,598	90,960	287,502	20
21				21
22 <b>Total Assets</b>	<b>\$ 64,394,709</b>	<b>\$ 64,287,043</b>	<b>\$ 60,203,729</b>	22
23				23
<b>LIABILITIES &amp; FUND BALANCE</b>				
24				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,776,986	\$ 1,868,996	\$ 1,904,094	26
27 Notes Payable Current - BEMC	125,000	125,000	83,333	27
28 Notes Payable Current - USDA	291,537	269,284		28
29 Notes Payable Current - BB&T	240,746	240,746		29
30 Medicare/Medicaid Settlement		-		30
31 Accrued Payroll and Taxes	698,160	652,748	889,780	31
32 Accrued Employees' Paid Days Off	1,181,103	1,118,601	1,144,894	32
33 Current Portion of Bonds Payable		-	390,000	33
34 Deferred Revenue - Taxes		17,165	15,893	34
35 Other Current Liabilities	17,465			35
36				36
37 Total Current Liabilities	4,330,997	4,292,541	4,427,994	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	1,259,254	1,259,254	-	40
41 Lease Obligations				41
42 Bonds Payable			845,000	42
43 USDA Loans	9,152,295	9,152,295	7,616,670	43
44 BEMC Loan	781,250	791,667	916,667	44
45				45
46 Total Non-Current Liabilities	11,192,798	11,203,215	9,378,337	46
47				47
48 Total Liabilities	15,523,795	15,495,756	13,806,331	48
49				49
50 Net Assets	48,349,073	46,091,668	46,097,465	50
51 Excess Revenue over Expenses	56,512	2,257,785	22,943	51
52 Restricted Assets	465,329	441,834	276,990	52
53				53
54 Total Net Assets	48,870,913	48,791,287	46,397,398	54
55				55
56 <b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 64,394,709</b>	<b>\$ 64,287,043</b>	<b>\$ 60,203,729</b>	56