

BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
April 3, 2017	Hospital Conference Room	5:00 pm	7:00 pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair - Excused Joe Agovino, Secretary Jim White Dr. Robert Zukoski Melissa Hinnant Dr. Scott Starks		NON MEMBERS PRESENT: Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Domenic Palagruto, DO, Chief of Staff James Goss Director of Marketing and Community Relations Lori Smith, Clerk of the Board Terry Pope, State Port Pilot	

	AGENDA ITEM	DISCUSSION/CONCLUSIONS	ACTION
1.	Call To Order	Sherri Marshall, Chair called the meeting to order at 5:05 pm.	
2.	Roll Call	Joe Agovino Called Roll Roll Reflected Above A quorum was present.	
3.	Approval of Minutes	Minutes to be approved: March 3, 2017	MOTION: To accept minutes of March 3, 2017 Motioned By: Scott Starks, MD Seconded: Jim White All Present in Favor The Motion Carried
4	Special Presentation	James Goss, Director of Marketing and Community Relations <u>Update on Marketing</u> Jim Goss highlighted growth in areas of news releases, website redevelopment, direct mail efforts, TV and radio media increase in presence, community outreach and special events.	
5.	Management Reports	<u>Foundation Report</u> Presented in the meeting packet.	
		<u>Healthy People, Healthy Carolinas Report – Dr. Scott Starks</u> <ul style="list-style-type: none"> The committee has been interviewing and narrowed the selection to 4 candidates. Personal interviews will be conducted with possible selection by May 1. 	

CFO Report – Dan Porter, CFO

Financial Report

The financial reports were included in the meeting packet.

Days Cash on Hand: 68.0

Days Revenue in A/R: 95.7

- Volume indicators displayed a spike in Inpatient census and Outpatient revenue was below budgeted average.
 - The overall month was good with total revenue up 10%.
- The payor mix in March was cautionary.
- Expenses were over budget primarily in labor and supplies.

For the month Excess from Operations <\$119K>

Operations YTD <\$315K>

Total Excess Over Expenses YTD \$641K.

March is trending at \$10.5M gross revenue.

RESOLUTION - FEMA

- A resolution is required to FEMA in order to process reimbursement for losses during Hurricane Matthew. Although our losses were low, they remain reimbursable.
- The Resolution for the Designation of Applicant's Agent was presented. This allows for Tom Siemers and Dan Porter to be the authorized agents for the financial transactions with FEMA.

- The Board Travel Policy was presented and accepted.

MOTION:
To Accept the Adoption of the Resolution Designating Tom Siemers and Dan Porter as Applicant's Agents.

Motioned By:
Scott Starks, MD
Seconded By:
Jim White
Voted 6 to 0 In Favor.


The Motion Carried

MOTION:
To Accept the Board Travel Policy.

Motioned By:
Jim White
Seconded By:
Scott Starks, MD
Voted 6 to 0 In Favor.

The Motion Carried

		<p><u>CEO Report – Tom Siemers, CEO</u></p> <ul style="list-style-type: none"> • Tom Siemers attended the ACHE (American College of Healthcare Executives) annual conference. He relayed there was much concern in the industry over MACRA and that it will result in a decrease of physicians in 2019 as they age out of practice and do not desire to deal with decreased government reimbursements as well as electronic requirements. • There was discussion on the increased stresses to healthcare and hospitals. 	
		<p><u>IOP and Nursing Report – Carol Northup, RN, COO, CNO</u></p> <ul style="list-style-type: none"> • The IOP report is included in the Board materials. • The PCU has been at consistent higher volume. • It was noted that Jim Goss should provide Drug Drop Marketing flyers for the drug event on Thursday. 	
	Additional Business	<p><u>Medical Staff Bylaws</u> Dr. Palagruto reported on the change in the Medical Staff Bylaws to reflect a category be changed from Community Physicians to Community “Provider” in order to include those Advanced Practice Professionals to be added in support of the the physicians who are solely in the Community Physician category.</p> <p><u>HOSPAC</u> Tom Siemers indicated that information will come to Trustees regarding donations for the NCHA HOSPAC. It was urged that they donate towards the efforts. Joe Agovino outlined varied efforts for the NCHA and the importance of their work.</p>	<p>MOTION: To accept the change in the Medical Staff Bylaws to encompass Community Providers. Motedion By: Jim White Seconded: Melissa Hinnant All in Favor The Motion Carried</p>
6.	CLOSED SESSION	<p>MOTION: 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>MOTION: To move to closed session in accordance with the indicated statutes. Motedion By: Jim White Seconded: Joe Agovino All in Favor The Motion Carried</p>
7.	OPEN SESSION ADDITIONAL BUSINESS	<p>The Trustees returned to Open Session</p> <p><u>Credentialing Addendum</u> The Credentialing Addendum was approved as presented.</p>	<p>MOTION: To accept the Credentialing presented as indicated on the Credentialing Addendum.</p>

			Moteded by: Jim White Seconded by : Scott Starks, MD All In Favor The Motion Carried
8.	ADJOURN	The meeting was adjourned at 7:00 pm.	MOTION: To Adjourn the Board of Trustees Moteded By: Scott Starks, M.D. Seconded By: Jim White All In Favor. The Motion Carried
	Board Minutes Accepted	 Sherri Marshall, Chair	

J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
February-17

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
		Actual	Budget	Actual	Actual	Budget	Actual	
1	Medical Admissions	57	38	56	263	235	237	1
2	Swing Bed Admissions	1	3	3	13	17	10	2
3	Surgical Admissions	33	30	32	145	129	141	3
4	Total Admissions	91	71	91	421	382	388	4
5								5
6	Census Days	270	236	228	1,204	1,125	1,073	6
7	Swing Bed Census Days	16	28	13	101	152	93	7
8	Total Census Days (Includes Swing Bed)	286	264	241	1,305	1,277	1,166	8
9	Average Daily Census (Includes Swing Bed)	10.2	9.4	7.8	8.6	8.5	7.7	9
10	Average Daily Census (Excludes Swing Bed)	9.6	8.4	7.4	8.0	7.4	7.1	10
11	Average Length of Stay (Excludes Swing Bed)	2.9	3.0	2.7	2.9	3.0	2.8	11
12	Observation Patients	54	50	50	257	251	276	12
13	Discharges	1,528	1,491	1,695	7,640	7,520	7,802	13
14	Hours							14
15	Operating Room Procedures: Inpatient	43	38	42	187	165	191	15
16	Outpatient	163	149	173	755	641	587	16
17								17
18	Endoscopy Procedures: Inpatient	6	7	2	15	23	24	18
19	Outpatient	58	53	53	244	251	280	19
20								20
21	Laboratory: Inpatient	1,178	1,004	1,130	5,618	4,918	5,126	21
22	Outpatient	10,189	10,427	11,869	54,950	51,431	46,337	22
23								23
24	Diagnostic Imaging: Inpatient	124	98	109	536	485	495	24
25	Outpatient	2,248	2,168	2,772	12,077	11,323	11,349	25
26								26
27	Cardiopulmonary: Inpatient	275	202	246	1,260	1,203	1,044	27
28	Outpatient	294	234	257	1,205	1,078	1,056	28
29	Sleep Studies	30	14	27	129	115	115	29
30								30
31	EKG, Stress Test,							31
32	& Holter Monitor							32
33	Procedures: Inpatient	12	17	16	83	106	113	32
34	Outpatient	289	285	343	1,433	1,435	1,439	33
35								34
36	Physical Therapy: Visits	768	714	725	3,606	3,342	3,216	35
37	Treatments	1,759	2,000	1,822	9,187	9,358	8,030	36
38								37
39	Cardiac Rehab: Visits	603	391	530	2,496	1,909	1,686	38
40	Diabetic Program: Visits	7	14	17	57	77	90	39
41								40
42	Wound Care Program: New Patient Registrations	20	31	21	110	145	77	41
43	Visits	187	157	192	1,020	774	654	42
44								43
45	Meals Served: Patients	4,771	4,712	4,748	23,094	23,851	23,851	44
46	Others	2,505	2,805	2,855	13,141	14,181	14,181	45
47								46
48	Emergency Room: Visits	1,011	935	1,090	5,084	5,058	5,057	47
49	Admitted	59	42	58	271	244	251	48
50	Transfers	35	27	31	157	142	144	49
51								50
52	Total Outpatient Visits (EXCL ER)	4,558	4,465	5,247	23,799	21,821	20,494	51
53								52
54	Clinic Visits:							53
55	Dosher Medical 9th Street Start 07/01/11	246	251	300	1,328	1,343	1,186	54
56	Dosher Medical Howe Street Start 10/1/14	286	219	287	1,447	1,427	1,645	55
57	Dosher Medical Smithville Crossir Start 10/1/14	319	283	294	1,508	1,513	1,539	56
58	Dosher Medical Long Beach Rd Start 06/22/14	425	371	471	1,968	1,772	1,293	57
59	Dosher Medical Oak Island Start 06/12/12	462	426	524	2,374	2,281	1,472	58
60	Dosher Medical Bolivia Start 10/20/14 & Closed 01/20/17	-	-	124	651	-	949	59
61	Dosher Medical Holden Beach Start 10/20/14 & Closed 12/22/16	-	-	-	500	-	823	60
62	Dosher Medical Wellness Center Start 09/6/16	547	228	547	2,329	1,217	-	61
63	Dosher Medical Women's Health Start 11/1/14	218	177	229	1,038	948	927	62
64	Dosher Medical Vaughan's Relocated to Wellness Center	-	-	-	-	-	912	63
65	Dosher Medical Surgical Start 02/01/15	83	88	109	468	471	471	64
66	Dosher Medical Baldhead start 05/22/15	-	-	-	-	-	-	65
67	Total Clinic Visits	2,586	2,043	2,885	13,611	10,972	11,217	66
68								67
69	New Patient Clinic Visits:							68
70	Dosher Medical 9th Street	36		45	147		85	69
71	Dosher Medical Howe Street	5		11	54		230	70
72	Dosher Medical Smithville Crossing	8		19	79		68	71
73	Dosher Medical Long Beach Rd	193		195	681		719	72
74	Dosher Medical Oak Island	16		24	110		106	73
75	Dosher Medical Bolivia	0		4	26		47	74
76	Dosher Medical Holden Beach	0		0	41		28	75
77	Dosher Medical Wellness Center	121		113	390		152	76
78	Dosher Medical Women's Health	2		12	32		56	77
79	Dosher Medical Surgical	18		19	68		128	78
80	Dosher Medical Baldhead	0		0	0		0	79
81	Total Clinic Visits	399		442	1628		1619	80

J. ARTHUR DOSHER MEMORIAL HOSPITAL
OPERATING STATEMENT
Month Ending February 28, 2017

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
REVENUE:							
1 Inpatient Revenue	\$ 1,913,264	\$ 1,420,502	\$ 1,897,435	\$ 8,705,361	\$ 7,053,609	\$ 8,005,375	1
2 Outpatient Revenue	7,786,853	7,452,804	7,669,694	40,013,966	40,184,639	36,656,952	2
3 Nursing Center Revenue	-	11,043	257,331	(156)	59,729	1,595,121	3
4 Clinics Revenue	516,980	398,675	440,171	2,758,854	2,143,565	2,245,883	4
5							5
6 Total Patient Service Revenue	10,217,097	9,283,025	10,264,631	51,478,025	49,441,542	48,503,331	6
7 Deductions From Revenue	(6,920,003)	(6,214,659)	(6,676,784)	(34,761,616)	(33,074,024)	(31,529,994)	7
8							8
9 Net Patient Service Revenue	3,297,094	3,068,366	3,587,847	16,716,408	16,367,518	16,973,337	9
10 Other Operating Revenue	169,315	114,551	67,605	780,438	612,596	364,611	10
11							11
12 Total Revenue	3,466,409	3,182,917	3,655,452	17,496,846	16,980,115	17,337,948	12
13							13
OPERATING EXPENSES:							14
15 Salaries	1,262,779	1,172,401	1,312,455	6,624,621	6,309,621	7,125,377	15
16 Employee Benefits	363,043	341,708	421,017	1,566,835	1,556,070	1,668,220	16
17 Professional & Purchased Services	628,344	555,972	681,298	3,109,419	2,890,665	3,240,734	17
18 Medical Supplies & Materials	704,958	583,659	660,549	3,312,855	3,106,178	3,115,289	18
19 Other General Expenses	371,667	387,771	367,004	1,924,660	1,939,050	1,784,137	19
20 Interest	25,183	23,038	8,787	127,090	124,170	42,117	20
21 Depreciation	229,738	239,747	238,146	1,146,129	1,198,736	1,098,724	21
22							22
23 Total Operating Expenses	3,585,712	3,304,296	3,689,255	17,811,610	17,124,490	18,074,599	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	135,619	141,406	213,129	958,455	1,178,530	404,191	25
26							26
27 Excess From Operations	(119,303)	(121,379)	(33,804)	(314,763)	(144,375)	(736,650)	27
28							28
29 Non-Operating Revenue	186,364	142,406	154,217	955,896	712,032	777,441	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 67,061	\$ 21,028	\$ 120,413	\$ 641,133	\$ 567,657	\$ 40,790	31

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
BALANCE SHEET
AS OF FEBRUARY 28, 2017**

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
Current Assets				
Cash	\$ 6,980,565	\$ 7,508,762	\$ 4,769,919	
Board Designated Funds			1,256,519	
Cash - Foundation	528,761	547,184	366,300	
Total Cash and Investments	7,509,326	8,055,946	6,392,739	
Accounts Receivable-Patients	33,173,281	32,545,156	28,662,054	
Less Allowance	(17,637,166)	(17,112,186)	(16,764,056)	
Net Patient Receivables	15,536,116	15,432,970	11,897,998	
Other Accounts Receivable	1,672,529	881,846	2,131,337	
Inventories	917,395	909,675	931,920	
Prepaid Expenses	444,996	353,746	298,028	
Total Current Assets	26,080,362	25,634,183	21,652,022	
Net Property, Plant and Equipment	38,264,073	38,463,680	37,989,773	
Other Assets	91,553	91,483	287,989	
Total Assets	\$ 64,435,988	\$ 64,189,346	\$ 59,929,784	
LIABILITIES & FUND BALANCE				
Current Liabilities				
Accounts Payable	\$ 1,804,924	\$ 1,651,866	\$ 1,420,858	
Notes Payable Current - BEMC	125,000	125,000	72,916	
Notes Payable Current - USDA	380,547	358,295		
Notes Payable Current - BB&T	360,046	240,746		
Medicare/Medicaid Settlement				
Accrued Payroll and Taxes	420,225	416,089	571,958	
Accrued Employees' Paid Days Off	979,343	920,672	1,073,255	
Current Portion of Bonds Payable	-	-	390,000	
Deferred Revenue - Taxes				
Other Current Liabilities	19,756	17,519	15,758	
Total Current Liabilities	4,089,841	3,730,187	3,544,746	
Non-Current Liabilities				
BB&T Loan	1,080,210	1,229,572		
Lease Obligations				
Bonds Payable			845,000	
USDA Loans	9,152,295	9,152,295	8,118,698	
BEMC Loan	739,584	750,000	916,667	
Total Non-Current Liabilities	10,972,088	11,131,867	9,880,365	
Total Liabilities	15,061,929	14,862,054	13,425,111	
Net Assets	48,204,165	48,206,037	46,097,583	
Excess Revenue over Expenses	641,133	574,072	40,790	
Restricted Assets	528,761	547,184	366,300	
Total Net Assets	49,374,059	49,327,292	46,504,673	
Total Liabilities & Fund Balance	\$ 64,435,988	\$ 64,189,346	\$ 59,929,784	