


## BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
May 1, 2017	Hospital Conference Room	5:00 pm	7:08 pm
<b>MEMBERS PRESENT:</b> Sherri Marshall, Chair Karen Taylor, Vice Chair Joe Agovino, Secretary Jim White Dr. Robert Zukoski Dr. Scott Starks		<b>NON MEMBERS PRESENT:</b> Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Domenic Palagruto, DO, Chief of Staff Lori Smith, Clerk of the Board Terry Pope, State Port Pilot	

	AGENDA ITEM	DISCUSSION/CONCLUSIONS	ACTION
1.	<b>Call To Order</b>	Sherri Marshall, Chair called the meeting to order at 5:05 pm. Sherri Marshall added a Special Presentation as an agenda change.	
2.	<b>Roll Call</b>	Joe Agovino Called Roll Roll Reflected Above A quorum was present.	
3.	<b>Approval of Minutes</b>	Minutes to be approved: April 3, 2017 April 17, 2017	<b>MOTION:</b> <b>To accept minutes of April 3, 2017</b> Motioned By: Joe Agovino Seconded: Scott Starks, MD All Present in Favor <b>The Motion Carried</b>  <b>MOTION:</b> <b>To accept minutes of April 17, 2017</b> Motioned By: Jim White Seconded: Karen Taylor All Present in Favor <b>The Motion Carried</b>
4	<b>Special Presentation</b>	Kim York, RN <b>Project on Surgical Smoke</b> <ul style="list-style-type: none"> <li>Surgical Smoke was detailed and the carcinogens and dangers were outlined as backed up in all major clinical journals and publications.</li> </ul>	

		<ul style="list-style-type: none"> <li>• The OR Team reviewed the implications, process and steps to eliminate surgical smoke from the Doshier OR.</li> <li>• A lengthy process included education of the physicians and choices in equipment.</li> <li>• The poster and white paper will be used in several national and North Carolina meetings. The manufacturer of the preferred pencil will be bringing this project to market and national attention. The Doshier OR Team developed the process and will be featured in national news media.</li> <li>• The Board commended Kim York and her team for her diligent efforts in protecting our staff and patients as well as developing organized deliberate steps to raise awareness. It was noted that many large hospital networks are not utilizing this process even though industry organizations such as OSHA and others acknowledge the presence of smoke but do little to enforce any actions for protection.</li> </ul>	
5.	Management Reports	<p><b><u>Foundation Report</u></b></p> <ul style="list-style-type: none"> <li>• Dr. and Mrs. Hatem were thanked for their continued efforts in their roles with the gala. The gala was a great success, a friend builder and fundraiser.</li> <li>• Board members discussed the success of the “Wine and Cheese” events at community resident’s homes. They indicated much information is gathered and these events will continue including additional Board members.</li> </ul>	
		<p><b><u>Healthy People, Healthy Carolinas Report – Dr. Scott Starks</u></b></p> <ul style="list-style-type: none"> <li>• The new Executive Director is going through the final steps of employment. Her name will be formally announced when the process is complete. She will formally start towards the end of June.</li> </ul>	
		<p><b><u>CEO Report – Tom Siemers, CEO</u></b></p> <ul style="list-style-type: none"> <li>• Several Board Members and Tom Siemers the NCHA meeting. Information shared indicates that the healthcare industry is in considerable confusion and the ACA changes have not been determined.</li> <li>• It was shared that the next two years will be particularly difficult in healthcare. The Board and staff need to be prepared to “thread the needle” through the tough times ahead in healthcare. Doshier is not alone in this position.</li> <li>• The CON outcome has not been officially announced by the state committee.</li> <li>• A position of lobbyist is being addressed in order to support Doshier’s efforts and presence with government issues in Raleigh. The position will be posted. It was noted that a Trustee could be considered but compensation is limited by statute.</li> </ul>	

		<p><b><u>CFO Report – Dan Porter, CFO</u></b></p> <p><b><u>Financial Report</u></b> The financial reports were included in the meeting packet.</p> <p>Days Cash on Hand: 81.9 Days Revenue in A/R: 89.8</p> <ul style="list-style-type: none"> <li>➤ Volume indicators exceeded budget except in the swing bed census indicators. <ul style="list-style-type: none"> <li>○ The overall month was good with total revenue up 3%.</li> </ul> </li> <li>➤ The payor mix in March was cautionary.</li> <li>➤ Expenses were over budget primarily in labor and supplies.</li> </ul> <p>For the month Excess from Operations &lt;\$132k&gt; Operations YTD &lt;\$447k&gt; Total Excess Over Expenses YTD \$657k.</p> <p>April is trending at \$10.1M gross revenue.</p>	
		<p><b><u>IOP and Nursing Report – Carol Northup, RN, COO, CNO</u></b></p> <ul style="list-style-type: none"> <li>• The IOP report is included in the Board materials.</li> <li>• The Annual Risk Review was sent to the Board members. There were no questions.</li> </ul>	<p><b>MOTION:</b> <b>To accept the 2016 Annual Risk Assessment</b> Motioned By: Scott Starks, MD Seconded: Jim White All Present in Favor <b>The Motion Carried</b></p>
	<b>Additional Business</b>	<ul style="list-style-type: none"> <li>• Trustee Melissa Hinnant submitted her resignation on April 24, 2017. The Board will thank her for her time of service and contributions to Doshier.</li> <li>• The Board has agreed to submit Chief Gary Smith for nomination and to be presented as an appointment by the Brunswick County Board of Commissioners at their May 15<sup>th</sup> Meeting. Chief Smith serves as Chief of the Southport Police Department and is a long term member of the Southport community.</li> </ul>	<p><b>MOTION:</b> <b>To accept the resignation of Melissa Hinnant.</b> Motioned By: Jim White Seconded: Scott Starks, MD All Present in Favor <b>The Motion Carried</b></p> <p><b>MOTION:</b> <b>To nominate Chief Gary Smith and forward to the Brunswick County Board of Commissioners.</b></p>

			Motioned By: Karen Taylor Seconded: Scott Starks All Present in Favor <b>The Motion Carried</b>
6.	<b>CLOSED SESSION</b>	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.	<b>MOTION:</b> <b>To move to closed session in accordance with the indicated statutes.</b> Motioned By: Jim White Seconded: Scott Starks, MD All in Favor <b>The Motion Carried</b>
7.	<b>OPEN SESSION ADDITIONAL BUSINESS</b>	The Trustees returned to Open Session <u><b>Credentialing Addendum</b></u> The Credentialing Addendum was approved as presented.	<b>MOTION:</b> <b>To accept the Credentialing presented as indicated on the Credentialing Addendum.</b> Motioned by: Jim White Seconded by : Scott Starks, MD All In Favor <b>The Motion Carried</b>
8.	<b>ADJOURN</b>	The meeting was adjourned at 7:08 pm.	<b>MOTION:</b> <b>To Adjourn the Board of Trustees</b> Motioned By: Scott Starks, M.D. Seconded By: Jim White All In Favor. <b>The Motion Carried</b>
	<b>Board Minutes Accepted</b>	 <u>Sherri Marshall, as Chair</u> Sherri Marshall, Chair	

**J. ARTHUR DOSHER MEMORIAL HOSPITAL**  
**STATISTICS**  
**March-17**

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
		Actual	Budget	Actual	Actual	Budget	Actual	
1	Medical Admissions	47	47	57	310	282	273	1
2	Swing Bed Admissions	2	4	1	15	21	16	2
3	Surgical Admissions	33	29	33	178	158	167	3
4	Total Admissions	82	79	91	503	461	456	4
5								5
6	Census Days	239	204	270	1,443	1,329	1,242	6
7	Swing Bed Census Days	15	31	16	116	183	149	7
8	Total Census Days (Includes Swing Bed)	254	235	286	1,559	1,513	1,391	8
9	Average Daily Census (Includes Swing Bed)	8.2	7.6	10.2	8.6	8.3	7.6	9
10	Average Daily Census (Excludes Swing Bed)	7.7	6.6	9.6	7.9	7.3	6.8	10
11	Average Length of Stay (Excludes Swing Bed)	3.1	3.0	2.9	3.0	3.0	2.8	11
12	Observation Patients	65	60	54	322	310	346	12
13	Discharges	1,851	1,790	1,528	9,491	9,310	9,646	13
14	Hours							14
15	Operating Room Procedures: Inpatient	34	38	43	221	202	226	15
16	Outpatient	150	163	163	905	803	715	16
17								17
18	Endoscopy Procedures: Inpatient	2	7	6	17	30	34	18
19	Outpatient	47	67	58	291	318	352	19
20								20
21	Laboratory: Inpatient	1,117	887	1,178	6,735	5,805	5,969	21
22	Outpatient	11,970	12,455	10,189	66,920	63,886	57,936	22
23								23
24	Diagnostic Imaging: Inpatient	116	98	124	652	583	596	24
25	Outpatient	2,561	2,652	2,248	14,638	13,975	13,998	25
26								26
27	Cardiopulmonary: Inpatient	139	168	275	1,399	1,371	1,239	27
28	Outpatient	238	252	294	1,443	1,330	1,336	28
29	Sleep Studies	29	20	30	158	135	135	29
30								30
31	EKG, Stress Test,							31
32	& Holter Monitor							32
33	Procedures: Inpatient	18	19	12	101	125	128	33
34	Outpatient	302	313	289	1,735	1,748	1,740	34
35	Physical Therapy: Visits	851	792	768	4,457	4,134	3,991	35
36	Treatments	1,963	2,217	1,759	11,150	11,575	9,749	36
37								37
38	Cardiac Rehab: Visits	595	519	603	3,091	2,429	2,233	38
39	Diabetic Program: Visits	6	16	7	63	93	124	39
40								40
41	Wound Care Program: New Patient Registrations	29	33	20	139	178	93	41
42	Visits	227	175	187	1,247	949	798	42
43								43
44	Meals Served: Patients	4,684	4,901	4,771	27,778	28,752	28,752	44
45	Others	2,449	2,899	2,505	15,590	17,080	17,080	45
46								46
47	Emergency Room: Visits	1,155	1,108	1,011	6,239	6,164	6,161	47
48	Admitted	52	46	59	323	291	289	48
49	Transfers	41	31	35	198	173	177	49
50								50
51	Total Outpatient Visits (EXCL ER)	5,035	5,209	4,558	28,834	27,030	25,494	51
52								52
53								53
54	Clinic Visits:							54
55	Dosher Medical 9th Street Start 07/01/11	325	289	246	1,653	1,632	1,450	55
56	Dosher Medical Howe Street Start 10/1/14	286	252	286	1,733	1,679	1,998	56
57	Dosher Medical Smithville Crossing Start 10/1/14	330	325	319	1,838	1,838	1,819	57
58	Dosher Medical Long Beach Rd Start 06/22/14	393	417	425	2,361	2,189	1,636	58
59	Dosher Medical Oak Island Start 06/12/12	532	490	462	2,906	2,771	1,831	59
60	Dosher Medical Bolivia Start 10/20/14 & Closed 01/20/17	-	-	-	651	-	1,202	60
61	Dosher Medical Holden Beach Start 10/20/14 & Closed 12/22/16	-	-	-	500	-	1,036	61
62	Dosher Medical Wellness Center Start 09/6/16	511	262	547	2,840	1,479	-	62
63	Dosher Medical Women's Health Start 11/1/14	186	204	218	1,224	1,152	1,164	63
64	Dosher Medical Vaughan's Relocated to Wellness Center	-	-	-	-	-	1,187	64
65	Dosher Medical Surgical Start 02/01/15	114	101	83	582	572	574	65
66	Dosher Medical Baldhead start 05/22/15	-	-	-	-	-	-	66
67	Total Clinic Visits	<u>2,677</u>	<u>2,340</u>	<u>2,586</u>	<u>16,288</u>	<u>13,312</u>	<u>13,897</u>	67
68								68
69	New Patient Clinic Visits:							69
70	Dosher Medical 9th Street	46		36	229		136	70
71	Dosher Medical Howe Street	5		5	64		254	71
72	Dosher Medical Smithville Crossing	13		8	100		79	72
73	Dosher Medical Long Beach Rd	144		193	1018		928	73
74	Dosher Medical Oak Island	16		16	142		133	74
75	Dosher Medical Bolivia	0		0	26		63	75
76	Dosher Medical Holden Beach	0		0	41		41	76
77	Dosher Medical Wellness Center	76		121	587		210	77
78	Dosher Medical Women's Health	5		2	39		70	78
79	Dosher Medical Surgical	19		18	105		149	79
80	Dosher Medical Baldhead	0		0	0		0	80
81	Total Clinic Visits	<u>324</u>		<u>399</u>	<u>2351</u>		<u>2063</u>	81

**J. ARTHUR DOSHER MEMORIAL HOSPITAL  
OPERATING STATEMENT  
MONTH ENDING MARCH 31, 2017**

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
<b>REVENUE:</b>							
1 Inpatient Revenue	\$ 1,750,580	\$ 1,555,419	\$ 1,502,612	\$ 10,455,941	\$ 8,609,029	\$ 9,507,987	1
2 Outpatient Revenue	8,322,479	8,249,336	8,543,786	48,336,445	48,433,976	45,200,738	2
3 Nursing Center Revenue	-	13,063	360,354	(156)	72,792	1,955,475	3
4 Clinics Revenue	506,026	456,919	536,389	3,264,879	2,600,483	2,782,272	4
5							5
6 Total Patient Service Revenue	10,579,084	10,274,738	10,943,141	62,057,109	59,716,279	59,446,472	6
7 Deductions From Revenue	(7,175,864)	(6,879,983)	(7,172,431)	(41,937,480)	(39,954,006)	(38,702,425)	7
8							8
9 Net Patient Service Revenue	3,403,221	3,394,755	3,770,710	20,119,629	19,762,273	20,744,047	9
10 Other Operating Revenue	178,793	132,345	76,804	959,232	744,942	441,415	10
11							11
12 Total Revenue	3,582,014	3,527,100	3,847,514	21,078,860	20,507,215	21,185,462	12
13							13
<b>OPERATING EXPENSES:</b>							14
15 Salaries	1,409,273	1,346,452	1,445,051	8,033,894	7,656,074	8,570,428	15
16 Employee Benefits	380,347	343,900	378,138	1,947,182	1,899,970	2,046,358	16
17 Professional & Purchased Services	621,387	608,129	672,051	3,730,806	3,498,793	3,912,785	17
18 Medical Supplies & Materials	697,546	646,143	600,835	4,010,401	3,752,321	3,716,123	18
19 Other General Expenses	351,242	387,855	327,637	2,275,903	2,326,905	2,111,774	19
20 Interest	25,439	25,506	8,220	152,529	149,677	50,338	20
21 Depreciation	229,150	239,747	213,329	1,375,279	1,438,483	1,312,054	21
22							22
23 Total Operating Expenses	3,714,384	3,597,732	3,645,262	21,525,994	20,722,222	21,719,860	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	122,219	194,621	423,802	1,080,674	1,373,152	827,993	25
26							26
27 Excess From Operations	(132,371)	(70,632)	202,252	(447,134)	(215,007)	(534,399)	27
28							28
29 Non-Operating Revenue	148,363	142,406	178,935	1,104,258	854,439	956,376	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 15,992	\$ 71,774	\$ 381,187	\$ 657,125	\$ 639,432	\$ 421,977	31

**J. ARTHUR DOSHER MEMORIAL HOSPITAL  
BALANCE SHEET  
AS OF MARCH 31, 2017**

	(A) Current Month	(B) Last Month	(C) Prior Year	
<b>ASSETS</b>				
1 Current Assets				1
2 Cash	\$ 8,537,515	\$ 6,980,565	\$ 6,401,206	2
3 Board Designated Funds			1,256,519	3
4 Cash - Foundation	534,146	528,761	322,265	4
5				5
6 Total Cash and Investments	9,071,661	7,509,326	7,979,990	6
7				7
8 Accounts Receivable-Patients	31,698,518	33,173,281	29,106,556	8
9 Less Allowance	(15,895,551)	(17,637,166)	(16,772,310)	9
10				10
11 Net Patient Receivables	15,802,967	15,536,116	12,334,246	11
12				12
13 Other Accounts Receivable	578,328	1,672,529	1,120,910	13
14 Inventories	917,842	917,395	941,478	14
15 Prepaid Expenses	546,508	444,996	465,883	15
16				16
17 Total Current Assets	26,917,306	26,080,362	22,842,507	17
18				18
19 Net Property, Plant and Equipment	38,157,945	38,264,073	37,948,489	19
20 Other Assets	91,606	91,553	287,989	20
21				21
22 <b>Total Assets</b>	<b>\$ 65,166,857</b>	<b>\$ 64,435,988</b>	<b>\$ 61,078,985</b>	22
23				23
<b>LIABILITIES &amp; FUND BALANCE</b>				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,457,580	\$ 1,804,924	\$ 1,237,426	26
27 Notes Payable Current - BEMC	125,000	125,000	62,500	27
28 Notes Payable Current - USDA	402,800	380,547		28
29 Notes Payable Current - BB&T	360,046	360,046		29
30 Medicare/Medicaid Settlement				30
31 Accrued Payroll and Taxes	567,115	420,225	715,581	31
32 Accrued Employees' Paid Days Off	1,032,326	979,343	1,126,160	32
33 Current Portion of Bonds Payable	-	-	390,000	33
34 Deferred Revenue - Taxes	871,567		805,206	34
35 Other Current Liabilities	20,281	19,756	16,333	35
36				36
37 Total Current Liabilities	4,836,715	4,089,841	4,353,206	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	1,050,403	1,080,210		40
41 Lease Obligations				41
42 Bonds Payable			845,000	42
43 USDA Loans	9,152,295	9,152,295	8,124,664	43
44 BEMC Loan	729,167	739,584	916,667	44
45				45
46 Total Non-Current Liabilities	10,931,864	10,972,088	9,886,331	46
47				47
48 Total Liabilities	15,768,579	15,061,929	14,239,537	48
49				49
50 Net Assets	48,207,007	48,204,165	46,095,206	50
51 Excess Revenue over Expenses	657,125	641,133	421,977	51
52 Restricted Assets	534,146	528,761	322,265	52
53				53
54 Total Net Assets	49,398,277	49,374,059	46,839,448	54
55				55
56 <b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 65,166,857</b>	<b>\$ 64,435,988</b>	<b>\$ 61,078,985</b>	56