

BOARD OF TRUSTEES MEETING MINUTES RECORD


DATE:	LOCATION:	START	ADJOURN
August 7, 2017	Doshier Hood Building	5:00 pm	7:35pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair Dr. Scott Starks, Secretary Dr. Terry Pieper Jim White Dr. Robert Zukoski Chief Gary Smith - Absent		NON MEMBERS PRESENT: Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Dr. Andre Minor, Member MEC Lynda Stanley, President, Doshier Foundation 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 5:00pm.	
2.	Roll Call	Scott Starks Called Roll Roll Reflected Above. A quorum was present. The agenda order was adjusted to reflect the CFO Reporting first.	
3.	Approval of Minutes	Minutes to be approved: July 10, 2017	MOTION: To accept minutes of July 10. 2017 Motioned By: Jim White Seconded: Scott Starks, MD All Present in Favor The Motion Carried
	TRUSTEE OATH OF OFFICE	<ul style="list-style-type: none"> Mayor Jerry Dove administered the Oath Of Office to Dr. Terry Pieper as a new Doshier Trustee. The Mayor indicated that he was an excellent person to fill the position and hopes that the Election will bring him a continuance on the Board. Dr. Pieper completed his orientation process the week prior. 	The Oath of Office was read and sworn. Copy to the Brunswick County Board of Elections.
4	Special Presentation	<ul style="list-style-type: none"> None 	
5.	Management Reports	Foundation Report - Lynda Stanley <ul style="list-style-type: none"> The Doshier Board was invited to attend a Wine and Cheese Event on August 15 at Marker 614 at 4:30 pm. The Doshier Foundation Retreat will begin at noon that day. 	

		<ul style="list-style-type: none"> The Doshier Foundation Golf Classic will be held on October 13th. Shotgun at 9 am. Raffle tickets were distributed for sale. The Cannon Foundation Grant is still in process. They hope to hear a positive decision in September. 	
		<p><u>Healthy People, Healthy Carolinas Report – Dr. Scott Starks</u></p> <ul style="list-style-type: none"> The Core Group is moving along and will have next steps for the August 28th Board Meeting. The Duke Endowment has encouraged small steps that are successful rather than many with a lower success rate. A more detailed report is forthcoming. 	
		<p><u>CEO Report – Tom Siemers, CEO</u></p> <ul style="list-style-type: none"> Tom Siemers presented information on the state of the Critical Access Hospitals (CAH's) and the critical condition that hospitals are in in order to survive the financial stresses in a volatile healthcare environment. He noted that 4 CAH facilities have closed in North Carolina and reimbursements including ACA issues are pressing on the ability for hospitals to remain open. It will be necessary for the Board to address change in this moving environment and determine the best actions for the hospitals to provide service to our community. Tom Siemers met with Terry Pope from the State Port Pilot to inform him of pressing issues facing the Board of Trustees. Dr. Minor injected the issues surrounding recruitment of new and younger physicians who would want to remain in our community. He noted 50% residents graduating would most likely opt for employment as hospitalists, 25% would choose lucrative careers in sub specialties for greater income and the remaining 25% would investigate other options such as employed or open practices. He reiterated Tom Siemers comments about less physicians becoming available and that our market is not the primary location for new millennials. Nursing shortages due to retirements of the "boomer" nurses was also discussed. The Board discussed greater healthcare demand in our community along with less supply of providers in the future. <p><u>Dr. Robert Zukoski</u></p> <ul style="list-style-type: none"> Tom Siemers honored Dr. Robert Zukoski for his birthday as well as his moving into a different role in his career. Dr. Zukoski resigned from the Board of Trustees and will continue to serve the hospital with particular limited patient services in the near future. His office is closing this month The Board reminisces about his history and service to the community and thanked him for all the years, loyalty and time he spent with Doshier. Dr. Zukoski shared do some of his thoughts on his career and the future. Dr. Zukoski will remain on Medical Staff and assist with 	

		<p>Wound Care and Particular OR procedures. Dr. Zukoski was presented with a token of remembrance and best wishes from the Board.</p> <ul style="list-style-type: none"> • In acceptance of Dr. Zukoski's resignation from the Board, the Board of Trustees nominated Robert Howard to take his seat until the term end in November 2019. (Reflected Under New Business) 	
		<p><u>CFO Report – Dan Porter, CFO</u></p> <p><u>Financial Report</u></p> <p>The financial reports were included in the meeting packet.</p> <p>Days Cash on Hand: 73.3 Days Revenue in A/R: 94.9</p> <ul style="list-style-type: none"> ➤ Volume indicators were favorable for June with a slight exception in the swing bed census. <ul style="list-style-type: none"> ○ Total revenue up 9 %. ○ IP was up 7% and OP figures were up 9%. ○ Clinic realized an increase of 16%. ➤ Payor mix trend was cautionary. <p>For the month, Excess from Operations <\$8k> Operations YTD <\$565k> Total Excess Over Expenses YTD \$975k.</p> <p>July trending at \$10.2M gross revenue.</p>	
		<p><u>IOP and Nursing Report – Carol Northup, RN, COO, CNO</u></p> <ul style="list-style-type: none"> • The July IOP Report was included in the meeting packet. • Dr. Starks completed the Board Tour for the month with Carol Northup. He indicated that it was extremely helpful. IT was noted that the Lymphedema clinic will be soon marketed and shown by the public. • 	
	New Business	<p><u>Trustee Changes</u></p> <p>In acceptance of Dr. Zukoski's resignation from the Board, the Board of Trustees nominated Robert Howard to take his seat until the term end in November 2019.</p> <p>A letter for nomination will be forwarded to the County Commissioners and Michael Murchison, JD for a request to include the nomination in the August 21st Commissioners agenda.</p>	<p>MOTION: To accept the resignation of Dr. Robert Zukoski and to nominate Robert Howard as a Trustee for Doshier Memorial Hospital fulfilling Dr. Zukoski's term of office to November 2019. Motioned By: Jim White</p>

			Seconded: Karen Taylor All in Favor The Motion Carried
6.	CLOSED SESSION	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.	MOTION: To move to closed session in accordance with the indicated statutes. Motioned By: Jim White Seconded: Karen Taylor All in Favor The Motion Carried
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><u>Foundation Support for the Donation Wall in the Main Lobby.</u> The Trustees discussed agreement and monetary support of placing the Donor Wall in the Main lobby. The allocation would be for \$23,000 for the large wall and an additional \$15,000 for the Volunteer and Employee wall.</p>	MOTION: To accept the Credentialing presented as indicated on the Credentialing Addendum. Motioned by: Scott Starks, M.D. Seconded by : Jim White All In Favor The Motion Carried MOTION: To support placement and monetary support as discussed at \$38,000 for the Foundation wall displays in the Main Lobby Motioned by: Jim White Seconded by : Terry Pieper, M.D All In Favor The Motion Carried
8.	ADJOURN	The meeting was adjourned at 6:45 pm.	MOTION: To Adjourn the Board of Trustees Motioned By:

			Scott Starks, M.D. Seconded By: Karen Taylor All In Favor. The Motion Carried
	Board Minutes Accepted	 <hr/> Scott Starks, M.D., Secretary	

J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
June-17

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month Actual	Month Budget	Prior Month Actual	FYTD Actual	FYTD Budget	Prior FYTD Actual	
Medical Admissions		45	43	51	461	414	397	
Swing Bed Admissions		1	3	-	18	31	29	
Surgical Admissions		32	26	33	275	238	242	
Total Admissions		78	73	84	754	684	668	
Census Days		208	203	173	2,073	1,936	1,765	
Swing Bed Census Days		7	30	-	127	275	253	
Total Census Days (Includes Swing Bed)		215	233	173	2,200	2,211	2,018	
Average Daily Census (Includes Swing Bed)		7.2	7.8	5.6	8.1	8.1	7.4	
Average Daily Census (Excludes Swing Bed)		6.9	6.8	5.6	7.6	7.1	6.4	
Average Length of Stay (Excludes Swing Bed)		2.5	3.0	2.4	2.8	3.0	2.8	
Observation Patients		57	61	55	483	474	506	
Discharges		1,611	1,821	1,840	14,406	14,208	14,831	
Hours								
Operating Room Procedures:								
Inpatient		38	33	44	342	294	313	
Outpatient		168	167	164	1,377	1,291	1,153	
Endoscopy Procedures:								
Inpatient		4	7	2	27	48	48	
Outpatient		48	64	51	439	508	518	
Laboratory:								
Inpatient		876	942	935	9,711	8,602	8,505	
Outpatient		11,331	12,121	11,203	100,202	99,763	91,931	
Diagnostic Imaging:								
Inpatient		121	106	115	1,011	875	860	
Outpatient		2,591	2,355	2,719	22,313	21,223	21,145	
Cardiopulmonary:								
Inpatient		169	199	196	1,996	1,940	1,776	
Outpatient		187	191	268	2,146	1,962	1,956	
Sleep Studies		35	30	37	259	215	215	
EKG, Stress Test, & Holter Monitor Procedures:								
Inpatient		15	17	17	148	191	187	
Outpatient		368	321	358	2,816	2,689	2,653	
Physical Therapy:								
Visits		668	639	687	6,551	6,111	5,985	
Treatments		1,796	1,789	1,751	16,395	17,111	13,805	
Cardiac Rehab:								
Visits		399	427	480	4,523	3,815	3,513	
Diabetic Program:								
Visits		12	15	10	95	139	155	
Wound Care Program:								
New Patient Registrations		22	54	25	208	310	170	
Visits		210	228	208	1,844	1,599	1,433	
Meals Served:								
Patients		4,327	3,894	4,588	41,400	41,315	41,315	
Others		1,987	2,736	2,072	21,496	25,296	25,296	
Emergency Room:								
Visits		1,105	1,143	1,173	9,629	9,486	9,516	
Admitted		50	46	53	487	433	425	
Transfers		52	40	35	321	280	281	
Total Outpatient Visits (EXCL ER)		4,389	4,787	4,807	42,421	41,740	39,552	
Clinic Visits:								
Doshier Medical 9th Street		Start 07/01/11	249	276	220	2,355	2,448	2,294
Doshier Medical Howe Street		Start 10/1/14	318	241	253	2,529	2,391	3,038
Doshier Medical Smithville Cross		Start 10/1/14	301	311	321	2,730	2,757	2,742
Doshier Medical Long Beach Rd		Start 06/22/14	534	361	363	3,597	3,279	2,994
Doshier Medical Oak Island		Start 06/12/12	430	469	548	4,323	4,156	3,245
Doshier Medical Bolivia		Start 10/20/14 & Closed 01/20/17	-	-	-	651	-	1,766
Doshier Medical Holden Beach		Start 10/20/14 & Closed 12/22/16	-	-	-	500	-	1,615
Doshier Medical Wellness Center		Start 09/6/16	521	250	535	4,429	2,219	-
Doshier Medical Women's Health		Start 11/1/14	189	195	228	1,818	1,728	1,730
Doshier Medical Vaughan's		Relocated to Wellness Center	-	-	-	-	-	1,925
Doshier Medical Surgical		Start 02/01/15	100	97	108	883	858	857
Doshier Medical Baldhead		start 05/22/15	69	86	5	74	109	101
Total Clinic Visits			2,711	2,286	2,581	23,889	19,945	22,307
New Patient Clinic Visits:								
Doshier Medical 9th Street			15		8	269		245
Doshier Medical Howe Street			17		5	86		309
Doshier Medical Smithville Crossing			5		14	133		105
Doshier Medical Long Beach Rd			283		140	1587		1706
Doshier Medical Oak Island			19		26	204		73
Doshier Medical Bolivia			0		0	26		81
Doshier Medical Holden Beach			0		0	41		104
Doshier Medical Wellness Center			64		78	828		356
Doshier Medical Women's Health			1		7	51		91
Doshier Medical Surgical			15		23	172		209
Doshier Medical Baldhead			55		5	60		87
Total Clinic Visits			474		306	3457		3566

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
OPERATING STATEMENT
MONTH ENDING JUNE 30, 2017**

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
REVENUE:	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
1 Inpatient Revenue	\$ 1,691,580	\$ 1,575,939	\$ 1,237,669	\$ 15,878,268	\$ 13,172,663	\$ 13,573,571	1
2 Outpatient Revenue	8,732,250	7,983,826	8,071,834	73,788,556	72,650,963	69,736,192	2
3 Nursing Center Revenue	-	13,500	5,952	(156)	111,792	2,507,993	3
4 Clinics Revenue	504,460	434,111	537,177	4,705,288	3,883,977	4,302,501	4
5							5
6 Total Patient Service Revenue	10,928,290	10,007,375	9,852,632	94,371,957	89,819,396	90,120,256	6
7 Deductions From Revenue	(7,483,912)	(6,700,593)	(6,764,615)	(64,042,076)	(60,109,985)	(59,355,761)	7
8							8
9 Net Patient Service Revenue	3,444,378	3,306,782	3,088,018	30,329,880	29,709,411	30,764,495	9
10 Other Operating Revenue	151,905	136,151	88,944	1,493,006	1,139,646	659,275	10
11							11
12 Total Revenue	3,596,283	3,442,933	3,176,961	31,822,887	30,849,057	31,423,770	12
13							13
14 OPERATING EXPENSES:							14
15 Salaries	1,335,970	1,334,293	1,276,681	12,053,407	11,589,309	12,825,267	15
16 Employee Benefits	279,761	257,770	241,383	2,895,142	2,802,038	2,985,496	16
17 Professional & Purchased Services	604,654	611,025	652,769	5,566,187	5,302,668	5,767,174	17
18 Medical Supplies & Materials	763,444	629,694	570,039	6,165,201	5,646,094	5,445,565	18
19 Other General Expenses	369,958	388,270	357,971	3,427,339	3,491,244	3,093,196	19
20 Interest	25,105	24,684	22,253	227,978	224,550	121,547	20
21 Depreciation	225,159	239,747	215,549	2,052,641	2,157,724	1,965,002	21
22							22
23 Total Operating Expenses	3,604,052	3,485,481	3,336,643	32,387,895	31,213,627	32,203,247	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	242,496	221,883	78,119	1,715,610	2,017,705	1,307,072	25
26							26
27 Excess From Operations	(7,769)	(42,548)	(159,682)	(565,009)	(364,570)	(779,477)	27
28							28
29 Non-Operating Revenue	76,995	142,406	1,332,436	1,539,684	1,281,658	2,630,180	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 69,226	\$ 99,858	\$ 1,172,754	\$ 974,675	\$ 917,089	\$ 1,850,703	31

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
BALANCE SHEET
AS OF JUNE 30, 2017**

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
1 Current Assets				1
2 Cash	\$ 7,569,654	\$ 8,256,567	\$ 6,666,176	2
3 Board Designated Funds	-	-	21,519	3
4 Cash - Foundation	577,462	557,647	338,951	4
5				5
6 Total Cash and Investments	8,147,115	8,814,214	7,026,646	6
7				7
8 Accounts Receivable-Patients	33,710,245	32,516,848	32,981,383	8
9 Less Allowance	(16,996,190)	(15,935,871)	(19,747,811)	9
10				10
11 Net Patient Receivables	16,714,055	16,580,976	13,233,572	11
12				12
13 Other Accounts Receivable	694,290	646,521	1,438,850	13
14 Inventories	906,049	915,008	938,759	14
15 Prepaid Expenses	384,431	481,300	466,409	15
16				16
17 Total Current Assets	26,845,940	27,438,019	23,104,236	17
18				18
19 Net Property, Plant and Equipment	37,628,345	37,815,100	38,386,176	19
20 Other Assets	92,714	92,695	89,363	20
21				21
22 Total Assets	\$ 64,566,999	\$ 65,345,814	\$ 61,579,776	22
23				23
LIABILITIES & FUND BALANCE				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,643,419	\$ 1,756,768	\$ 1,194,230	26
27 Notes Payable Current - BEMC	125,000	125,000	31,250	27
28 Notes Payable Current - USDA	205,454	183,526	202,526	28
29 Notes Payable Current - BB&T	360,046	360,046	-	29
30 Medicare/Medicaid Settlement	-	-	-	30
31 Accrued Payroll and Taxes	252,742	833,776	282,474	31
32 Accrued Employees' Paid Days Off	1,092,714	1,100,792	1,094,416	32
33 Current Portion of Bonds Payable				33
34 Deferred Revenue - Taxes	435,784	581,045	402,603	34
35 Other Current Liabilities	23,992	23,992	17,495	35
36				36
37 Total Current Liabilities	4,139,151	4,964,945	3,224,994	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	961,089	990,904	-	40
41 Lease Obligations	-	-	-	41
42 Bonds Payable	-	-	-	42
43 USDA Loans	9,012,623	9,012,623	9,152,295	43
44 BEMC Loan	697,917	708,334	916,667	44
45				45
46 Total Non-Current Liabilities	10,671,629	10,711,861	10,068,962	46
47				47
48 Total Liabilities	14,810,779	15,676,806	13,293,955	48
49				49
50 Net Assets	48,204,084	48,205,912	46,096,166	50
51 Excess Revenue over Expenses	974,675	905,449	1,850,703	51
52 Restricted Assets	577,462	557,647	338,951	52
53				53
54 Total Net Assets	49,756,220	49,669,008	48,285,820	54
55				55
56 Total Liabilities & Fund Balance	\$ 64,566,999	\$ 65,345,814	\$ 61,579,776	56