

BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
December 4, 2017	Doshier Hood Building	5:00 pm	6:45 pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair Dr. Scott Starks, Secretary Dr. Terry Pieper Jim White Robert Howard Debbie Wood		NON MEMBERS PRESENT: Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Lynda Stanley, President, Doshier Foundation Dr. Andre Minor, MEC Dr. Brad Hilaman, CMO 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.	
3.	Special Presentation	<u>Brunswick County Coalition – Lindsay Maher</u> ➤ Introduced as Executive Director of Coalition ➤ Faithful Families initiative ➤ Ocean View United Methodist Church walking challenge; Road to Bethlehem- 125 participants agreed to walk 6,160 miles <u>Cardiac Rehab – Natalie Swiger</u> ➤ Pilot study in collaboration with UNCW ➤ New intervention program- Mindfulness Based Program ➤ First program in the region and possibly the state ➤ <u>Oath of Office:</u> ➤ Dr. Terry Pieper, Debbie Wood, Karen Taylor sworn in as members of the Board of Trustees ➤ Mayor Deborah Ahlers conducted the ceremony. <u>Honor</u> Peggy Popelars, Debbie Barnes and Joe Agovino in attendance in honor of Lori Smith's retirement. The Board presented Lori with tokens of their appreciation.	

4.	Approval of Minutes	Minutes to be approved: November 4, 2017	MOTION: To accept minutes of November 4, 2017 Motioned By: Scott Starks, M.D. Seconded: Jim White All Present in Favor The Motion Carried
5.	Management Reports	<u>Foundation Report - Lynda Stanley</u> - Heart to Heart scheduled for February 8, 2017 at St. James Community building - Special thanks to Jim and Ann White for scheduling to have a wine and cheese event at their house - Volunteer and Employee donor wall unveiling set for January 15, 2017 at 11am - Barbara Boland's holiday gathering cancelled - Kudos given to Doshier by a patient	
		<u>CEO Report – Tom Siemers, CEO</u> Award given to Doshier from Coastal Carolina's Health Alliance for attendance; 2 years ago Doshier was last and now place first.	
		<u>CFO Report – Dan Porter, CFO</u> <u>Financial Report</u> The October financial reports were included in the meeting packet. Days Cash on Hand: 84.3 Days Revenue in A/R: 78.0 - Volume indicators fell slightly short for October. - Total revenue down 3%. - IP was up 1% and OP figures were down 5%. - Clinic revenue saw an increase of 15%. - Payor mix trend was favorable. For the month, Excess from Operations <\$204k> Operations YTD <\$204k> Total Excess Over Expenses YTD \$94k. November trending at \$10.4M in gross revenue.	
		<u>HPHC and Duke Endowment – Scot Starks, M.D.</u> Lindsay Maher was introduced to the board. The coalition has doubled in size.	

		- Expanding core team to add to overall coalition. - Ocean View United Methodist Church Road to Bethlehem walking challenge will be a yearlong reminder that the coalition is here	
		<u>IOP and Nursing Report – Carol Northup, RN, COO, CNO</u> - The November IOP Report was included in the meeting Packet. - National award received from the National Organization of Rural Health; recognized for excellence for scoring in top percentile; 2200 hospitals ranked and Doshier was in the 78th percentile	
6.	New Business	<u>Board Clerk and Communications:</u> - New Board Clerk: Megan Shrewsbury <u>Election of Officers</u> - Election of officers-Executive Committee-recommendation to remain the same; - Sherri Marshal-Chair, Karen Taylor- Vice Chair, and Dr. Scott Starks- Secretary - Committee member assignments to be posted to website	Motion: To approve Megan Shrewsbury as new Clerk Of Board. Motioned by: Jim White Seconded: Karen Taylor All in Favor The Motion Carried Motion: To keep the Executive Committee the same with Sherri Marshall, Karen Taylor, and Dr, Scott Starks. Motioned by: Jim White Seconded: Robert Howard All in Favor The Motion Carried
7.	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: Scott Starks, MD All in Favor The Motion Carried

8.	OPEN SESSION ADDITIONAL BUSINESS	The Trustees returned to Open Session <u>Credentialing Addendum</u> The Credentialing Addendum was approved as presented.	MOTION: To accept the Credentialing presented as indicated on the Credentialing Addendum. Motioned by: Jim White Seconded by : Terry Pieper, M.D. All In Favor The Motion Carried
9.	ADJOURN	The meeting was adjourned at 6:45 pm.	MOTION: To Adjourn the Board of Trustees Motioned By: Terry Pieper, M.D. Seconded By: Jim White All In Favor. The Motion Carried
	Board Minutes Accepted	<u>Sherri Marshall, as Chair</u> Sherri Marshall, Chair	

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

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
1 Current Assets				1
2 Cash	\$ 9,090,064	\$ 8,052,595	\$ 6,913,505	2
3 Board Designated Funds	-	-	-	3
4 Cash - Foundation	623,294	600,837	465,329	4
5				5
6 Total Cash and Investments	9,713,358	8,653,433	7,378,834	6
7				7
8 Accounts Receivable-Patients	26,604,939	31,169,081	32,520,605	8
9 Less Allowance	(13,668,540)	(14,496,324)	(17,239,420)	9
10				10
11 Net Patient Receivables	12,936,398	16,672,757	15,281,185	11
12				12
13 Other Accounts Receivable	381,084	453,376	1,099,920	13
14 Inventories	868,957	874,323	943,329	14
15 Prepaid Expenses	622,020	601,705	534,584	15
16				16
17 Total Current Assets	24,521,817	27,255,593	25,237,851	17
18				18
19 Net Property, Plant and Equipment	37,378,925	37,626,080	39,007,290	19
20 Other Assets	93,711	93,247	91,598	20
21				21
22 Total Assets	\$ 61,994,453	\$ 64,974,920	\$ 64,336,739	22
23				23
LIABILITIES & FUND BALANCE				24
25 Current Liabilities				25
26 Accounts Payable	\$ 2,118,363	\$ 1,847,177	\$ 1,861,021	26
27 Notes Payable Current - BEMC	125,000	125,000	125,000	27
28 Notes Payable Current - USDA	293,163	271,236	291,537	28
29 Notes Payable Current - BB&T	377,352	377,352	240,746	29
30 Medicare/Medicaid Settlement	-	-	-	30
31 Accrued Payroll and Taxes	746,194	604,390	698,160	31
32 Accrued Employees' Paid Days Off	1,206,572	1,185,478	1,181,103	32
33 Current Portion of Bonds Payable	-	-	-	33
34 Deferred Revenue - Taxes	-	-	-	34
35 Other Current Liabilities	24,989	25,139	17,465	35
36				36
37 Total Current Liabilities	4,891,633	4,435,771	4,415,032	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	854,701	854,701	1,259,254	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	656,250	666,667	781,250	44
45				45
46 Total Non-Current Liabilities	10,523,574	10,533,990	11,192,798	46
47				47
48 Total Liabilities	15,415,206	14,969,762	15,607,830	48
49				49
50 Net Assets	45,862,358	48,207,419	48,207,068	50
51 Excess Revenue over Expenses	93,595	1,196,902	56,512	51
52 Restricted Assets	623,294	600,837	465,329	52
53				53
54 Total Net Assets	46,579,246	50,005,159	48,728,908	54
55				55
56 Total Liabilities & Fund Balance	\$ 61,994,453	\$ 64,974,920	\$ 64,336,739	56

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

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
REVENUE:							
1 Inpatient Revenue	\$ 1,655,129	\$ 1,633,445	\$ 1,613,088	\$ 1,655,129	\$ 1,633,445	\$ 1,613,088	1
2 Outpatient Revenue	8,221,330	8,643,269	7,976,865	8,221,330	8,643,269	7,976,865	2
3 Nursing Center Revenue	-	-	105	-	-	105	3
4 Clinics Revenue	513,591	448,464	560,658	513,591	448,464	560,658	4
5							5
6 Total Patient Service Revenue	10,390,050	10,725,178	10,150,717	10,390,050	10,725,178	10,150,717	6
7 Deductions From Revenue	(7,069,717)	(7,317,732)	(6,811,633)	(7,069,717)	(7,317,732)	(6,811,633)	7
8							8
9 Net Patient Service Revenue	3,320,333	3,407,446	3,339,084	3,320,333	3,407,446	3,339,084	9
10 Other Operating Revenue	272,639	175,288	148,459	272,639	175,288	148,459	10
11							11
12 Total Revenue	3,592,972	3,582,734	3,487,543	3,592,972	3,582,734	3,487,543	12
13							13
OPERATING EXPENSES:							14
15 Salaries	1,429,441	1,362,604	1,361,352	1,429,441	1,362,604	1,361,352	15
16 Employee Benefits	321,122	364,292	339,327	321,122	364,292	339,327	16
17 Professional & Purchased Services	633,229	597,433	570,384	633,229	597,433	570,384	17
18 Medical Supplies & Materials	734,915	664,999	667,212	734,915	664,999	667,212	18
19 Other General Expenses	433,297	391,446	386,497	433,297	391,446	386,497	19
20 Interest	21,927	25,075	25,482	21,927	25,075	25,482	20
21 Depreciation	223,186	236,944	229,865	223,186	236,944	229,865	21
22							22
23 Total Operating Expenses	3,797,119	3,642,793	3,580,120	3,797,119	3,642,793	3,580,120	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	40,967	201,960	162,771	40,967	201,960	162,771	25
26							26
27 Excess From Operations	(204,146)	(60,059)	(92,577)	(204,146)	(60,059)	(92,577)	27
28							28
29 Non-Operating Revenue	297,741	157,238	149,088	297,741	157,238	149,088	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 93,595	\$ 97,179	\$ 56,512	\$ 93,595	\$ 97,179	\$ 56,512	31

J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
October-17

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
		Actual	Budget	Actual	Actual	Budget	Actual	
1	Medical Admissions	49	47	49	49	47	41	1
2	Swing Bed Admissions	5	2	2	5	2	2	2
3	Surgical Admissions	27	29	17	27	29	25	3
4	Total Admissions	81	78	68	81	78	68	4
5								5
6	Census Days	200	210	180	200	210	211	6
7	Swing Bed Census Days	55	12	5	55	12	23	7
8	Total Census Days (Includes Swing Bed)	255	222	185	255	222	234	8
9	Average Daily Census (Includes Swing Bed)	8.2	7.2	6.2	8.2	7.2	7.6	9
10	Average Daily Census (Excludes Swing Bed)	6.5	6.8	6.0	6.5	6.8	6.8	10
11	Average Length of Stay (Excludes Swing Bed)	2.5	3.0	2.9	2.5	3.0	3.1	11
12	Observation Patients	39	51	39	39	51	57	12
13	Discharges	1,115	1,352	1,465	1,115	1,352	1,708	13
14	Hours							14
15	Operating Room Procedures:							15
16	Inpatient	32	33	44	32	33	38	15
17	Outpatient	158	137	126	158	137	129	16
18	Endoscopy Procedures:							17
19	Inpatient	2	3	2	2	3	3	18
20	Outpatient	42	52	23	42	52	48	19
21	Laboratory:							20
22	Inpatient	918	1,074	775	918	1,074	993	21
23	Outpatient	11,554	10,530	10,964	11,554	10,530	11,458	22
24	Diagnostic Imaging:							23
25	Inpatient	90	105	84	90	105	96	24
26	Outpatient	2,600	2,478	2,478	2,600	2,478	2,329	25
27	Cardiopulmonary:							26
28	Inpatient	103	148	160	103	148	130	27
29	Outpatient	157	177	175	157	177	162	28
30	Sleep Studies	39	17	29	39	17	17	29
31	EKG, Stress Test,							30
32	& Holter Monitor							31
33	Inpatient	17	16	25	17	16	16	32
34	Outpatient	300	285	257	300	285	257	33
35	Procedures:							34
36	Physical Therapy:							35
37	Visits	818	678	687	818	678	658	36
38	Treatments	2,064	1,321	1,720	2,064	1,321	1,867	37
39	Cardiac Rehab:							38
40	Visits	574	478	427	574	478	465	39
41	Diabetic Program:							40
42	Visits	16	17	16	16	17	17	41
43	Wound Care Program:							42
44	New Patient Registrations	29	14	26	29	14	21	43
45	Visits	245	182	196	245	182	205	44
46	Meals Served:							45
47	Patients	4,310	4,662	4,233	4,310	4,662	4,428	46
48	Others	2,062	2,580	1,941	2,062	2,580	3,071	47
49	Emergency Room:							48
50	Visits	1,021	1,020	986	1,021	1,020	1,023	49
51	Admitted	44	48	47	44	48	42	50
52	Transfers	29	38	32	29	38	32	51
53	Total Outpatient Visits (EXCL ER)	5,102	4,421	4,415	5,102	4,421	4,557	52
54	Clinic Visits:							53
55	Dosher Medical 9th Street							54
56	Start 07/01/11	257	236	266	257	236	218	55
57	Dosher Medical Howe Street							56
58	Start 10/1/2014	273	315	273	273	315	355	57
59	Dosher Medical Smithville Crossing							58
60	Start 10/1/2014	319	303	276	319	303	292	59
61	Dosher Medical Long Beach Rd							60
62	Start 6/22/2014	358	327	294	358	327	276	61
63	Dosher Medical Oak Island							62
64	Start 06/12/12	549	436	518	549	436	476	63
65	Dosher Medical Bolivia							64
66	Start 10/20/2014	-	-	-	-	-	163	65
67	Dosher Medical Holden Beach							66
68	Start 10/20/2014	-	-	-	-	-	169	67
69	Dosher Medical Wellness Ctr Clinic							68
70	Start 9/6/2016	485	371	468	485	371	366	69
71	Dosher Medical Women's Health							70
72	Start 11/1/2014	201	189	161	201	189	214	71
73	Dosher Medical Vaughan's Clinic							72
74	Start 2/1/2015	-	-	-	-	-	-	73
75	Dosher Medical Surgical Clinic							74
76	Start 02/01/15	98	103	102	98	103	96	75
77	Dosher Medical Baldhead							76
78	start 05/22/15	-	-	2	-	-	-	77
79	Total Clinic Visits	2,540	2,281	2,360	2,540	2,281	2,625	78
80	New Patient Clinic Visits:							79
81	Dosher Medical 9th Street							80
		17		28	17		29	81
	Dosher Medical Howe Street							
		12		11	12		16	
	Dosher Medical Smithville Crossing							
		8		3	8		18	
	Dosher Medical Long Beach Rd							
		105		127	105		138	
	Dosher Medical Oak Island							
		13		16	13		29	
	Dosher Medical Bolivia							
		0		0	0		11	
	Dosher Medical Holden Beach							
		0		0	0		17	
	Dosher Medical Wellness Clinic							
		55		75	55		82	
	Dosher Medical Women's Health							
		4		8	4		12	
	Dosher Medical Surgical Clinic							
		68		67	68		15	
	Dosher Medical Baldhead							
		0		2	0		0	
	Total Clinic Visits	282		337	282		367	