

BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
July 10, 2017	Hospital Conference Room	5:00 pm	7:35pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair - Absent Joe Agovino, Secretary Jim White Dr. Robert Zukoski Dr. Scott Starks Chief Gary Smith - Absent		NON MEMBERS PRESENT: 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.	Call To Order	Sherri Marshall, Chair called the meeting to order at 5:00pm.	
2.	Roll Call	Joe Agovino Called Roll Roll Reflected Above. A quorum was present.	
3.	Approval of Minutes	Minutes to be approved: June 5, 2017	MOTION: To accept minutes of June 5, 2017 Motioned By: Jim White Seconded: Scott Starks, MD All Present in Favor The Motion Carried
4	Special Presentation	<ul style="list-style-type: none"> None 	
5.	Management Reports	<u>Foundation Report - Lynda Stanley</u> <ul style="list-style-type: none"> Carolyn Zarbock has stepped down from the Foundation Board. The Foundation has nominated Jeri Robinson to fill the position covering the Volunteers on the Foundation Board. 	MOTION: To accept the nomination of Jeri Robinson, Volunteer, for the Foundation board as presented. Motioned By: Jim White Seconded: Scott Starks All in Favor The Motion Carried

		<ul style="list-style-type: none"> The Foundation has applied for a \$100K grant to support new digital radiology equipment. The application was approved and a pending September decision is due. The Foundation voted to add \$20K to the effort if the grant was approved. 	
		<p><u>Healthy People, Healthy Carolinas Report – Dr. Scott Starks</u></p> <ul style="list-style-type: none"> Duke has made some changes to their process for future grant applications HPHC. It does not affect this present grant but may possibly extend the date for the next application. Dr. Palagruto addressed the population issues and needs for pre-diabetes education along with Brunswick County dialysis services. The group discussed efforts to turn healthcare from “sick-care” to “well-care” in the community. Carol Northup indicated that an additional diabetes educator has been hired to begin to support the effort. 	
		<p><u>CEO Report – Tom Siemers, CEO</u></p> <ul style="list-style-type: none"> The Coalition Core met with the Duke Endowment representatives on June 29th. “Let’s Walk” is the developing theme. Progress will be made by September. Activities are lining up for the Diabetes Month in November. Tom Siemers indicated the three areas funded for the effort is in Activity, Chronic Disease and Nutrition. 	
		<p><u>CFO Report – Dan Porter, CFO</u></p> <p><u>Financial Report</u> The financial reports were included in the meeting packet.</p> <p>Days Cash on Hand: 79.5 Days Revenue in A/R: 93.6</p> <ul style="list-style-type: none"> ➤ Volume indicators were favorable for May with a slight exception in the swing bed census. <ul style="list-style-type: none"> ○ Total revenue up 10 %. ○ IP was up 21% and OP figures were up 8%. ○ Clinic realized an increase of 6%. ➤ Payor mix trend was cautionary. <p>For the month, Excess from Operations \$60k. Operations YTD <\$557k> Total Excess Over Expenses YTD \$905k.</p> <p>June trending at \$10.4M gross revenue.</p>	
		<p><u>IOP and Nursing Report – Carol Northup, RN, COO, CNO</u></p> <ul style="list-style-type: none"> There was no IOP report submitted. The NC Division of Radiation Safety completed their 1st unannounced inspection since 2009. It was extremely 	

		<p>successful with many complimentary comments from the surveyors. Connie Pitman and staff were congratulated for tier constant survey readiness.</p> <ul style="list-style-type: none"> The hall and dietary area are under major refurbishment and should be completed by September. 	
	Additional Business	<p><u>Trustees Summer Meeting</u></p> <ul style="list-style-type: none"> The meeting materials were disseminated for the meeting beginning on July 19th in Myrtle Beach. Plans were discussed on sessions to attend for the largest exposure to information gathering. 	
	New Business	<p><u>Trustee Changes</u></p> <p>Trustee Joe Agovino tendered his resignation from the Board of Trustees. Mr. Agovino's term is up at this election period.</p> <p>With Joe Agovino's seat available, the Board of Trustees nominated Dr. Terry Pieper to fulfill the remaining term of Trustee in his seat.</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 July 17th Commissioners agenda.</p> <p>It was indicated that Dr. Pieper was willing to run for the available seat in November. He was notified that filing date concluded at noon on July 21.</p> <p>Sherri Marshall indicated that Karen Taylor also would run for an additional term. Chief Smith will also file for the election for the seat with the term ending 2019.</p> <p><u>Bylaws Change – Emeritus Category</u></p> <ul style="list-style-type: none"> Document Presented. A bylaw change was introduced to add Article XIII as an Emeritus Category. This applies to Trustees who have served with distinction for a minimum of at least 2 terms. Candidates would be nominated based on eligibility. The Trustees reviewed the eligibility and scope. No Trustees were nominated at this time. 	<p>MOTION: To accept the resignation of Joe Agovino from the Board of Trustees. Motedion By: Jim White Seconded: Scott Starks, MD All in Favor The Motion Carried</p> <p>MOTION: To nominate Dr. Terry Pieper as a Trustee for Doshier Memorial Hospital fulfilling Joe Agovino's term of office. Motedion By: Scott Starks, MD Seconded: Jim White All in Favor The Motion Carried</p> <p>MOTION: To add Article XIII Emeritus Trustee to the Bylaws of the J. Arthur Doshier Memorial Hospital. Motedion By: Jim White Seconded:</p>

		<p><u>Trustees Tours</u></p> <p>The value of the tours was discussed. A list was provided and will be reviewed for dates and Trustee. Carol Northup guides the tours on a monthly basis. It was requested that if there were Trustee schedule changes, they make arrangements with another Trustee to fill the slot.</p>	<p>Scott Starks, MD 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. Motioned By: Jim White Seconded: Scott Starks, MD 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></p> <p>The Credentialing Addendum was approved as presented.</p>	<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</p>
8.	ADJOURN	<p>The meeting was adjourned at 7:35 pm.</p>	<p>MOTION: To Adjourn the Board of Trustees Motioned By: Scott Starks, M.D. Seconded By: Jim White All In Favor. The Motion Carried</p>
	Board Minutes Accepted	<p><u>Sherri Marshall, as Chair</u> Sherri Marshall, Chair</p>	

J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
May-17

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
		Actual	Budget	Actual	Actual	Budget	Actual	
1	Medical Admissions	51	39	55	416	371	356	1
2	Swing Bed Admissions	-	4	2	17	28	24	2
3	Surgical Admissions	33	30	32	243	212	222	3
4	Total Admissions	84	73	89	676	611	602	4
5								5
6	Census Days	173	189	249	1,865	1,734	1,621	6
7	Swing Bed Census Days	-	31	4	120	245	212	7
8	Total Census Days (Includes Swing Bed)	173	220	253	1,985	1,979	1,833	8
9	Average Daily Census (Includes Swing Bed)	5.6	7.1	8.4	8.2	8.1	7.5	9
10	Average Daily Census (Excludes Swing Bed)	5.6	6.1	8.3	7.7	7.1	6.6	10
11	Average Length of Stay (Excludes Swing Bed)	2.4	3.0	2.7	2.9	3.0	2.8	11
12	Observation Patients	55	53	49	426	413	449	12
13	Discharges	1,840	1,601	1,464	12,795	12,387	13,071	13
14	Hours							14
15	Operating Room Procedures:							15
16	Inpatient	44	31	39	304	262	288	16
17	Outpatient	164	155	140	1,209	1,123	1,008	17
18	Endoscopy Procedures:							18
19	Inpatient	2	6	4	23	41	43	19
20	Outpatient	51	64	49	391	444	467	20
21	Laboratory:							21
22	Inpatient	935	939	1,165	8,835	7,660	7,836	22
23	Outpatient	11,203	11,855	10,748	88,871	87,642	80,575	23
24	Diagnostic Imaging:							24
25	Inpatient	115	86	123	890	769	789	25
26	Outpatient	2,719	2,393	2,365	19,722	18,868	18,785	26
27	Cardiopulmonary:							27
28	Inpatient	196	157	232	1,827	1,741	1,578	28
29	Outpatient	268	210	248	1,959	1,771	1,798	29
30	Sleep Studies	37	27	29	224	185	185	30
31	EKG, Stress Test,							31
32	& Holter Monitor							32
33	Procedures:							33
34	Inpatient	17	20	15	133	173	170	34
35	Outpatient	358	311	355	2,448	2,368	2,359	35
36	Physical Therapy:							36
37	Visits	687	671	739	5,883	5,472	5,359	37
38	Treatments	1,751	1,879	1,698	14,599	15,322	12,484	38
39	Cardiac Rehab:							39
40	Visits	480	470	553	4,124	3,388	3,150	40
41	Diabetic Program:							41
42	Visits	10	16	10	83	124	148	42
43	Wound Care Program:							43
44	New Patient Registrations	25	46	22	186	256	147	44
45	Visits	208	227	179	1,634	1,371	1,200	45
46	Meals Served:							46
47	Patients	4,588	4,315	4,707	37,073	37,421	37,421	47
48	Others	2,072	2,751	1,847	19,509	22,560	22,560	48
49	Emergency Room:							49
50	Visits	1,173	1,119	1,106	8,524	8,323	8,351	50
51	Admitted	53	44	61	437	387	383	51
52	Transfers	35	33	36	269	240	242	52
53	Total Outpatient Visits (EXCL ER)	4,807	4,848	4,391	38,032	36,953	34,998	53
54	Clinic Visits:							54
55	Dosher Medical 9th Street	220	289	233	2,106	2,172	2,001	55
56	Dosher Medical Howe Street	253	252	225	2,211	2,150	2,684	56
57	Dosher Medical Smithville Crossing	321	325	270	2,429	2,446	2,405	57
58	Dosher Medical Long Beach Rd	363	350	339	3,063	2,918	2,459	58
59	Dosher Medical Oak Island	548	490	439	3,893	3,687	2,752	59
60	Dosher Medical Bolivia	-	-	-	651	-	1,607	60
61	Dosher Medical Holden Beach	-	-	-	500	-	1,419	61
62	Dosher Medical Wellness Center	535	262	533	3,908	1,969	-	62
63	Dosher Medical Women's Health	228	204	177	1,629	1,533	1,553	63
64	Dosher Medical Vaughan's	-	-	-	-	-	1,624	64
65	Dosher Medical Surgical	108	101	93	783	761	767	65
66	Dosher Medical Baldhead	5	23	-	5	23	28	66
67	Total Clinic Visits	2,581	2,296	2,309	21,178	17,659	19,299	67
68	New Patient Clinic Visits:							68
69	Dosher Medical 9th Street	8		17	254		193	69
70	Dosher Medical Howe Street	5		0	69		288	70
71	Dosher Medical Smithville Crossing	14		14	128		95	71
72	Dosher Medical Long Beach Rd	140		146	1304		1394	72
73	Dosher Medical Oak Island	26		17	185		229	73
74	Dosher Medical Bolivia	0		0	26		73	74
75	Dosher Medical Holden Beach	0		0	41		74	75
76	Dosher Medical Wellness Center	78		99	764		288	76
77	Dosher Medical Women's Health	7		4	50		87	77
78	Dosher Medical Surgical	23		29	157		181	78
79	Dosher Medical Baldhead	5		0	5		21	79
80	Total Clinic Visits	306		326	2983		2923	80
81								81

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

	(A)	(B)	(C)	
	Current	Last	Prior	
	Month	Month	Year	
ASSETS				
1 Current Assets				1
2 Cash	\$ 8,256,567	\$ 8,028,608	\$ 7,082,388	2
3 Board Designated Funds			866,519	3
4 Cash - Foundation	557,647	548,625	340,668	4
5				5
6 Total Cash and Investments	8,814,214	8,577,234	8,289,576	6
7				7
8 Accounts Receivable-Patients	32,516,848	32,640,658	33,090,794	8
9 Less Allowance	(15,935,871)	(16,674,269)	(19,594,062)	9
10				10
11 Net Patient Receivables	16,580,976	15,966,389	13,496,733	11
12				12
13 Other Accounts Receivable	646,521	879,069	835,883	13
14 Inventories	915,008	905,513	949,239	14
15 Prepaid Expenses	481,300	385,199	568,798	15
16				16
17 Total Current Assets	27,438,019	26,713,404	24,140,229	17
18				18
19 Net Property, Plant and Equipment	37,815,100	37,993,179	37,988,327	19
20 Other Assets	92,695	91,664	289,060	20
21				21
22 Total Assets	\$ 65,345,814	\$ 64,798,247	\$ 62,417,616	22
23				23
LIABILITIES & FUND BALANCE				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,756,768	\$ 1,473,404	\$ 1,520,948	26
27 Notes Payable Current - BEMC	125,000	125,000	41,666	27
28 Notes Payable Current - USDA	183,526	161,599	180,274	28
29 Notes Payable Current - BB&T	360,046	360,046		29
30 Medicare/Medicaid Settlement				30
31 Accrued Payroll and Taxes	833,776	674,828	917,550	31
32 Accrued Employees' Paid Days Off	1,100,792	1,060,483	1,172,922	32
33 Current Portion of Bonds Payable			410,000	33
34 Deferred Revenue - Taxes	581,045	726,306	536,804	34
35 Other Current Liabilities	23,992	20,606	17,295	35
36				36
37 Total Current Liabilities	4,964,945	4,602,271	4,797,459	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	990,904	1,020,640		40
41 Lease Obligations				41
42 Bonds Payable			435,000	42
43 USDA Loans	9,012,623	9,012,623	9,152,295	43
44 BEMC Loan	708,334	718,750	916,667	44
45				45
46 Total Non-Current Liabilities	10,711,861	10,752,013	10,503,962	46
47				47
48 Total Liabilities	15,676,806	15,354,285	15,301,420	48
49				49
50 Net Assets	48,205,912	48,206,199	46,097,579	50
51 Excess Revenue over Expenses	905,449	689,138	677,949	51
52 Restricted Assets	557,647	548,625	340,668	52
53				53
54 Total Net Assets	49,669,008	49,443,962	47,116,195	54
55				55
56 Total Liabilities & Fund Balance	\$ 65,345,814	\$ 64,798,247	\$ 62,417,616	56

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
OPERATING STATEMENT
MONTH ENDING MAY 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	\$ 1,846,409	\$ 1,528,125	\$ 1,429,757	\$ 14,186,688	\$ 11,596,725	\$ 12,335,901	1
2 Outpatient Revenue	8,887,199	8,249,336	8,185,207	65,056,307	64,667,138	61,664,358	2
3 Nursing Center Revenue		13,217	261,695	(156)	98,292	2,502,041	3
4 Clinics Revenue	477,720	449,565	501,109	4,200,828	3,449,866	3,765,324	4
5							5
6 Total Patient Service Revenue	11,211,329	10,240,243	10,377,768	83,443,667	79,812,021	80,267,624	6
7 Deductions From Revenue	(7,702,749)	(6,856,852)	(6,944,628)	(56,558,165)	(53,409,392)	(52,591,146)	7
8							8
9 Net Patient Service Revenue	3,508,580	3,383,391	3,433,140	26,885,502	26,402,629	27,676,478	9
10 Other Operating Revenue	220,369	133,630	69,147	1,341,101	1,003,496	570,331	10
11							11
12 Total Revenue	3,728,949	3,517,021	3,502,287	28,226,603	27,406,125	28,246,809	12
13							13
OPERATING EXPENSES:							14
15 Salaries	1,360,056	1,358,707	1,448,376	10,717,437	10,255,016	11,548,586	15
16 Employee Benefits	341,593	309,742	332,105	2,615,382	2,544,268	2,744,113	16
17 Professional & Purchased Services	624,364	606,249	675,100	4,961,533	4,691,644	5,114,406	17
18 Medical Supplies & Materials	721,324	644,370	563,978	5,401,757	5,016,400	4,875,526	18
19 Other General Expenses	370,869	388,296	342,223	3,057,381	3,102,974	2,735,224	19
20 Interest	25,186	25,506	22,253	202,873	199,867	99,295	20
21 Depreciation	225,225	239,747	217,695	1,827,481	1,917,977	1,749,453	21
22							22
23 Total Operating Expenses	3,668,616	3,572,617	3,601,728	28,783,843	27,728,146	28,866,604	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	310,744	209,657	140,506	1,473,114	1,795,822	1,228,953	25
26							26
27 Excess From Operations	60,333	(55,597)	(99,441)	(557,240)	(322,021)	(619,795)	27
28							28
29 Non-Operating Revenue	155,977	142,406	199,348	1,462,689	1,139,252	1,297,744	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 216,311	\$ 86,810	\$ 99,907	\$ 905,449	\$ 817,230	\$ 677,949	31