

BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
November 6, 2017	Doshier Hood Building	5:00 pm	8:00 pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair Dr. Scott Starks, Secretary Dr. Terry Pieper Jim White Robert Howard		NON MEMBERS PRESENT: Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Dr. Domenic Palagruto, Chief of Staff Lynda Stanley, President, Doshier Foundation Dr. Robert Zukoski, Emeritus 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	<ul style="list-style-type: none"> Andrea Merritt, Athena Compliance Partners Highlights: <ul style="list-style-type: none"> ➤ CMS watchlist includes opioids and emergency preparedness ➤ Board of Trustees Duty of Care ➤ Compliance Activities ➤ EMTALA Education ➤ Monitoring Activities ➤ Compliance Week 	
4.	Approval of Minutes	Minutes to be approved: October 2, 2017	MOTION: To accept minutes of October 2, 2017 Motioned By: Scott Starks, M.D. Seconded: Jim White All Present in Favor The Motion Carried
5.	Management Reports	Foundation Report - Lynda Stanley <ul style="list-style-type: none"> Golf Tournament made approximately \$54K Employee Capital Campaign was supported by 90% of the 	

		<p>employees.</p> <ul style="list-style-type: none"> The Donor Wall was unveiled and the Volunteers Donor Wall will be soon to follow. It includes an area to add marketing and informational videos. 	
		<p><u>CEO Report – Tom Siemers, CEO</u></p> <ul style="list-style-type: none"> The NCHA Policy and Development Committee met the past week. Top 3 issues include restructuring of behavioral health, legislative issues and workforce development to address the increasing the nursing shortage. This is due to aging out issues and the decreasing amount of availability due to hospitals closures and mergers. Upcoming week is the Duke Endowment meeting on Small and Rural hospitals. 	
		<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: 77.7 Days Revenue in A/R: 92.0</p> <ul style="list-style-type: none"> ➤ Volume indicators fell slightly short for September. <ul style="list-style-type: none"> ○ Total revenue up 1%. ○ IP was down 6% and OP figures were up 2%. ○ Clinic realized an increase of 14%. ➤ Payor mix trend was a cautionary measure. <p>For the month, Excess from Operations <\$51k> Operations YTD <\$897k> Total Excess Over Expenses YTD \$1.2M.</p> <p>October trending at \$10.4M gross revenue.</p> <p><u>2017 Retirement Plan Funding</u></p> <ul style="list-style-type: none"> The Finance Committee met and recommends at 2% Retirement Plan funding for 2017. 	<p>MOTION: To fund the 2017 Retirement Plan at 2% as brought forward from the Finance Committee: Motioned By: Robert Howard Seconded: Karen Taylor All Present in Favor The Motion Carried</p>

		<p><u>Bald Head Clinic</u></p> <ul style="list-style-type: none"> • Patient visits and revenue results were discussed. A slight decrease in visits for 2017 was indicated due to decrease in hours of operation. The clinic will be open from Memorial Day to Labor day • The Board discussed the continuance of services and agreed that management should continue discussion to agree on parameters for 2018. 	<p>MOTION: To direct management to continue discussion and parameters for operating the Bald Head Island Clinic for 2018. Motioned By: Jim White Seconded: Karen Taylor All Present in Favor The Motion Carried</p>
		<p><u>HPHC and Duke Endowment – Scot Starks, M.D.</u></p> <p>Lindsay Maher has started her activities and will be introduced to the Board next month. Walking activities are beginning with program planning from the Coalition.</p>	
		<p><u>IOP and Nursing Report – Carol Northup, RN, COO, CNO</u></p> <ul style="list-style-type: none"> • The September IOP Report was included in the meeting Packet. • There will be an emergency drill in a couple of weeks to comply with the requirements of CMS in Emergency Preparedness. 	
6.	New Business	<p><u>Board Self-Assessment</u></p> <ul style="list-style-type: none"> • Dues to the changes and fluctuations on the recent Board, the Self-Assessment will be delayed until March 2018. 	
7.	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>
8.	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.</p>

		<p><u>CMO Position Funding</u> The Board agreed to fund the position of CMO with Dr. Hilaman on contract.</p>	<p>Motioned by: Jim White Seconded by : Karen Taylor All In Favor The Motion Carried</p> <p>MOTION: To Provide funding for the CMO position effective immediately. Motioned by: Jim White Seconded By: Dr. Pieper All in Favor The MOTION carried.</p>
9.	ADJOURN	The meeting was adjourned at 8:00 pm.	<p>MOTION: To Adjourn the Board of Trustees Motioned By: Scott Starks, M.D. Seconded By: Terry Pieper, M.D. All In Favor. The Motion Carried</p>
	Board Minutes Accepted	<p><u><i>Sherri Marshall, as Chair</i></u> Sherri Marshall, Chair</p>	

J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
September-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	39	56	605	529	510	1
2	Swing Bed Admissions	2	3	-	23	42	42	2
3	Surgical Admissions	17	29	28	348	329	317	3
4	Total Admissions	68	72	84	976	900	869	4
5	Census Days	180	186	238	2,668	2,532	2,368	5
6	Swing Bed Census Days	5	30	11	170	368	351	6
7	Total Census Days	185	217	249	2,838	2,900	2,719	7
8	Average Daily Census (Includes Swing Bed)	6.2	7.2	8.0	7.8	7.9	7.4	8
9	Average Daily Census (Excludes Swing Bed)	6.0	6.2	7.7	7.3	6.9	6.5	9
10	Average Length of Stay (Excludes Swing Bed)	2.9	3.0	2.8	2.8	3.0	2.9	10
11	Observation Patients	39	59	77	664	668	673	11
12	Discharges	1,465	1,774	1,817	19,800	20,033	20,194	12
13	Hours							13
14	Operating Room Procedures:							14
15	Inpatient	44	36	37	457	401	411	15
16	Outpatient	126	144	156	1,797	1,757	1,586	16
17	Endoscopy Procedures:							17
18	Inpatient	2	5	5	37	62	59	18
19	Outpatient	23	60	38	541	686	682	19
20	Laboratory:							20
21	Inpatient	775	809	1,093	12,534	11,069	11,162	21
22	Outpatient	10,984	12,108	12,465	134,842	136,354	126,800	22
23	Diagnostic Imaging:							23
24	Inpatient	84	90	66	1,235	1,127	1,100	24
25	Outpatient	2,478	2,424	2,740	29,940	28,667	28,318	25
26	Cardiopulmonary:							26
27	Inpatient	160	151	198	2,516	2,319	2,214	27
28	Outpatient	175	201	182	2,706	2,583	2,548	28
29	Sleep Studies	29	20	34	353	284	284	29
30	EKG, Stress Test,							30
31	& Holter Monitor							31
32	Procedures:							32
33	Inpatient	25	17	22	205	247	243	33
34	Outpatient	257	297	366	3,804	3,576	3,511	34
35	Physical Therapy:							35
36	Visits	687	584	719	8,555	8,001	7,920	36
37	Treatments	1,720	1,634	1,871	21,542	22,403	18,804	37
38	Cardiac Rehab:							38
39	Visits	427	453	591	6,025	5,134	4,677	39
40	Diabetic Program:							40
41	Visits	16	16	12	143	188	188	41
42	Wound Care Program:							42
43	New Patient Registrations	26	32	30	281	431	253	43
44	Visits	196	229	239	2,477	2,350	2,120	44
45	Meals Served:							45
46	Patients	4,233	4,362	5,140	55,370	54,462	54,462	46
47	Others	1,941	3,275	2,228	27,633	33,673	33,673	47
48	Emergency Room:							48
49	Visits	986	1,097	1,138	12,974	12,908	12,981	49
50	Admitted	47	40	59	639	562	554	50
51	Transfers	32	34	41	423	386	382	51
52	Total Outpatient Visits (EXCL ER)	4,415	4,926	4,904	56,056	56,386	53,210	52
53	Clinic Visits:							53
54	Dosher Medical 9th Street							54
55	Start 07/01/11	266	263	301	3,165	3,264	3,065	55
56	Dosher Medical Howe Street							56
57	Start 10/1/14	273	233	283	3,343	3,106	4,134	57
58	Dosher Medical Smithville Crossing							58
59	Start 10/1/14	276	296	303	3,551	3,675	3,606	59
60	Dosher Medical Long Beach Rd							60
61	Start 06/22/14	294	371	373	4,708	4,367	4,572	61
62	Dosher Medical Oak Island							62
63	Start 06/12/12	518	450	538	5,850	5,544	4,487	63
64	Dosher Medical Bolivia							64
65	Start 10/20/14 & Closed 01/20/17	-	-	-	651	-	2,341	65
66	Dosher Medical Holden Beach							66
67	Start 10/20/14 & Closed 12/22/16	-	-	-	500	-	2,225	67
68	Dosher Medical Wellness Center							68
69	Start 09/6/16	468	262	522	5,868	2,960	361	69
70	Dosher Medical Women's Health							70
71	Start 11/1/14	161	184	236	2,381	2,302	2,320	71
72	Dosher Medical Vaughan's							72
73	Relocated to Wellness Center	-	-	-	-	-	2,545	73
74	Dosher Medical Surgical							74
75	Start 02/01/15	102	92	105	1,191	1,143	1,145	75
76	Dosher Medical Baldhead							76
77	start 05/22/15	2	23	94	270	254	394	77
78	Total Clinic Visits	2,360	2,174	2,755	31,478	26,615	31,195	78
79	New Patient Clinic Visits:							79
80	Dosher Medical 9th Street							80
81	Start 07/01/11	28	38	355			352	81
82	Dosher Medical Howe Street							82
	Start 10/1/14	11	12	121			399	
	Dosher Medical Smithville Crossing							
	Start 10/1/14	3	9	151			128	
	Dosher Medical Long Beach Rd							
	Start 06/22/14	127	178	2153			2684	
	Dosher Medical Oak Island							
	Start 06/12/12	16	18	250			356	
	Dosher Medical Bolivia							
	Start 10/20/14 & Closed 01/20/17	0	0	26			103	
	Dosher Medical Holden Beach							
	Start 10/20/14 & Closed 12/22/16	0	0	41			209	
	Dosher Medical Wellness Center							
	Start 09/6/16	75	0	0			76	
	Dosher Medical Women's Health							
	Start 11/1/14	8	9	78			135	
	Dosher Medical Vaughan's							
	Relocated to Wellness Center	0	81	956			496	
	Dosher Medical Surgical							
	Start 02/01/15	67	73	357			255	
	Dosher Medical Baldhead							
	start 05/22/15	2	65	206			355	
	Total Clinic Visits	337	483	4694			5548	

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

Pending Finance Committee & Audit

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
REVENUE:							
1 Inpatient Revenue	\$ 1,398,233	\$ 1,481,340	\$ 1,548,111	\$ 20,216,279	\$ 17,828,304	\$ 17,836,256	1
2 Outpatient Revenue	8,138,200	7,983,826	8,008,440	99,203,923	97,133,462	94,989,178	2
3 Nursing Center Revenue	-	12,969	-	(156)	152,458	2,507,993	3
4 Clinics Revenue	477,838	418,868	550,556	6,115,388	5,170,222	6,016,194	4
5							5
6 Total Patient Service Revenue	10,014,271	9,897,003	10,107,107	125,535,434	120,284,446	121,349,620	6
7 Deductions From Revenue	(6,803,629)	(6,626,288)	(6,764,701)	(85,281,592)	(80,508,475)	(80,507,649)	7
8							8
9 Net Patient Service Revenue	3,210,641	3,270,715	3,342,407	40,253,841	39,775,972	40,841,971	9
10 Other Operating Revenue	266,158	131,411	79,047	2,201,641	1,549,187	1,005,924	10
11							11
12 Total Revenue	3,476,799	3,402,126	3,421,454	42,455,483	41,325,159	41,847,895	12
13							13
14 OPERATING EXPENSES:							14
15 Salaries	1,327,306	1,293,391	1,390,368	16,246,001	15,600,038	17,063,611	15
16 Employee Benefits	328,584	252,300	353,401	3,847,562	3,682,331	3,929,736	16
17 Professional & Purchased Services	605,023	600,842	683,984	7,531,426	7,143,768	7,680,456	17
18 Medical Supplies & Materials	603,658	622,715	562,897	7,981,311	7,563,052	7,254,914	18
19 Other General Expenses	409,763	390,108	393,875	4,714,510	4,657,892	4,192,689	19
20 Interest	25,077	24,684	25,378	303,659	300,247	197,134	20
21 Depreciation	228,113	240,898	228,250	2,727,711	2,878,116	2,621,603	21
22							22
23 Total Operating Expenses	3,527,525	3,424,938	3,638,152	43,352,182	41,825,444	42,940,143	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	202,464	242,769	36,929	2,134,672	2,678,078	1,726,489	25
26							26
27 Excess From Operations	(50,726)	(22,812)	(216,699)	(896,699)	(500,285)	(1,092,248)	27
28							28
29 Non-Operating Revenue	200,536	143,090	293,304	2,093,601	1,709,562	3,194,296	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 149,810	\$ 120,278	\$ 76,606	\$ 1,196,902	\$ 1,209,277	\$ 2,102,048	31

Pending Finance Committee & Audit

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

	(A) Current Month	(B) Last Month	(C) Prior Year
ASSETS			
Current Assets			
Cash	\$ 8,052,595	\$ 7,491,742	\$ 7,385,250
Board Designated Funds	-	-	-
Cash - Foundation	600,837	582,914	441,834
Total Cash and Investments	8,653,433	8,074,656	7,827,084
Accounts Receivable-Patients	31,169,081	33,204,569	31,943,811
Less Allowance	(15,081,064)	(16,228,826)	(17,187,174)
Net Patient Receivables	16,088,017	16,975,744	14,756,637
Other Accounts Receivable	1,038,116	601,475	921,484
Inventories	874,323	885,962	961,974
Prepaid Expenses	601,705	647,494	541,090
Total Current Assets	27,255,593	27,185,330	25,008,269
Net Property, Plant and Equipment	37,626,080	37,572,978	39,129,843
Other Assets	93,247	93,242	90,960
Total Assets	\$ 64,974,920	\$ 64,851,550	\$ 64,229,073
LIABILITIES & FUND BALANCE			
Current Liabilities			
Accounts Payable	\$ 1,847,177	\$ 1,899,163	\$ 1,953,031
Notes Payable Current - BEMC	125,000	125,000	125,000
Notes Payable Current - USDA	271,236	249,308	269,284
Notes Payable Current - BB&T	377,352	376,510	240,746
Medicare/Medicaid Settlement	-	-	-
Accrued Payroll and Taxes	604,390	478,152	652,748
Accrued Employees' Paid Days Off	1,185,478	1,140,634	1,118,601
Current Portion of Bonds Payable	-	-	-
Deferred Revenue - Taxes	-	145,261	-
Other Current Liabilities	25,139	24,289	17,165
Total Current Liabilities	4,435,771	4,438,318	4,376,576
Non-Current Liabilities			
BB&T Loan	854,701	885,386	1,259,254
Lease Obligations	-	-	-
Bonds Payable	-	-	-
USDA Loans	9,012,623	9,012,623	9,152,295
BEMC Loan	666,667	677,084	791,667
Total Non-Current Liabilities	10,533,990	10,575,092	11,203,215
Total Liabilities	14,969,762	15,013,410	15,579,791
Net Assets	48,207,419	48,208,134	46,105,400
Excess Revenue over Expenses	1,196,902	1,047,092	2,102,048
Restricted Assets	600,837	582,914	441,834
Total Net Assets	50,005,159	49,838,140	48,649,282
Total Liabilities & Fund Balance	\$ 64,974,920	\$ 64,851,550	\$ 64,229,073