

BOARD OF TRUSTEES MEETING MINUTES RECORD

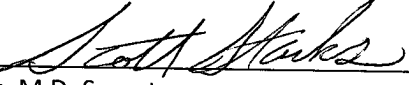
DATE:	LOCATION:	START	ADJOURN
October 2, 2017	Dosher Hood Building	5:00 pm	7:30 pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair Dr. Scott Starks, Secretary - Excused Dr. Terry Pieper Jim White Robert Howard		NON MEMBERS PRESENT: Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Dr. Domenic Palagruto, Chief of Staff Lynda Stanley, President, Dosher 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"> Kim York, RN, Director of the OR introduced her OR Team. The Board listened to the voice-over of the production of the Dosher Surgical Smoke project by the Pinkston Group. The Trustees thanked the OR team for their teamwork and diligence. 	
4.	Approval of Minutes	Minutes to be approved: August 28, 2017	MOTION: To accept minutes of August 28, 2017 Motioned By: Jim White Seconded: Karen Taylor All Present in Favor The Motion Carried
5.	Management Reports	Foundation Report - Lynda Stanley <ul style="list-style-type: none"> 3 Slots open at the Oct 13th Golf Tournament. Many valued auction prizes still coming in. Lindsay Maher has started as the Executive Director of the Brunswick County Coalition. The Donor Wall unveils on Nov 3 at 2 pm. The Employee Campaign runs from October 9 – 20. 	

		<ul style="list-style-type: none"> The Foundation Board and the Board of Trustees have agreed to have some update meetings together. Lynda Stanley will follow up. The Foundation Retreat was a success and many new ideas were forthcoming. Lynda Stanley presented Frank Marchetti in nomination for the Foundation Board. All were in favor. Trustee Robert Howard thanked Lynda Stanley for all her efforts and supported the Foundations goals in affecting change at the hospital and within the community. 	MOTION: To accept the nomination of Frank Marchetti to the Doshier Foundation Board. Motioned By: Jim White Seconded: Karen Taylor All Present in Favor The Motion Carried
		<u>CEO Report – Tom Siemers, CEO</u> <ul style="list-style-type: none"> CCHA hosted recruiting fairs in Greenville and Wilmington. Tom Siemers, Dr. Minor, Dr. Leigh Vaughan and Dr. Kristos Vaughan attended. Several residents were interested in talking with Doshier further on job opportunities. 	
		<u>CFO Report – Dan Porter, CFO</u> <u>Financial Report</u> The financial reports were included in the meeting packet. Days Cash on Hand: 72.5 Days Revenue in A/R: 95.2 <ul style="list-style-type: none"> ➤ Volume indicators were favorable for August with a downturn in Swing bed Admissions and Patient Days. <ul style="list-style-type: none"> ○ Total revenue up 6%. ○ IP was down 1% and OP figures were up 8%. ○ Clinic realized an increase of 7%. ➤ Payor mix trend was favorable. For the month, Excess from Operations <\$71> Operations YTD <\$846> Total Excess Over Expenses YTD \$1M. September trending at \$10.0M gross revenue. <u>2018 Budget</u> The 2018 Budget was presented to the Finance Committee on August 22 for detailed review. The budget was sent to Board for review. Dan Porter highlighted the following:	MOTION: To accept the 2018 Budget presented by the Finance

	<ul style="list-style-type: none"> ➤ Profit and Loss Summary ➤ Assumptions Summary ➤ Key Changes in Revenue & Expenses ➤ Summary of Cash & Capital Projections <p>After discussion, Jim White brought the MOTION to accept the 2018 Budget.</p> <p><u>2016 Retirement Plan Audit</u></p> <ul style="list-style-type: none"> • The audit was completed. • Plan Assets are at \$3.9M, an increase from last year. The plan is managed by Fidelity Investments. • Two deficiencies identified during the audit and have been corrected. Resulting liabilities and amounts due have been funded 100%. • The vote to fund the Retirement Fund for FY2017 will come at the November Board Meeting. <p><u>Property Transactions</u></p> <ul style="list-style-type: none"> • A resolution was presented for the sale of the property at 3181 George II Highway, Boiling Spring Lakes, (Southport). The property sold for \$191,900. • A resolution was presented for the sale of property on Burrington Ave. between W. 9th and W. Owens. The property sold for \$44,500. In order to facilitate the disposition of the Real Property in a timely manner, closing of the transaction was effective Sept. 29, 2017. • The Board agreed on the presented resolutions. <p>The last property to be sold will be the former Business Office location on 11th. St. which is presently listed.</p>	<p>Committee Motioned By: Jim White Seconded: Karen Taylor All Present in Favor The Motion Carried</p> <p>MOTION: To accept the 2016 Retirement Plan Audit. Motioned By: Jim White Seconded: Karen Taylor All Present in Favor The Motion Carried</p> <p>Resolution: Authorizing the Sale of Real Property</p> <p>Resolution: Authorizing the Sale of Real Property</p> <p>MOTION: To accept the two Resolutions on the Sales of the Real Property as presented: Motioned By: Jim White Seconded: Robert Howard All Present in Favor The Motion Carried</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. 	

	New Business	<ul style="list-style-type: none"> None presented at this time. 	
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> The Credentialing Addendum was approved as presented.</p> <p><u>Affiliation Agreement</u> An affiliation Agreement with PQP (Physician Quality Partners) was accepted upon condition of additional final review by Doshier legal counsel.</p> <p><u>Calendar Dates</u></p> <ul style="list-style-type: none"> Dr. Pieper and James White will attend the October 4 IOP meeting Mr. Howard, Dr. Starks and Ms. Taylor will attend the Finance Committee scheduled for October 17. The October 24th meeting of the Building and Grounds will include Ms. Marshall, Dr. Pieper, and Mr. White. 	<p>MOTION: To accept the Credentialing presented as indicated on the Credentialing Addendum. Motioned by: Jim White Seconded by : Karen Taylor All In Favor The Motion Carried</p> <p>MOTION: To accept the Affiliation Agreement with PDQ following final legal review. Motioned by: Robert Howard Seconded by : Jim White All In Favor The Motion Carried</p>
8.	ADJOURN	<p>The meeting was adjourned at 7:30 pm.</p>	<p>MOTION: To Adjourn the Board of Trustees Motioned By:</p>

			Jim White Seconded By: Karen Taylor All In Favor. The Motion Carried
	Board Minutes Accepted	 _____ Scott Starks, M.D. Secretary	

J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
August-17

	(A)	(B)	(C)	(D)	(E)	(F)	
	Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
	Actual	Budget	Actual	Actual	Budget	Actual	
1 Medical Admissions	56	37	40	557	491	476	1
2 Swing Bed Admissions	-	4	3	21	39	37	2
3 Surgical Admissions	28	32	28	331	300	296	3
4 Total Admissions	84	73	71	909	829	809	4
5							5
6 Census Days	238	206	181	2,492	2,346	2,181	6
7 Swing Bed Census Days	11	31	27	165	338	308	7
8 Total Census Days (Includes Swing Bed)	249	237	208	2,657	2,683	2,489	8
9 Average Daily Census (Includes Swing Bed)	8.0	7.7	6.7	7.9	8.0	7.4	9
10 Average Daily Census (Excludes Swing Bed)	7.7	6.7	5.8	7.4	7.0	6.5	10
11 Average Length of Stay (Excludes Swing Bed)	2.8	3.0	2.8	2.8	3.0	2.8	11
12 Observation Patients Discharges	77	63	65	625	609	629	12
13 Hours	1,817	1,900	2,112	18,335	18,259	18,612	13
14							14
15 Operating Room Procedures: Inpatient	37	35	34	413	365	377	15
16 Outpatient	156	172	138	1,671	1,613	1,455	16
17							17
18 Endoscopy Procedures: Inpatient	5	3	3	35	58	57	18
19 Outpatient	38	60	41	518	626	636	19
20							20
21 Laboratory: Inpatient	1,093	804	955	11,759	10,260	10,210	21
22 Outpatient	12,465	12,003	11,211	123,878	124,246	115,300	22
23							23
24 Diagnostic Imaging: Inpatient	66	78	74	1,151	1,037	1,025	24
25 Outpatient	2,740	2,536	2,409	27,462	26,243	26,039	25
26							26
27 Cardiopulmonary: Inpatient	198	100	162	2,356	2,168	2,008	27
28 Outpatient	182	211	203	2,531	2,382	2,359	28
29 Sleep Studies	34	26	31	324	264	264	29
30							30
31 EKG, Stress Test, & Holter Monitor							31
32 Procedures: Inpatient	22	17	10	180	230	221	32
33 Outpatient	366	296	365	3,547	3,280	3,200	33
34							34
35 Physical Therapy: Visits	719	669	598	7,868	7,417	7,329	35
36 Treatments	1,871	1,873	1,556	19,822	20,768	17,172	36
37							37
38 Cardiac Rehab: Visits	591	414	484	5,598	4,681	4,293	38
39 Diabetic Program: Visits	12	17	20	127	172	174	39
40							40
41 Wound Care Program: New Patient Registrations	30	48	17	255	399	228	41
42 Visits	239	275	198	2,281	2,121	1,918	42
43							43
44 Meals Served: Patients	5,140	4,602	4,597	51,137	50,100	50,100	44
45 Others	2,228	2,712	1,968	25,692	30,398	30,398	45
46							46
47 Emergency Room: Visits	1,138	1,098	1,221	11,988	11,811	11,885	47
48 Admitted	59	43	46	592	523	517	48
49 Transfers	41	37	29	391	353	354	49
50							50
51 Total Outpatient Visits (EXCL ER)	4,904	4,952	4,316	51,641	51,460	48,886	51
52							52
53							53
54 Clinic Visits:							54
55 Doshier Medical 9th Street Start 07/01/11	301	289	243	2,899	3,001	2,808	55
56 Doshier Medical Howe Street Start 10/1/14	283	252	258	3,070	2,873	3,777	56
57 Doshier Medical Smithville Crossing Start 10/1/14	303	325	242	3,275	3,379	3,312	57
58 Doshier Medical Long Beach Rd Start 06/22/14	373	366	444	4,414	3,996	4,197	58
59 Doshier Medical Oak Island Start 06/12/12	538	490	471	5,332	5,094	4,013	59
60 Doshier Medical Bolivia Start 10/20/14 & Closed 01/20/17	-	-	-	651	-	2,167	60
61 Doshier Medical Holden Beach Start 10/20/14 & Closed 12/22/16	-	-	-	500	-	2,028	61
62 Doshier Medical Wellness Center Start 09/6/16	522	262	449	5,400	2,720	-	62
63 Doshier Medical Women's Health Start 11/1/14	236	204	166	2,220	2,118	2,154	63
64 Doshier Medical Vaughan's Relocated to Wellness Center	-	-	-	-	-	2,536	64
65 Doshier Medical Surgical Start 02/01/15	105	101	101	1,089	1,051	1,035	65
66 Doshier Medical Baldhead start 05/22/15	94	51	100	268	352	351	66
67 Total Clinic Visits	2,755	2,340	2,474	29,118	24,584	28,378	67
68							68
69 New Patient Clinic Visits:							69
70 Doshier Medical 9th Street	38		20	327		270	70
71 Doshier Medical Howe Street	12		12	110		337	71
72 Doshier Medical Smithville Crossing	9		6	148		108	72
73 Doshier Medical Long Beach Rd	178		261	2026		2175	73
74 Doshier Medical Oak Island	18		12	234		303	74
75 Doshier Medical Bolivia	0		0	26		85	75
76 Doshier Medical Holden Beach	0		0	41		149	76
77 Doshier Medical Wellness Center	81		47	956		425	77
78 Doshier Medical Women's Health	9		10	70		110	78
79 Doshier Medical Surgical	73		45	290		220	79
80 Doshier Medical Baldhead	65		79	204		211	80
81 Total Clinic Visits	483		492	4432		4393	81

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
OPERATING STATEMENT
MONTH ENDING AUGUST 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	\$ 1,524,259	\$ 1,542,945	\$ 1,603,611	\$ 18,818,046	\$ 16,346,964	\$ 16,288,145	1
2 Outpatient Revenue	8,912,211	8,249,336	8,791,084	91,065,723	89,149,636	86,980,737	2
3 Nursing Center Revenue	-	12,969	-	(156)	139,489	2,507,993	3
4 Clinics Revenue	483,887	452,031	607,970	5,637,550	4,751,354	5,465,638	4
5							5
6 Total Patient Service Revenue	10,920,357	10,257,281	11,002,665	115,521,163	110,387,443	111,242,513	6
7 Deductions From Revenue	(7,374,251)	(6,868,277)	(7,496,771)	(78,477,963)	(73,882,187)	(73,742,948)	7
8							8
9 Net Patient Service Revenue	3,546,106	3,389,004	3,505,894	37,043,200	36,505,257	37,499,564	9
10 Other Operating Revenue	219,874	132,005	173,072	1,935,484	1,417,776	926,877	10
11							11
12 Total Revenue	3,765,980	3,521,009	3,678,965	38,978,684	37,923,033	38,426,441	12
13							13
OPERATING EXPENSES:							14
15 Salaries	1,479,867	1,349,995	1,437,594	14,918,695	14,306,647	15,673,243	15
16 Employee Benefits	319,028	300,006	283,940	3,518,978	3,430,031	3,576,335	16
17 Professional & Purchased Services	706,727	602,241	578,825	6,926,403	6,542,926	6,996,473	17
18 Medical Supplies & Materials	668,344	645,451	705,005	7,377,653	6,940,337	6,692,017	18
19 Other General Expenses	414,859	388,296	339,583	4,304,748	4,267,784	3,798,814	19
20 Interest	25,264	25,506	25,482	278,582	275,563	171,756	20
21 Depreciation	223,122	239,747	214,373	2,499,598	2,637,218	2,393,353	21
22							22
23 Total Operating Expenses	3,837,211	3,551,242	3,584,802	39,824,657	38,400,506	39,301,990	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	177,154	235,021	334,018	1,932,208	2,435,309	1,689,560	25
26							26
27 Excess From Operations	(71,232)	(30,233)	94,163	(845,973)	(477,473)	(875,549)	27
28							28
29 Non-Operating Revenue	179,538	142,406	136,580	1,893,065	1,566,471	2,900,991	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 108,306	\$ 112,174	\$ 230,743	\$ 1,047,092	\$ 1,088,999	\$ 2,025,442	31

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

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
Current Assets				
Cash	\$ 7,491,742	\$ 7,588,933	\$ 7,843,669	
Board Designated Funds	-	-	-	
Cash - Foundation	582,914	574,264	406,543	
Total Cash and Investments	8,074,656	8,163,197	8,250,212	
Accounts Receivable-Patients	33,204,569	34,515,413	32,062,954	
Less Allowance	(16,228,826)	(16,843,508)	(17,493,335)	
Net Patient Receivables	16,975,744	17,671,905	14,569,619	
Other Accounts Receivable	601,475	(111,935)	935,570	
Inventories	885,962	888,819	938,032	
Prepaid Expenses	647,494	395,127	424,469	
Total Current Assets	27,185,330	27,007,113	25,117,902	
Net Property, Plant and Equipment	37,572,978	37,471,150	39,137,970	
Other Assets	93,242	93,050	90,873	
Total Assets	\$ 64,851,550	\$ 64,571,313	\$ 64,346,745	
LIABILITIES & FUND BALANCE				
Current Liabilities				
Accounts Payable	\$ 1,899,163	\$ 1,721,983	\$ 2,198,476	
Notes Payable Current - BEMC	125,000	125,000	10,416	
Notes Payable Current - USDA	249,308	227,381	247,031	
Notes Payable Current - BB&T	376,510	360,046	240,746	
Medicare/Medicaid Settlement	-	-	-	
Accrued Payroll and Taxes	478,152	369,032	520,420	
Accrued Employees' Paid Days Off	1,140,634	1,103,752	1,120,982	
Current Portion of Bonds Payable	-	-	-	
Deferred Revenue - Taxes	145,261	290,522	134,201	
Other Current Liabilities	24,289	25,132	17,436	
Total Current Liabilities	4,438,318	4,222,847	4,489,710	
Non-Current Liabilities				
BB&T Loan	885,386	931,508	1,259,254	
Lease Obligations	-	-	-	
Bonds Payable	-	-	-	
USDA Loans	9,012,623	9,012,623	9,152,295	
BEMC Loan	677,084	687,500	916,667	
Total Non-Current Liabilities	10,575,092	10,631,631	11,328,215	
Total Liabilities	15,013,410	14,854,478	15,817,925	
Net Assets	48,208,134	48,203,785	46,096,835	
Excess Revenue over Expenses	1,047,092	938,786	2,025,442	
Restricted Assets	582,914	574,264	406,543	
Total Net Assets	49,838,140	49,716,835	48,528,820	
Total Liabilities & Fund Balance	\$ 64,851,550	\$ 64,571,313	\$ 64,346,745	