


BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
08/06/18	Doshier Hood Building	5:03 pm	7:43pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair Dr. Scott Starks, Secretary Dr. Terry Pieper Robert Howard Debbie Wood		NON MEMBERS PRESENT: Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Dr. Brad Hilaman, CMO Dr. Domenic Palagruto, Chief of Staff Lynda Stanley, President, Doshier Foundation Dr. Robert Zukoski, Emeritus Marjorie Sparks, Clerk of the Board Donna Knight, Dietary Director Susan Kurth, Dietary Lucy Maldonado, Dietary Dr. Alex Newsom Linda Pukenas, Board Nominee Rick Pukenas, Southport City Alderman Jim Goss, Marketing & Community Relations Director Terry Pope, State Port Pilot	

	AGENDA ITEM	DISCUSSION/CONCLUSIONS	ACTION
1.	Call To Order	Sherri Marshall, Chair called the meeting to order at 5:03pm.	
2.	Roll Call	Scott Starks Called Roll Roll Reflected Above. A quorum was present.	
4.	Approval of Minutes	Minutes to be approved: July 09, 2018	MOTION: To accept minutes of July 9, 2018 Motioned By: Robert Howard Seconded: Debbie Wood All Present in Favor The Motion Carried
5.	Special Reports	<ul style="list-style-type: none"> Carol Northup introduced part of the dietary team – Donna Knight, Susan Kurth, and Lucy Maldonado in recognition of the department receiving the Platinum A Award which meant they scored a 95% or higher grade with Brunswick County Health Department for 5 consecutive years 	

		<ul style="list-style-type: none"> • Jim Goss presented the Doshier clip of WECT's "Highway 6 Roadtrip" series • Tom Siemers and Dr. Palagruto introduced Dr. Newsom to the board and Dr. Newsom gave a brief rundown of his background and voiced his excitement to have joined the Doshier network • Scott Starks gave a brief description of the nomination committee's work to find a new board member and introduced Linda Pukenas who was a selected candidate presented to the county commissioners on August 6, 2018 (same evening). Ms. Pukenas introduced herself and her husband Rick and gave a brief description of her background and voiced her enthusiasm to serve as a board member. 	
5.	Management Reports	<p><u>Foundation Report - Lynda Stanley</u></p> <ul style="list-style-type: none"> • Lynda absent from meeting – report in leaders board • Foundation board retreat on September 18th – details to be announced as they become available 	
		<p><u>CEO Report – Tom Siemers, CEO</u></p> <ul style="list-style-type: none"> • 2nd Floor of the Doshier Wellness Center blue prints were presented to show the layout of the new cardiology department as well as pictures of the construction progress • Expected completion date is September 21, 2018 with the initial lease for 5 year with 2 five year options for renewals (total of 15 years) 	
		<p><u>HPHC and Duke Endowment – Lynda Stanley</u></p> <ul style="list-style-type: none"> • No report 	
		<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: 79.2 Days Revenue in A/R: 66.2</p> <ul style="list-style-type: none"> ➤ Volume indicators were neutral to not favorable for June. <ul style="list-style-type: none"> ○ Total revenue down 1%. ○ IP was down 7% and OP figures were up 2%. ○ Clinic revenue down 15%. ➤ Payor mix trend was not favorable - neutral. ➤ Expenses were not favorable <p>For the month, Excess from Operations <99k> Operations YTD <1.7M> Total Excess Over Expenses YTD 112M</p> <p>July trending at \$10.2 gross revenue.</p>	

		<ul style="list-style-type: none"> • Retirement plan audit FY2017 <ul style="list-style-type: none"> ○ All employees completed 1 year of service 18 years old and 501 hour minimum during service year or last employed year ○ Plan assets fair value approximately 4.4m net increase of 477K investment growth 13% ○ Plan trustee fidelity investment management company ○ Audit findings: accounting practices etc. – adequate; no significant uncorrected misstatements; no disagreements with management 	Motion to Accept Retirement Audit Report Motedioned by: Robert Howard Seconded by: Karen Taylor All present in favor Motion Carried
		<u>Finance Committee Report-Robert Howard, Trustee</u> <ul style="list-style-type: none"> • Presenting budget next month <ul style="list-style-type: none"> ○ Following board’s suggestion to decrease costs and expenses, increase revenues. • Committee took another detailed look at blue report audit – no surprises in audit about 85% completed in correcting procedures suggested YTD and looking at further changes and improvements • Next committee date September 10th at noon 	
		<u>Marketing Committee Report-Debbie Wood, trustee</u> Nothing to report– last meeting in June & next meeting is August 20 th 2-4pm	
		<u>IOP Report- Carol Northup, CNO</u> <ul style="list-style-type: none"> • CHNA Survey analysis will be presented at the next meeting • BWC will be presented the information on September 11th and take action with data to implement health need changes in Brunswick county • Cardiac rehab program is now certified – only certified program in Brunswick County – <ul style="list-style-type: none"> ○ First time our program has been certified ○ First time in Brunswick County that a program has been certified • DNV accreditation was official as of August 1st • Patient Complaint and Grievance policy – per DNV board has to approve policy stating that quality committee be delegated to oversee process 	Motion to Accept Patient Grievance & Complaint Policy as Presented Motedioned by: Terry Pieper Seconded by: Debbie Wood All present in favor Motion Carried
6.	New Business	<ul style="list-style-type: none"> • Monthly joe letter <ul style="list-style-type: none"> ○ Letter to Leighann Haseldon – mammogram tech in first 30 days handled an unannounced FDA survey great & received no deficiencies ○ Letter to Cory White– EVS employee who recently received a positive patient survey 	

		<ul style="list-style-type: none"> Tom passed out patients' letters of appreciation received by administration for excellence of care 	
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: Debbie Wood Seconded: Karen Taylor All in Favor The Motion Carried</p>
8.	OPEN SESSION ADDITIONAL BUSINESS	<p>The Trustees returned to Open Session</p> <p>Credentialing Addendum 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 Seconded by : Debbie Wood All In Favor The Motion Carried</p>
9.	ADJOURN	<p>The meeting was adjourned at pm.</p>	<p>MOTION: To Adjourn the Board of Trustees Motioned By: Scott Starks Seconded By: Karen Taylor All In Favor. The Motion Carried</p>
	Board Minutes Accepted	 <hr/> Karen Taylor, Vice-Chair	

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
BALANCE SHEET
AS OF JUNE 30, 2018**

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
1 Current Assets				1
2 Cash	\$ 8,573,984	\$ 8,290,537	\$ 7,569,654	2
3 Board Designated Funds	-	-	-	3
4 Cash - Foundation	722,210	709,098	577,462	4
5				5
6 Total Cash and Investments	9,296,194	8,999,635	8,147,115	6
7				7
8 Accounts Receivable-Patients	23,625,528	23,267,851	33,710,245	8
9 Less Allowance	(10,657,107)	(9,950,157)	(16,874,204)	9
10				10
11 Net Patient Receivables	12,968,420	13,317,694	16,836,041	11
12				12
13 Other Accounts Receivable	262,948	211,912	572,304	13
14 Inventories	851,636	853,223	906,049	14
15 Prepaid Expenses	734,550	790,013	384,431	15
16				16
17 Total Current Assets	24,113,747	24,172,477	26,845,940	17
18				18
19 Net Property, Plant and Equipment	37,027,468	36,719,085	37,628,345	19
20 Other Assets	67,434	69,662	92,714	20
21				21
22 Total Assets	\$ 61,208,649	\$ 60,961,224	\$ 64,566,999	22
23				23
LIABILITIES & FUND BALANCE				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,649,605	\$ 1,589,469	\$ 1,643,419	26
27 Notes Payable Current - BEMC	125,000	125,000	125,000	27
28 Notes Payable Current - USDA	143,687	143,687	205,454	28
29 Notes Payable Current - BB&T	366,399	366,399	360,046	29
30 Medicare/Medicaid Settlement	-	-	-	30
31 Accrued Payroll and Taxes	299,491	200,280	252,742	31
32 Accrued Employees' Paid Days Off	1,162,444	1,142,053	1,092,714	32
33 Current Portion of Bonds Payable	-	-	-	33
34 Deferred Revenue - Taxes	476,140	634,853	435,784	34
35 Other Current Liabilities	98,577	73,116	23,992	35
36				36
37 Total Current Liabilities	4,321,343	4,274,857	4,139,151	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	628,724	658,022	961,089	40
41 Lease Obligations	-	-	-	41
42 Bonds Payable	-	-	-	42
43 USDA Loans	8,868,936	8,868,936	9,012,623	43
44 BEMC Loan	572,917	583,334	697,917	44
45				45
46 Total Non-Current Liabilities	10,070,577	10,110,291	10,671,629	46
47				47
48 Total Liabilities	14,391,919	14,385,149	14,810,779	48
49				49
50 Net Assets	45,982,580	45,986,034	48,204,084	50
51 Excess Revenue over Expenses	111,940	(119,057)	974,675	51
52 Restricted Assets	722,210	709,098	577,462	52
53				53
54 Total Net Assets	46,816,730	46,576,075	49,756,220	54
55				55
56 Total Liabilities & Fund Balance	\$ 61,208,649	\$ 60,961,224	\$ 64,566,999	56

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
OPERATING STATEMENT
MONTH ENDING JUNE 30, 2018**

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
REVENUE:							
1 Inpatient Revenue	\$ 1,689,182	\$ 1,816,822	\$ 1,691,580	\$ 16,113,902	\$ 15,772,606	\$ 15,878,268	1
2 Outpatient Revenue	8,498,320	8,362,831	8,732,250	75,065,722	76,123,569	73,788,556	2
3 Nursing Center Revenue	-	-	-	-	-	(156)	3
4 Clinics Revenue	468,725	553,512	504,460	4,455,479	4,327,140	4,705,288	4
5							5
6 Total Patient Service Revenue	10,656,227	10,733,165	10,928,290	95,635,103	96,223,315	94,371,957	6
7 Deductions From Revenue	(7,342,476)	(7,323,174)	(7,483,912)	(65,467,922)	(65,652,595)	(64,042,076)	7
8							8
9 Net Patient Service Revenue	3,313,751	3,409,991	3,444,378	30,167,181	30,570,720	30,329,880	9
10 Other Operating Revenue	241,686	192,742	151,905	2,191,735	1,639,308	1,493,006	10
11							11
12 Total Revenue	3,555,437	3,602,733	3,596,283	32,358,916	32,210,028	31,822,887	12
13							13
OPERATING EXPENSES:							14
15 Salaries	1,401,794	1,369,330	1,335,970	12,868,655	12,265,878	12,053,407	15
16 Employee Benefits	333,775	298,810	279,761	2,999,222	2,993,500	2,895,142	16
17 Professional & Purchased Services	645,750	582,222	604,654	5,675,818	5,285,633	5,566,187	17
18 Medical Supplies & Materials	615,561	665,493	763,444	6,378,221	5,966,184	6,165,201	18
19 Other General Expenses	403,876	391,447	369,958	3,912,556	3,523,017	3,427,339	19
20 Interest	24,706	24,205	25,105	224,712	222,257	227,978	20
21 Depreciation	228,540	224,608	225,159	2,026,665	2,075,889	2,052,641	21
22							22
23 Total Operating Expenses	3,654,001	3,556,115	3,604,052	34,085,849	32,332,358	32,387,895	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	154,682	295,431	242,496	524,444	2,175,816	1,715,610	25
26							26
27 Excess From Operations	(98,564)	46,618	(7,769)	(1,726,933)	(122,330)	(565,009)	27
28							28
29 Non-Operating Revenue	329,561	157,227	76,995	1,838,873	1,415,109	1,539,684	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 230,997	\$ 203,845	\$ 69,226	\$ 111,940	\$ 1,292,779	\$ 974,675	31

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
June-18**

	(A) Month Actual	(B) Month Budget	(C) Prior Month Actual	(D) FYTD Actual	(E) FYTD Budget	(F) Prior FYTD Actual	
1	Medical Admissions	48	47	67	480	467	1
2	Swing Bed Admissions	1	2	4	22	16	2
3	Surgical Admissions	28	28	36	282	280	3
4	Total Admissions	77	76	107	784	762	4
5							5
6	Census Days Medical	112	119	182	1,331	1,471	6
7	Census Days Surgical	65	67	68	536	572	7
8	Census Days Swing Bed	9	12	37	257	113	8
9	Total Census Days	186	198	287	2,124	2,157	9
10							10
11	Average Daily Census Medical	3.7	4.0	5.9	4.9	5.4	11
12	Average Daily Census Surgical	2.2	2.2	2.2	2.0	2.1	12
13	Average Daily Census Swing Bed	0.3	0.4	1.2	0.9	0.4	13
14	Total Average Daily Census	6.2	6.6	9.3	7.8	7.9	14
15							15
16	Average Length of Stay Medical	2.4	3.1	2.7	2.7	3.1	16
17	Average Length of Stay Surgical	2.3	2.3	1.9	2.0	2.3	17
18	Average Length of Stay Swing Bed	8.0	8.1	7.8	10.9	8.1	18
19	Average Length of Stay Total (Excludes Swing Bed)	2.4	3.0	2.4	2.5	3.0	19
20							20
21	Observation Patients	43	55	46	414	480	21
22	Hours	1,273	1,650	1,283	12,438	14,318	22
23							23
24	Operating Room Procedures:						24
25	Inpatient	34	29	46	334	298	25
26	Outpatient	190	184	170	1,529	1,489	26
27	Endoscopy Procedures:						27
28	Inpatient	3	3	4	15	23	28
29	Outpatient	50	49	53	447	479	29
30	Laboratory:						30
31	Inpatient	812	819	890	8,197	9,701	31
32	Outpatient	10,695	11,659	11,683	100,543	98,622	32
33	Diagnostic Imaging:						33
34	Inpatient	107	105	133	975	1,043	34
35	Outpatient	2,558	2,621	2,697	22,639	22,962	35
36	Cardiopulmonary:						36
37	Inpatient	213	201	219	1,875	2,041	37
38	Outpatient	177	194	193	1,860	2,169	38
39	Sleep Studies	22	35	28	263	259	39
40	EKG, Stress Test, & Holter Monitor						40
41	Procedures:						41
42	Inpatient	15	14	28	177	149	42
43	Outpatient	335	348	366	2,951	2,885	43
44	Physical Therapy:						44
45	Visits	672	697	741	6,700	6,747	45
46	Treatments	1,668	1,184	1,787	16,217	11,774	46
47	Cardiac Rehab:						47
48	Visits	524	460	556	5,388	4,805	48
49	Diabetic Program:						49
50	Visits	26	12	34	205	95	50
51	Wound Care Program:						51
52	New Patient Registrations	24	24	27	207	197	52
53	Visits	193	240	219	1,897	1,749	53
54	Meals Served:						54
55	Patients	789	4,136	1,182	31,387	41,627	55
56	Others	1,837	2,109	1,868	17,661	21,065	56
57	Emergency Room:						57
58	Visits	1,088	1,138	1,051	9,035	9,598	58
59	Admitted	47	50	69	488	494	59
60	Transfers	39	49	41	303	324	60
61	Total Outpatient Visits (EXCL ER)	4,676	4,598	5,079	44,110	42,082	61
62							62
63	Clinic Visits:						63
64	Dosher Medical 9th Street	265	271	246	2,344	2,324	64
65	Dosher Medical Howe Street	282	302	275	2,603	2,489	65
66	Dosher Medical Smithville Crossi	300	320	291	2,741	2,746	66
67	Dosher Medical Long Beach Rd	473	573	409	3,347	3,512	67
68	Dosher Medical Oak Island	382	531	588	4,540	4,243	68
69	Dosher Medical Bolivia	-	-	-	-	-	69
70	Dosher Medical Holden Beach	-	-	-	-	-	70
71	Dosher Medical Wellness Center	472	573	421	4,684	4,214	71
72	Dosher Medical Women's Health	201	187	243	1,873	1,811	72
73	Dosher Medical Vaughan's	-	-	-	-	-	73
74	Dosher Medical Surgical	97	97	132	920	886	74
75	Dosher Medical Baldhead	57	58	-	57	69	75
76	Total Clinic Visits	2,529	2,912	2,605	23,109	22,294	76
77							77
78	New Patient Clinic Visits:						78
79	Dosher Medical 9th Street	23		19	163		79
80	Dosher Medical Howe Street	7		20	155		80
81	Dosher Medical Smithville Crossing	7		1	52		81
82	Dosher Medical Long Beach Rd	239		159	1247		82
83	Dosher Medical Oak Island	11		26	140		83
84	Dosher Medical Bolivia	0		0	0		84
85	Dosher Medical Holden Beach	0		0	0		85
86	Dosher Medical Wellness Center	36		30	468		86
87	Dosher Medical Women's Health	12		21	86		87
88	Dosher Medical Surgical	38		58	474		88
89	Dosher Medical Baldhead	53		0	53		89
90	Total Clinic Visits	426		334	2838		90