

## BOARD OF TRUSTEES MEETING MINUTES RECORD


DATE:	LOCATION:	START	ADJOURN
12/03/18	Doshier Hood Building	5:00 pm	5:57 pm
<b>MEMBERS PRESENT:</b> Sherri Marshall, Chair Karen Taylor, Vice Chair Dr. Scott Starks, Secretary Dr. Terry Pieper Robert Howard Debbie Wood Linda Pukenas		<b>NON MEMBERS PRESENT:</b> Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Dr. Brad Hilaman, CMO Dr. Andre Minor, Chief of Staff Lynda Stanley, President, Doshier Foundation Dr. Robert Zukoski, Emeritus Marjorie Sparks, Clerk of the Board Terry Pope, State Port Pilot Connie Pitman, Director of Diagnostic Imaging & Therapies Mark Rollins, Director of Plant Operations Steve Durant, Electrical Mechanic – Plant Operations	

	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.	
4.	Approval of Minutes	Minutes to be approved: November 05, 2018	<b>MOTION:</b> <b>To accept minutes of November 05, 2018</b> Motioned By: Debbie Wood Seconded: Scott Starks All Present in Favor <b>The Motion Carried</b>
	Special Presentations	<b>2018 MRI Update – Connie Pitman</b> <ul style="list-style-type: none"> <li>MRI is on location in hospital as of Saturday, December 01, 2018</li> <li>Special thanks to Connie Pitman, Mark Rollins, Steve Durant</li> <li>Steve Durant noted that the installation team provided by Siemens has done great job getting the wiring, shielding, and general installation all in place in the first 48 hours the unit has been on site. He stated the</li> </ul>	

		<p>hospital is using bricks from the PCU remodel to brick in the opening from installation and old window spaces</p> <ul style="list-style-type: none"> <li>• Carol Northup noted that Connie had a surprise DHHS Radiation Safety Inspection during this renovation and passed with “flying colors”</li> <li>• 130 MRIs in November</li> <li>• \$1.3M in savings by converting an old filing room &amp; break room into new MRI suite instead of initial plan of connecting a trailer to the hospital</li> </ul>	
5.	Management Reports	<p><b><u>Foundation Report - Lynda Stanley</u></b></p> <ul style="list-style-type: none"> <li>• Lynda handed out a foundation report and a copy of the program from golf classic on Friday (11/30/18)</li> <li>• Golf Classic <ul style="list-style-type: none"> <li>○ Great weather</li> <li>○ Numbers were down due to date changes and a couple sponsors that did not support the event with everything going on</li> <li>○ Received over \$6k in door prizes and raffle prizes donated</li> </ul> </li> <li>• Annual Foundation Report <ul style="list-style-type: none"> <li>○ Lynda expressed gratitude to the board members for their donations in both time to hospital and monetary contributions to the foundation</li> <li>○ Foundation has raised a little over \$500k this year alone &amp; has gifted back to hospital almost \$1M since its inception</li> <li>○ Special thank you to the Capital Campaign co-chairs, Robert &amp; Becky Howard, for their efforts to meet the \$2M goal; the goal is not met yet but very close – anticipating completion in January or February of 2019 Approximately \$26K needed</li> <li>○ Planned Giving Campaign was implanted this year, included in the packet is a list of donors who have the foundation bequeathed in their wills</li> <li>○ Includes photos of staff using equipment that foundation has donated and information on the impact that the various equipment has on community and staff</li> <li>○ List of 4 annual events – Heart to Heart, Gala, Breakfast fundraiser, and Golf Classic</li> <li>○ The financial impact page 9 of report lists approximately \$326K contributed to the hospital in the last year</li> </ul> </li> <li>• Wine and cheese event December 17<sup>th</sup> at Frank and Nancy Marchetti’s house</li> <li>• The foundation board held their annual retreat on November 13<sup>th</sup> – a full report should be available January or February</li> <li>• Amazon Smile now has the Doshier Foundation as one of its charities with 0.5% of purchases going to the foundation</li> </ul>	

		<p><b><u>Brunswick Wellness Coalition Update – Lynda Stanley</u></b></p> <ul style="list-style-type: none"> <li>• Currently working with 2 groups: food access and chronic disease</li> <li>• “Give Healthy” Campaign is going on right now, approximately 12K adults and 5K kids rely on food pantries in Brunswick County. There is a food drive being organized at hospital, more details to come later</li> </ul>	
		<p><b><u>CEO Report – Tom Siemers, CEO</u></b></p> <ul style="list-style-type: none"> <li>• Tom participated in the Chamber of Commerce’s “It’s Worth the Drive” Campaign – started at Color Me Carolinas and drove to Cox furniture. He spoke about the hospital, various programs, and upcoming events</li> <li>• ACHE conducted an interview with Tom on hurricane preparation and lessons learned. It will be published in their upcoming CEO Circle in their monthly publication</li> <li>• Virtual Hospitalist Program <ul style="list-style-type: none"> <li>○ Still on track to begin program December 12<sup>th</sup></li> <li>○ There will be a physician on site while running program for the first 5 days</li> <li>○ Media outlets were given demo this morning. Terry Pope was present and gave positive feedback</li> <li>○ Tom noted there have been several national conferences on tele-health services recently</li> </ul> </li> </ul>	
		<p><b><u>CFO Report – Dan Porter, CFO</u></b></p> <p><b><u>Financial Report</u></b></p> <p>The financial reports were included in the meeting packet. First month in fiscal year new presentation</p> <p>Days Cash on Hand: 85.2 Days Revenue in A/R: 70.7</p> <ul style="list-style-type: none"> <li>➤ Volume indicators fell for October. <ul style="list-style-type: none"> <li>○ Total revenue down 3%.</li> <li>○ IP was down 4% and OP figures were down 4%.</li> <li>○ Clinic revenue up 7%.</li> </ul> </li> <li>➤ Payor mix trend was not favorable.</li> <li>➤ Expenses were favorable</li> </ul> <p>For the month, Excess from Operations &lt;157K&gt; Operations YTD &lt;157K&gt; Total Excess Over Expenses YTD 13K</p> <p>November trending at \$10.1M gross revenue.</p>	

		<b><u>Finance Committee Report-Robert Howard, Trustee</u></b> <ul style="list-style-type: none"> <li>• Met today (12-3-18)</li> <li>• Will report more next month</li> </ul>	
		<b><u>Nursing Report- Carol Northup, CNO</u></b> <ul style="list-style-type: none"> <li>• Received notification today that CMS has given Doshier a 4-star rating – <ul style="list-style-type: none"> <li>○ As a critical access hospital, 4 star is highest we can get</li> <li>○ 10 hospitals were 5 star, 22 were 4 star and remaining were 3 star or below as of last quarter's ratings</li> </ul> </li> <li>• Operation Christmas going on at hospital – Ava McDonald, caseworker, is organizing the donations</li> <li>• Active Shooter Drills <ul style="list-style-type: none"> <li>○ Started in March 2018, in July (2018) 2 Brunswick County Sheriff's Office deputies conducted a safety walk through</li> <li>○ Hospital-wide active shooter drills are scheduled for this week – Joann Turzer-Comnesso and Carl Mauney are conducting drills</li> </ul> </li> </ul>	
		<b><u>Marketing Committee Report-Debbie Wood, trustee</u></b> <ul style="list-style-type: none"> <li>• Not a lot new – working on the hospital's branding and message</li> <li>• Next meeting scheduled for December 11<sup>th</sup></li> <li>•</li> </ul>	
6.	New Business	<ul style="list-style-type: none"> <li>• 3 "Joe" letters – Dr. Schmoke, Gail Ballard, RN, and Angela Peek, RN are recipients for specifically being mentioned in a patient compliment letter</li> <li>• Medical Staff Christmas Party Invitation was presented to the board member - December 11<sup>th</sup> at 5:30pm at the Southport Community Center</li> <li>• Slate of Officers Presented: <ul style="list-style-type: none"> <li>○ Dr. Starks – Chairperson</li> <li>○ Sherri Marshall – Vice-Chair</li> <li>○ Robert Howard – Secretary</li> </ul> </li> </ul> <p><b><u>Credentialing Addendum</u></b>  The Credentialing Addendum was approved as presented.  Dr. Andre Minor presented and gave brief overview</p> <p>There was no Closed Session during this meeting</p>	<p><b>MOTION:</b>  <b>To accept the Slate of Officers as Presented</b>  Motioned by:  Terry Pieper  Seconded by :  Karen Taylor  All In Favor  <b>The Motion Carried</b></p> <p><b>MOTION:</b>  <b>To accept the Credentialing presented as indicated on the Credentialing Addendum.</b>  Motioned by:  Scott Starks</p>

			Seconded by : Terry Pieper All In Favor <b>The Motion Carried</b>
9.	<b>ADJOURN</b>	The meeting was adjourned at 5:57 pm.	<b>MOTION:</b> <b>To Adjourn the</b> <b>Board of Trustees</b> Motioned By: Scott Starks Seconded By: Debbie Wood All In Favor. <b>The Motion Carried</b>
	<b>Board Minutes Accepted</b>	 Scott Starks, M.D., Chair	

**J. ARTHUR DOSHER MEMORIAL HOSPITAL  
BALANCE SHEET  
AS OF OCTOBER 31, 2018**

	(A) Current Month	(B) Last Month	(C) Prior Year
<b>ASSETS</b>			
Current Assets			
Cash	\$ 9,119,308	\$ 8,857,521	\$ 9,279,837
Board Designated Funds	-	-	-
Cash - Foundation	752,699	730,442	623,294
Total Cash and Investments	9,872,007	9,587,963	9,903,131
Accounts Receivable-Patients	21,743,125	21,003,907	26,520,858
Less Allowance	(10,098,135)	(9,797,650)	(13,667,034)
Net Patient Receivables	11,644,990	11,206,257	12,853,825
Other Accounts Receivable	307,748	359,239	451,400
Inventories	837,299	817,828	869,072
Prepaid Expenses	728,104	565,556	639,880
Total Current Assets	23,390,148	22,536,844	24,717,308
Net Property, Plant and Equipment	36,446,430	36,497,664	37,378,925
	60,561	61,681	93,711
<b>Total Assets</b>	<b>\$ 59,897,139</b>	<b>\$ 59,096,189</b>	<b>\$ 62,189,943</b>
<b>LIABILITIES &amp; FUND BALANCE</b>			
Current Liabilities			
Accounts Payable	\$ 2,158,355	\$ 1,574,394	\$ 2,187,403
Notes Payable Current - BEMC	125,000	125,000	125,000
Notes Payable Current - USDA	143,687	143,687	293,163
Notes Payable Current - BB&T	364,312	364,312	377,352
Medicare/Medicaid Settlement	-	-	-
Accrued Payroll and Taxes	807,964	664,271	746,194
Accrued Employees' Paid Days Off	1,186,913	1,125,395	1,206,572
Current Portion of Bonds Payable	-	-	-
Deferred Revenue - Taxes	-	-	-
Other Current Liabilities	192,133	175,544	24,989
Total Current Liabilities	4,978,363	4,172,604	4,960,672
Non-Current Liabilities			
BB&T Loan	512,991	542,612	854,701
Lease Obligations	-	-	-
Bonds Payable	-	-	-
USDA Loans	8,868,936	8,868,936	9,012,623
BEMC Loan	531,250	541,667	656,250
Total Non-Current Liabilities	9,913,177	9,953,215	10,523,574
Total Liabilities	14,891,540	14,125,818	15,484,246
Net Assets	44,239,928	45,982,580	48,206,897
Excess Revenue over Expenses	12,972	(1,742,652)	(2,124,494)
Restricted Assets	752,699	730,442	623,294
Total Net Assets	45,005,599	44,970,371	46,705,697
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 59,897,139</b>	<b>\$ 59,096,189</b>	<b>\$ 62,189,943</b>

**J. ARTHUR DOSHER MEMORIAL HOSPITAL  
OPERATING STATEMENT  
MONTH ENDING OCTOBER 31, 2018**

	(A)	(B)	(C)	(D)	(E)	(F)	
	<b>Current Month</b>			<b>Year-to-Date</b>			
<b>REVENUE:</b>	<b>Actual</b>	<b>Budget</b>	<b>Prior Year</b>	<b>Actual</b>	<b>Budget</b>	<b>Prior Year</b>	
1 Inpatient Revenue	\$ 1,815,456	\$ 1,882,786	\$ 1,655,129	\$ 1,815,456	\$ 1,882,786	\$ 1,655,129	1
2 Outpatient Revenue	8,567,066	8,920,262	8,221,330	8,567,066	8,920,262	8,221,330	2
3 Nursing Center Revenue	-	-	-	-	-	-	3
4 Clinics Revenue	524,306	492,313	513,591	524,306	492,313	513,591	4
5							5
6 Total Patient Service Revenue	10,906,829	11,295,361	10,390,050	10,906,829	11,295,361	10,390,050	6
7 Deductions From Revenue	(7,503,899)	(7,776,108)	(7,069,717)	(7,503,899)	(7,776,108)	(7,069,717)	7
8							8
9 Net Patient Service Revenue	3,402,930	3,519,253	3,320,333	3,402,930	3,519,253	3,320,333	9
10 Other Operating Revenue	261,488	239,580	272,639	261,488	239,580	272,639	10
11							11
12 Total Revenue	3,664,419	3,758,833	3,592,972	3,664,419	3,758,833	3,592,972	12
13							13
14 <b>OPERATING EXPENSES:</b>							14
15 Salaries	1,470,184	1,446,292	1,429,441	1,470,184	1,446,292	1,429,441	15
16 Employee Benefits	370,413	345,493	321,122	370,413	345,493	321,122	16
17 Professional & Purchased Services	567,965	589,361	633,229	567,965	589,361	633,229	17
18 Medical Supplies & Materials	748,886	792,383	734,915	748,886	792,383	734,915	18
19 Other General Expenses	411,760	412,551	433,297	411,760	412,551	433,297	19
20 Interest	24,663	23,930	21,927	24,663	23,930	21,927	20
21 Depreciation & Amortization	227,669	235,210	223,186	227,669	235,210	223,186	21
22							22
23 Total Operating Expenses	3,821,540	3,845,220	3,797,119	3,821,540	3,845,220	3,797,119	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	95,211	172,753	40,967	95,211	172,753	40,967	25
26							26
27 Excess From Operations	(157,121)	(86,387)	(204,146)	(157,121)	(86,387)	(204,146)	27
28							28
29 Non-Operating Revenue	170,093	186,765	297,741	170,093	186,765	297,741	29
30							30
31 Excess Over Expenses	\$ 12,972	\$ 100,378	\$ 93,595	\$ 12,972	\$ 100,378	\$ 93,595	31

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

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
		Actual	Budget	Actual	Actual	Budget	Actual	
1	Medical Admissions	40	46	25	40	46	49	1
2	Swing Bed Admissions	1	5	3	1	5	5	2
3	Surgical Admissions	40	27	15	40	27	26	3
4	Total Admissions	81	79	43	81	79	80	4
5								5
6	Census Days Medical	113	140	56	113	140	143	6
7	Census Days Surgical	64	56	26	64	56	56	7
8	Census Days Swing Bed	8	120	12	8	120	55	8
9	Total Census Days	185	316	94	185	316	254	9
10								10
11	Average Daily Census Medical	3.6	4.5	1.9	3.6	4.5	4.6	11
12	Average Daily Census Surgical	2.1	1.8	0.9	2.1	1.8	1.8	12
13	Average Daily Census Swing Bed	0.3	3.9	0.4	0.3	3.9	1.8	13
14	Total Average Census	6.0	10.2	3.1	6.0	10.2	8.2	14
15								15
16	Average Length of Stay Medical	2.3	2.7	2.3	2.3	2.7	2.7	16
17	Average Length of Stay Surgical	2.3	2.0	1.6	2.3	2.0	2.3	17
18	Average Length of Stay Swing Bed	8.0	11.4	3.8	8.0	11.4	8.6	18
19	Average Length of Stay Total (Excludes Swing Bed)	2.3	2.4	2.0	2.3	2.4	2.5	19
20								20
21	Observation Patients:							21
22	Discharges	52	43	43	52	43	39	22
23	Hours	1,938	1,261	1,263	1,938	1,261	1,115	23
24	Operating Room Procedures:							24
25	Inpatient	47	35	16	47	35	33	25
26	Outpatient	181	175	87	181	175	157	26
27	Endoscopy Procedures:							27
28	Inpatient	-	2	1	-	2	-	28
29	Outpatient	41	49	19	41	49	41	29
30	Laboratory:							30
31	Inpatient	676	890	439	676	890	918	31
32	Outpatient	12,791	12,341	7,552	12,791	12,341	11,554	32
33	Diagnostic Imaging:							33
34	Inpatient	99	97	42	99	97	90	34
35	Outpatient	2,652	2,637	1,552	2,652	2,637	2,600	35
36	Cardiopulmonary:							36
37	Inpatient	178	117	87	178	117	103	37
38	Outpatient	174	150	157	174	150	157	38
39	Sleep Studies	42	39	19	42	39	39	39
40	EKG, Stress Test,							40
41	& Holter Monitor							41
42	Procedures:							42
43	Inpatient	15	18	7	15	18	17	43
44	Outpatient	305	284	222	305	284	300	44
45	Physical Therapy:							45
46	Visits	626	745	274	626	745	818	46
47	Treatments	1,482	1,954	637	1,482	1,954	2,064	47
48	Cardiac Rehab:							48
49	Visits	717	556	278	717	556	574	49
50	Diabetic Program:							50
51	Visits	21	25	18	21	25	16	51
52	Wound Care Program:							52
53	New Patient Registrations	42	22	10	42	22	29	53
54	Wound Care Visits	215	215	89	215	215	245	54
55	Hyperbaric Treatments	7	43	11	7	43	43	55
56	Meals Served:							56
57	Patients	820	1,370	556	820	1,370	4,310	57
58	Others	2,067	2,399	987	2,067	2,399	2,062	58
59	Emergency Room:							59
60	Visits	939	1,027	826	939	1,027	1,021	60
61	Admitted	40	43	27	40	43	44	61
62	Transfers	34	30	37	34	30	29	62
63	Total Outpatient Visits (EXCL ER)	5,339	5,213	2,629	5,339	5,213	5,102	63
64	Clinic Visits:							64
65	Dosher Medical 9th Street							65
66	Start 07/01/11	310	266	145	310	266	257	66
67	Dosher Medical Howe Street							67
68	Start 10/1/2014	595	573	263	595	573	273	68
69	Dosher Medical Smithville Crossing							69
70	Start 10/1/2014	246	322	145	246	322	319	70
71	Dosher Medical Long Beach Rd							71
72	Start 6/22/2014	293	319	203	293	319	358	72
73	Dosher Medical Oak Island							73
74	Start 06/12/12	534	549	253	534	549	549	74
75	Dosher Medical Wellness Ctr Clinic							75
76	Start 9/6/2016	621	488	317	621	488	485	76
77	Dosher Medical Women's Health							77
78	Start 11/1/2014	165	228	86	165	228	201	78
79	Dosher Medical Surgical Clinic							79
80	Start 02/01/15	-	-	-	-	-	98	80
81	Dosher Medical Baldhead							81
82	start 05/22/15	-	-	-	-	-	-	82
83	Total Clinic Visits	2,764	2,745	1,412	2,764	2,745	2,540	83
84	New Patient Clinic Visits:							84
85	Dosher Medical 9th Street							85
86	Start 07/01/11	14	6	14	14	6	17	86
87	Dosher Medical Howe Street							87
88	Start 10/1/2014	167	51	167	167	51	12	88
89	Dosher Medical Smithville Crossing							89
90	Start 10/1/2014	10	3	10	10	3	8	90
91	Dosher Medical Long Beach Rd							91
92	Start 6/22/2014	103	84	103	103	84	105	92
93	Dosher Medical Oak Island							93
94	Start 06/12/12	10	4	10	10	4	13	94
95	Dosher Medical Wellness Clinic							95
96	Start 9/6/2016	44	25	44	44	25	55	96
97	Dosher Medical Women's Health							97
98	Start 11/1/2014	26	2	26	26	2	4	98
99	Dosher Medical Surgical Clinic							99
100	Start 02/01/15	0	0	0	0	0	68	100
101	Dosher Medical Baldhead							101
102	start 05/22/15	0	0	0	0	0	0	102
103	Total Clinic Visits	374	175	374	374	175	282	103