


BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
07/09/2018	Doshier Hood Building	5:01 pm	5:47 pm
MEMBERS PRESENT: 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 Terry Pope, State Port Pilot	

	AGENDA ITEM	DISCUSSION/CONCLUSIONS	ACTION
1.	Call To Order	Karen Taylor, Vice-Chair called the meeting to order at 5:01pm.	
2.	Roll Call	Scott Starks Called Roll Roll Reflected Above. – Sherri Marshall, Chair absent A quorum was present.	
4.	Approval of Minutes	Minutes to be approved:	MOTION: To accept minutes of June 4, 2018 Motioned By: Debbie Wood Seconded: Dr. Scott Starks All Present in Favor The Motion Carried
5.	Management Reports	<u>Foundation Report - Lynda Stanley</u> <ul style="list-style-type: none"> July is slow month for foundation – most people on vacation Preparing for events such as golf tournament which is October 12th Thank everyone who supported foundation breakfast: <ul style="list-style-type: none"> 120 people present, 40 new donors Tom presented and answered questions 	
		<u>CEO Report – Tom Siemers, CEO</u> <ul style="list-style-type: none"> Dr. Newsom started today (July 9th) at Howe Street Clinic Thanks to the Plant Operations team, Carol, and Dan, we were able to pass out approximately 5000 fans at the 4th of July festivities NCHA meeting is next week (07/18/18-07/20/18) 	

		<p><u>HPHC and Duke Endowment – Lynda Stanley</u></p> <ul style="list-style-type: none"> • Next quarterly all-member meeting is July 11th in Shallotte • 1st of August meeting in Raleigh when Sheila Roberts, Lindsay, and Lynda will meet with coaches about where the coalition is, goals, current project outcomes, etc. • Walmart Care Fairs coming up: first one next week in Leland, various members of coalition will be presenting • Infrastructure is now in place, 4 original members have now expanded to include NHRMC, Novant, Com-Well, New Hope Clinic, Brunswick Co-Op, Brunswick transportation & more 	
		<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: 76.4 Days Revenue in A/R: 64.6</p> <ul style="list-style-type: none"> ➤ Volume indicators rose/fell for <ul style="list-style-type: none"> ○ Total revenue up 2%. ○ IP was up 13 % and OP figures were neutral and neither rose nor fell. ○ Clinic revenue down 7 %. ➤ Payor mix trend was/not favorable. yellow ➤ Expenses were not favorable <p>For the month, Excess from Operations <203k> Operations YTD <1.6M> Total Excess Over Expenses YTD <108k ></p> <p>June trending at \$10.8 gross revenue.</p>	
		<p><u>Finance Committee Report-Robert Howard, Trustee</u></p> <ul style="list-style-type: none"> • Blue & Co. report will be available tomorrow morning for Joint Conference Committee Meeting • Staff has made a large amount of progress with recommendations from Blue & Co. • Goal is set to complete all recommendations by Sept. 1st (approximately 2/3 the way completed right now) • Reduce expenses & increase income is end-goal 	
		<p><u>Marketing Committee Report-Debbie Wood, trustee</u></p> <ul style="list-style-type: none"> • Jim Goss met with a new community outreach group last month – <ul style="list-style-type: none"> ○ about 9 people attended – ○ The purpose was to start networking with members of the community ○ Group had the same observations as board made in the June retreat – 	

		<ul style="list-style-type: none"> ○ Anticipating another meeting in September with another group of 9-12 people • Instructed Jim Goss to pull out past potential logos to review for rebranding • Suspended meeting this month will have one next month 	
		<u>IOP Report- Carol Northup, CNO</u> <ul style="list-style-type: none"> • 99.5% on dietary inspectors today 	
6.	New Business	<ul style="list-style-type: none"> • Joe letter – <ul style="list-style-type: none"> ○ PCU team rewrite due to last one getting lost in mail ○ Lynn Lancaster - a patient waited in administration for Tom to get out of a meeting and singled her out with praise for her experience – Lynn has been an employee for many years • Nominating committee – in progress for new board member. Dr Starks and Debbie Wood are the ad hoc committee, next step is the candidate is to go to Sherri for approval then sent to the Brunswick County Commissioners by July 26th for review and approval when they meet August 6th. Looking for youth and passion without preconceived job notions. All candidates have been very appropriate and knowledgeable and have interviewed very well. Names will be given by next week and finalized before the 26th 	MOTION: Motioned by: Seconded by:
7.	CLOSED SESSION	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.	MOTION: To move to closed session in accordance with the indicated statutes. Motioned By: Debbie Wood Seconded: Dr. Terry Pieper All in Favor The Motion Carried
8.	OPEN SESSION ADDITIONAL BUSINESS	The Trustees returned to Open Session <u>Credentialing Addendum</u> The Credentialing Addendum was approved as presented. CMO Report– <ul style="list-style-type: none"> • Revenue reports are not showing consults from hospitalists who attend to ER patients without admitting 	MOTION: To accept the Credentialing presented as indicated on the Credentialing Addendum. Motioned by: Debbie Wood Seconded by : Dr. Terry Pieper All In Favor

		<p>since October 2017. Putting mechanisms in place to correct issue. Hospitalists admit to not utilizing DocSync program</p> <ul style="list-style-type: none"> • State just did survey/inspection for rural health centers and we passed & are able to continue billing as such • New Hyperbaric Tech is already certified and ready to step in as soon as she's fully credentialed. • Trying to get timing for a visit to virtual hospitalist program at Bladen Hospital. CEO is trying to work out schedule and visit. Tentatively set for the afternoon of August 3rd • Novant surgeons are expecting a start date Aug 1st for Southport area. Expand marketing and education for community. Will have on-site office at Doshier • 2 hour meeting with Kate Inman over network providers increasing volume, lowering expenses, etc. 	The Motion Carried
9.	ADJOURN	The meeting was adjourned at 5:47pm	MOTION: To Adjourn the Board of Trustees Motioned By: Dr. Scott Starks Seconded By: Dr. Terry Pieper All In Favor. The Motion Carried
	Board Minutes Accepted	 <u>Sherri Marshall, as Chair</u> Sherri Marshall, Chair	

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

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
1 Current Assets				1
2 Cash	\$ 8,290,537	\$ 8,935,265	\$ 8,256,567	2
3 Board Designated Funds	-	-	-	3
4 Cash - Foundation	709,098	735,356	557,647	4
5				5
6 Total Cash and Investments	8,999,635	9,670,620	8,814,214	6
7				7
8 Accounts Receivable-Patients	23,267,851	23,301,528	32,516,848	8
9 Less Allowance	(9,950,157)	(9,900,240)	(15,760,953)	9
10				10
11 Net Patient Receivables	13,317,694	13,401,288	16,755,894	11
12				12
13 Other Accounts Receivable	211,912	210,470	471,603	13
14 Inventories	853,223	892,000	915,008	14
15 Prepaid Expenses	790,013	767,087	481,300	15
16				16
17 Total Current Assets	24,172,477	24,941,465	27,438,019	17
18				18
19 Net Property, Plant and Equipment	36,719,085	36,792,603	37,815,100	19
20 Other Assets	69,662	80,734	92,695	20
21				21
22 Total Assets	\$ 60,961,224	\$ 61,814,801	\$ 65,345,814	22
23				23
LIABILITIES & FUND BALANCE				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,589,469	\$ 1,717,406	\$ 1,756,768	26
27 Notes Payable Current - BEMC	125,000	125,000	125,000	27
28 Notes Payable Current - USDA	143,687	165,280	183,526	28
29 Notes Payable Current - BB&T	366,399	377,352	360,046	29
30 Medicare/Medicaid Settlement	-	-	-	30
31 Accrued Payroll and Taxes	200,280	750,945	833,776	31
32 Accrued Employees' Paid Days Off	1,142,053	1,115,507	1,100,792	32
33 Current Portion of Bonds Payable	-	-	-	33
34 Deferred Revenue - Taxes	634,853	793,567	581,045	34
35 Other Current Liabilities	73,116	27,005	23,992	35
36				36
37 Total Current Liabilities	4,274,857	5,072,061	4,964,945	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	658,022	676,390	990,904	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	583,334	593,750	708,334	44
45				45
46 Total Non-Current Liabilities	10,110,291	10,139,076	10,711,861	46
47				47
48 Total Liabilities	14,385,149	15,211,138	15,676,806	48
49				49
50 Net Assets	45,986,034	45,985,188	48,205,912	50
51 Excess Revenue over Expenses	(119,057)	(116,880)	905,449	51
52 Restricted Assets	709,098	735,356	557,647	52
53				53
54 Total Net Assets	46,576,075	46,603,663	49,669,008	54
55				55
56 Total Liabilities & Fund Balance	\$ 60,961,224	\$ 61,814,801	\$ 65,345,814	56

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

		(A)	(B)	(C)	(D)	(E)	(F)	
		Current Month			Year-to-Date			
		Actual	Budget	Prior Year	Actual	Budget	Prior Year	
1	REVENUE:							1
2	Inpatient Revenue	\$ 2,105,590	\$ 1,857,930	\$ 1,846,409	\$ 14,424,720	\$ 13,955,784	\$ 14,186,688	2
3	Outpatient Revenue	8,709,280	8,648,860	8,887,199	66,567,402	67,760,738	65,056,307	3
4	Nursing Center Revenue	-	-	-	-	-	(156)	4
5	Clinics Revenue	474,373	512,837	477,720	3,986,754	3,773,628	4,200,828	5
6	Total Patient Service Revenue	11,289,243	11,019,627	11,211,329	84,978,876	85,490,150	83,443,667	6
7	Deductions From Revenue	(7,774,600)	(7,518,624)	(7,702,749)	(58,125,445)	(58,329,421)	(56,558,165)	7
8	Net Patient Service Revenue	3,514,643	3,501,003	3,508,580	26,853,431	27,160,729	26,885,502	8
9	Other Operating Revenue	242,966	196,617	220,369	1,950,048	1,446,566	1,341,101	9
10	Total Revenue	3,757,609	3,697,620	3,728,949	28,803,479	28,607,295	28,226,603	10
11								11
12								12
13								13
14	OPERATING EXPENSES:							14
15	Salaries	1,480,630	1,441,015	1,360,056	11,466,861	10,896,548	10,717,437	15
16	Employee Benefits	290,215	343,492	341,593	2,665,448	2,694,690	2,615,382	16
17	Professional & Purchased Services	730,329	597,433	624,364	5,030,068	4,703,411	4,961,533	17
18	Medical Supplies & Materials	786,574	683,254	721,324	5,762,660	5,300,691	5,401,757	18
19	Other General Expenses	420,308	391,448	370,869	3,508,680	3,131,570	3,057,381	19
20	Interest	28,079	24,274	25,186	200,006	198,052	202,873	20
21	Depreciation	224,383	225,009	225,225	1,798,125	1,851,281	1,827,481	21
22	Total Operating Expenses	3,960,518	3,705,925	3,668,616	30,431,848	28,776,243	28,783,843	22
23	Earnings Before Interest, Depreciation & Amortization (EBIDA)	49,554	240,978	310,744	369,762	1,880,385	1,473,114	23
24	Excess From Operations	(202,909)	(8,305)	60,333	(1,628,369)	(168,948)	(557,240)	24
25	Non-Operating Revenue	200,732	157,249	155,977	1,520,384	1,257,882	1,462,689	25
26	Excess Over Expenses (After Extraordinary Items)	\$ (2,177)	\$ 148,944	\$ 216,311	\$ (107,985)	\$ 1,088,934	\$ 905,449	26
27								27
28								28
29								29
30								30
31								31

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

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
		Actual	Budget	Actual	Actual	Budget	Actual	
1	Medical Admissions	67	50	55	432	420	415	1
2	Swing Bed Admissions	4	2	1	21	14	17	2
3	Surgical Admissions	36	34	35	254	252	243	3
4	Total Admissions	107	85	91	707	686	675	4
5								5
6	Census Days Medical	182	120	162	1,219	1,170	1,172	6
7	Census Days Surgical	68	71	55	471	687	689	7
8	Census Days Swing Bed	37	11	1	248	102	120	8
9	Total Census Days	287	202	218	1,938	1,959	1,981	9
10								10
11	Average Daily Census Medical	5.9	3.9	5.4	5.0	4.8	4.8	11
12	Average Daily Census Surgical	2.2	2.3	1.8	1.9	2.8	2.8	12
13	Average Daily Census Swing Bed	1.2	0.3	0.0	1.0	0.4	0.5	13
14	Total Average Daily Census	9.3	6.5	7.3	8.0	8.1	8.2	14
15								15
16	Average Length of Stay Medical	2.7	3.1	3.1	2.8	3.1	3.2	16
17	Average Length of Stay Surgical	1.9	2.3	1.7	1.9	2.3	2.2	17
18	Average Length of Stay Swing Bed	7.8	8.1	-	11.2	8.1	7.5	18
19	Average Length of Stay Total (Excludes Swing Bed)	2.4	3.0	2.5	2.7	3.0	2.9	19
20								20
21	Observation Patients	46	53	48	371	425	426	21
22	Hours	1,283	1,815	1,421	11,165	12,668	12,795	22
23								23
24	Operating Room Procedures:	46	35	40	300	270	278	24
25	Outpatient	170	184	168	1,339	1,305	1,234	25
26								26
27	Endoscopy Procedures:	4	2	2	12	20	23	27
28	Outpatient	53	54	55	397	430	391	28
29								29
30	Laboratory:	890	1,024	850	7,385	8,882	8,835	30
31	Outpatient	11,683	11,611	11,401	89,848	86,963	88,871	31
32								32
33	Diagnostic Imaging:	133	113	108	868	938	890	33
34	Outpatient	2,697	2,668	2,377	20,081	20,341	19,722	34
35								35
36	Cardiopulmonary:	219	210	271	1,662	1,840	1,827	36
37	Outpatient	193	258	162	1,683	1,975	1,959	37
38	Sleep Studies	28	37	28	241	224	224	38
39								39
40	EKG, Stress Test,							40
41	& Holter Monitor	28	18	17	162	135	133	41
42	Procedures:	366	356	337	2,616	2,537	2,448	42
43								43
44	Physical Therapy:	741	760	743	6,028	6,050	5,883	44
45	Treatments	1,787	1,225	1,793	14,549	10,590	14,599	45
46								46
47	Cardiac Rehab:	556	548	614	4,864	4,345	4,124	47
48	Diabetic/Weight Mgmt Program:	34	10	26	179	83	83	48
49								49
50	Wound Care Program:	27	31	24	183	174	186	50
51	Visits	219	239	199	1,704	1,510	1,634	51
52								52
53	Meals Served:	1,182	4,480	3,033	30,598	37,491	37,073	53
54	Others	1,868	2,158	1,979	15,824	18,956	19,509	54
55								55
56	Emergency Room:	1,051	1,161	955	7,947	8,460	8,524	56
57	Admitted	69	54	57	441	444	437	57
58	Transfers	41	33	48	264	276	269	58
59								59
60	Total Outpatient Visits (EXCL ER)	5,079	4,913	4,931	39,434	37,484	38,032	60
61								61
62								62
63	Clinic Visits:							63
64	Dosher Medical 9th Street	246	249	248	2,079	2,053	2,106	64
65	Dosher Medical Howe Street	275	262	320	2,321	2,188	2,211	65
66	Dosher Medical Smithville Crossing	291	304	298	2,441	2,426	2,429	66
67	Dosher Medical Long Beach Rd	409	450	370	2,874	2,939	3,063	67
68	Dosher Medical Oak Island	588	588	486	4,158	3,712	3,893	68
69	Dosher Medical Bolivia	-	-	-	-	-	651	69
70	Dosher Medical Holden Beach	-	-	-	-	-	500	70
71	Dosher Medical Wellness Center	421	474	586	4,212	3,640	3,908	71
72	Dosher Medical Women's Health	243	214	194	1,672	1,624	1,629	72
73	Dosher Medical Vaughan's	-	-	-	-	-	-	73
74	Dosher Medical Surgical	132	105	98	823	789	783	74
75	Dosher Medical Baldhead	-	11	-	-	11	5	75
76	Total Clinic Visits	2,605	2,657	2,600	20,580	19,382	21,178	76
77								77
78	New Patient Clinic Visits:							78
79	Dosher Medical 9th Street	19		16	140		254	79
80	Dosher Medical Howe Street	20		18	148		69	80
81	Dosher Medical Smithville Crossing	1		1	45		128	81
82	Dosher Medical Long Beach Rd	159		136	1008		1304	82
83	Dosher Medical Oak Island	26		9	129		185	83
84	Dosher Medical Bolivia	0		0	0		26	84
85	Dosher Medical Holden Beach	0		0	0		41	85
86	Dosher Medical Wellness Center	30		56	432		764	86
87	Dosher Medical Women's Health	21		12	74		50	87
88	Dosher Medical Surgical	58		57	436		157	88
89	Dosher Medical Baldhead	0		0	0		5	89
90	Total Clinic Visits	334		305	2412		2983	90