

BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
March 5, 2018	Doshier Hood Building	5:00 pm	6:40 pm
MEMBERS PRESENT: Sherri Marshall, Chair Karen Taylor, Vice Chair Dr. Scott Starks, Secretary – via conference call Dr. Terry Pieper Jim White Robert Howard Debbie Wood		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 Megan Shrewsbury, Clerk of the Board Marjorie Sparks, New Clerk of the Board Jim Goss, Marketing & Community Relations Director Terry Pope, State Port Pilot Josh Caine, Past Present Future Digital Video	

	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: February 5, 2018	MOTION: To accept minutes of February 5, 2018 Motioned By: Jim White Seconded: Dr. Scott Starks All Present in Favor The Motion Carried
5.	Management Reports	Foundation Report - Lynda Stanley <ul style="list-style-type: none"> Heart to Heart event raised over \$20K, receiving over \$6k in goods/services donated by sponsors and the community March 14th Planned Giving Seminar at the Wingate hotel, Heleyna Levy to present A Wine & Cheese event was hosted February 6th at Jim & Ann White's house Received a \$25K grant from the Orton Foundation 	

		<p><u>CEO Report – Tom Siemers, CEO</u></p> <ul style="list-style-type: none"> • Dr. Alex Newsom will be begin the second week of July as an Internal Medicine physician • He will be sharing an office with Dr. Minor • Brunswick Wellness Coalition is hosting a 1mile/5K run/walk through downtown Southport at Doshier on March 24th starting at 9:30am 	
		<p><u>HPHC and Duke Endowment – Scott Starks, M.D.</u></p> <ul style="list-style-type: none"> • The Brunswick Wellness Coalition now has grown to 8 members from 4 previously. • Lindsay is continuing to speak with different Kiwanis groups as well as various other organizations to get more participation from local groups. There were a total of 15 organizations represented at the last meeting. • There will be a Duke Endowment meeting on March 7th before the next board meeting 	
		<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: 78.4 Days Revenue in A/R: 69.2</p> <ul style="list-style-type: none"> ➤ Volume indicators rose for December. <ul style="list-style-type: none"> ○ Total revenue up 4%. ○ IP was up 18% and OP figures were up 1%. ○ Clinic revenue up 8%. ➤ Payor mix trend was not favorable. ➤ Expenses were not favorable <p>For the month, Excess from Operations <\$127k> Operations YTD <\$726k> Total Excess Over Expenses YTD \$82k.</p> <p>February trending at \$10.4M gross revenue.</p>	
		<p><u>Finance Committee Report-Robert Howard, Trustee</u></p> <ul style="list-style-type: none"> • Finance Committee will meet monthly for the foreseeable future • 3 firms presented written proposals for revenue cycle audit ranging in cost from \$45K-\$60K as compared to the initial thought of \$100K for the cost of the project • Finance Committee recommends going with Blue and Company for the audit with an anticipated budget of \$60K max and timeline of 6-8 weeks 	<p>Motion: To authorize use of Blue & Company for independent revenue cycle audit Motioned by: Robert Howard Seconded by: Jim White</p>

		<ul style="list-style-type: none"> ➤ Motion to approve Blue & Company as audit firm for Revenue Cycle Audit • There have been discussions of working with the staff to ensure they are collecting the \$50 co-pay up front and explaining that it is not a fee. This is approximately \$200K revenue stream for the hospital • Cost Reports for the fiscal year ending September 30, 2017, were distributed by Dan Porter at committee meeting, the committee is currently working on board financial reports and are hoping to be able to report at the next meeting 	All present in favor Motion Carried
		<u>Marketing Committee Report-Jim White, Trustee</u> <ul style="list-style-type: none"> • Last Meeting was held February 12th • Next meeting is March 19th • There are 29 points that were distributed for consideration from the board and the committee is asking for the members to give input by next meeting • Jim Goss gave updates on the increase in website visits and showed various pages associated with the website 	
		<u>IOP Report- Carol Northup, CNO</u> <ul style="list-style-type: none"> • DNV application accepted; honored exception dates • No need for any prep for any DNV inspection due to annual review for Joint Commission already completed • Inspection will take 3 days with 3 surveyors; will spend 1 day in the clinics • Report will be put together ; post survey implementation to achieve results in 12 months • NHRMC had recent DNV inspection and found it to be very collaborative 	
6.	New Business	<ul style="list-style-type: none"> • New Board Clerk – Marjorie Sparks needs approval • “Joe” Letter to be signed by the board members to recognize a job well done and excellence above the call of duty for a different employee each month. Connie Cook is the first recipient • Sherri Marshall read a thank you letter from Dr. Hashemi for the \$2800 donation from the physicians that the hospital matched given to the New Hope Clinic & the Brunswick Senior Clinic. 	MOTION: To approve Marjorie Sparks as new board clerk Motioned by: Jim White Seconded by: Karen Taylor
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: Jim White Seconded: Scott Starks, MD All in Favor The Motion Carried
8.	OPEN SESSION	The Trustees returned to Open Session	MOTION:

	ADDITIONAL BUSINESS	<u>Credentialing Addendum</u> The Credentialing Addendum was approved as presented.	MOTION: To accept the Credentialing presented as indicated on the Credentialing Addendum. Motioned by: Scott Starks, MD Seconded by : Jim White All In Favor The Motion Carried
9.	ADJOURN	The meeting was adjourned at 6:40 pm.	MOTION: To Adjourn the Board of Trustees Motioned By: Karen Taylor Seconded By: Scott Starks, MD 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 JANUARY 31, 2018**

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
1 Current Assets				1
2 Cash	\$ 8,199,663	\$ 8,108,538	\$ 7,508,762	2
3 Board Designated Funds	-	-	-	3
4 Cash - Foundation	680,025	632,100	547,184	4
5				5
6 Total Cash and Investments	8,879,688	8,740,638	8,055,946	6
7				7
8 Accounts Receivable-Patients	23,350,957	24,332,572	32,545,156	8
9 Less Allowance	(10,348,256)	(11,693,656)	(17,192,053)	9
10				10
11 Net Patient Receivables	13,002,702	12,638,916	15,353,103	11
12				12
13 Other Accounts Receivable	936,380	754,106	961,713	13
14 Inventories	902,848	894,847	909,675	14
15 Prepaid Expenses	487,007	656,744	353,746	15
16				16
17 Total Current Assets	24,208,624	23,685,251	25,634,183	17
18				18
19 Net Property, Plant and Equipment	37,208,726	37,276,289	38,463,680	19
20 Other Assets	88,305	92,233	91,483	20
21				21
22 Total Assets	\$ 61,505,655	\$ 61,053,773	\$ 64,189,346	22
23				23
LIABILITIES & FUND BALANCE				24
25 Current Liabilities				25
26 Accounts Payable	\$ 2,131,501	\$ 1,850,374	\$ 1,651,866	26
27 Notes Payable Current - BEMC	125,000	125,000	125,000	27
28 Notes Payable Current - USDA	358,945	337,018	358,295	28
29 Notes Payable Current - BB&T	377,352	377,352	240,746	29
30 Medicare/Medicaid Settlement	-	-	-	30
31 Accrued Payroll and Taxes	488,120	320,669	416,089	31
32 Accrued Employees' Paid Days Off	891,706	946,107	920,672	32
33 Current Portion of Bonds Payable	-	-	-	33
34 Deferred Revenue - Taxes	-	-	-	34
35 Other Current Liabilities	27,305	24,405	17,519	35
36				36
37 Total Current Liabilities	4,399,929	3,980,926	3,730,187	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	735,373	765,060	1,229,572	40
41 Lease Obligations	-	-	-	41
42 Bonds Payable	-	-	-	42
43 USDA Loans	9,012,623	9,012,623	9,152,295	43
44 BEMC Loan	625,000	635,417	750,000	44
45				45
46 Total Non-Current Liabilities	10,372,997	10,413,100	11,131,867	46
47				47
48 Total Liabilities	14,772,925	14,394,025	14,862,054	48
49				49
50 Net Assets	45,987,153	45,987,824	48,206,037	50
51 Excess Revenue over Expenses	65,552	39,823	574,072	51
52 Restricted Assets	680,025	632,100	547,184	52
53				53
54 Total Net Assets	46,732,730	46,659,748	49,327,292	54
55				55
56 Total Liabilities & Fund Balance	\$ 61,505,655	\$ 61,053,773	\$ 64,189,346	56

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

	(A)	(B)	(C)	(D)	(E)	(F)	
	Current Month			Year-to-Date			
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	
REVENUE:							
1 Inpatient Revenue	\$ 2,047,330	\$ 1,734,348	\$ 1,710,625	\$ 6,493,572	\$ 6,736,304	\$ 6,792,097	1
2 Outpatient Revenue	8,703,435	8,648,860	8,706,004	32,867,635	34,298,229	32,227,113	2
3 Nursing Center Revenue	-	-	-	-	-	(156)	3
4 Clinics Revenue	517,050	477,533	541,975	2,057,701	1,794,586	2,241,874	4
5							5
6 Total Patient Service Revenue	11,267,814	10,860,741	10,958,604	41,418,908	42,829,119	41,260,928	6
7 Deductions From Revenue	(7,689,768)	(7,410,222)	(7,380,341)	(28,189,571)	(29,222,063)	(27,841,614)	7
8							8
9 Net Patient Service Revenue	3,578,047	3,450,519	3,578,263	13,229,337	13,607,056	13,419,314	9
10 Other Operating Revenue	155,250	179,662	159,057	882,083	700,922	611,123	10
11							11
12 Total Revenue	3,733,296	3,630,181	3,737,319	14,111,420	14,307,978	14,030,437	12
13							13
OPERATING EXPENSES:							14
15 Salaries	1,463,920	1,397,734	1,330,551	5,678,774	5,435,965	5,361,842	15
16 Employee Benefits	267,312	309,262	295,616	1,184,409	1,319,958	1,203,793	16
17 Professional & Purchased Services	599,434	597,433	653,282	2,411,752	2,374,521	2,481,075	17
18 Medical Supplies & Materials	807,084	673,406	698,131	2,748,854	2,655,559	2,607,897	18
19 Other General Expenses	470,389	391,446	389,722	1,814,387	1,565,783	1,552,993	19
20 Interest	25,234	24,872	25,565	100,357	99,895	101,906	20
21 Depreciation	226,862	232,970	229,408	898,856	938,073	916,391	21
22							22
23 Total Operating Expenses	3,860,235	3,627,123	3,622,275	14,837,389	14,389,754	14,225,897	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	125,158	260,900	370,018	273,244	956,192	822,837	25
26							26
27 Excess From Operations	(126,938)	3,058	115,045	(725,969)	(81,776)	(195,460)	27
28							28
29 Non-Operating Revenue	152,667	157,249	186,606	791,521	628,952	769,532	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ 25,729	\$ 160,307	\$ 301,650	\$ 65,552	\$ 547,176	\$ 574,072	31

J. ARTHUR DOSHER MEMORIAL HOSPITAL
STATISTICS
January-18

		(A) Month Actual	(B) Month Budget	(C) Prior Month Actual	(D) FYTD Actual	(E) FYTD Budget	(F) Prior FYTD Actual	
1	Medical Admissions	66	60	42	208	217	206	1
2	Swing Bed Admissions	4	2	1	13	7	12	2
3	Surgical Admissions	37	31	19	111	121	112	3
4	Total Admissions	107	93	62	332	345	330	4
5								5
6	Census Days	230	225	167	812	926	934	6
7	Swing Bed Census Days	49	11	31	171	47	85	7
8	Total Census Days (Includes Swing Bed)	279	236	198	983	973	1,019	8
9	Average Daily Census (Includes Swing Bed)	9.0	7.6	6.4	8.0	7.9	8.3	9
10	Average Daily Census (Excludes Swing Bed)	7.4	7.3	5.4	6.6	7.5	7.6	10
11	Average Length of Stay (Excludes Swing Bed)	2.2	3.0	2.7	2.5	3.0	2.9	11
12	Observation Patients	64	55	42	185	204	203	12
13	Discharges	1,834	1,765	1,203	5,451	5,667	6,112	13
14	Hours							14
15	Operating Room Procedures:							15
16	Inpatient	38	37	25	133	132	130	15
17	Outpatient	156	164	164	648	616	610	16
18	Endoscopy Procedures:							17
19	Inpatient	1	2	1	5	8	9	18
20	Outpatient	52	56	29	179	206	186	19
21	Laboratory:							20
22	Inpatient	974	1,080	808	3,770	4,451	4,440	21
23	Outpatient	12,190	11,056	9,857	44,235	41,522	44,761	22
24	Diagnostic Imaging:							23
25	Inpatient	138	116	84	398	453	412	24
26	Outpatient	2,649	2,670	2,420	10,063	9,931	9,829	25
27	Cardiopulmonary:							26
28	Inpatient	258	255	178	710	949	985	27
29	Outpatient	322	275	242	897	899	911	28
30	Sleep Studies	29	27	25	124	99	99	29
31	EKG, Stress Test,							30
32	& Holter Monitor							31
33	Inpatient	19	21	16	78	74	71	32
34	Outpatient	350	351	279	1,242	1,206	1,144	33
35	Procedures:							34
36	Physical Therapy:							35
37	Visits	670	728	703	3,051	2,910	2,838	36
38	Treatments	1,683	1,397	1,715	7,432	5,517	7,428	37
39	Cardiac Rehab:							38
40	Visits	670	507	451	2,212	1,912	1,893	39
41	Diabetic Program:	16	17	19	69	50	50	40
42	Wound Care Program:							41
43	New Patient Registrations	15	21	21	84	76	90	42
44	Visits	203	170	213	885	713	833	43
45	Meals Served:							44
46	Patients	4,701	4,743	4,494	17,545	18,856	18,323	45
47	Others	1,863	2,655	1,837	7,830	9,958	10,636	46
48	Emergency Room:							47
49	Visits	1,093	1,048	917	3,975	4,079	4,079	48
50	Admitted	65	64	45	206	227	212	49
51	Transfers	36	28	22	133	128	122	50
52	Total Outpatient Visits (EXCL ER)	5,007	4,833	4,341	19,251	18,178	19,241	51
53								52
54	Clinic Visits:							53
55	Dosher Medical 9th Street	275	264	246	1,041	1,007	1,082	54
56	Dosher Medical Howe Street	283	274	282	1,149	1,101	1,161	55
57	Dosher Medical Smithville Crossing	345	316	252	1,203	1,203	1,189	56
58	Dosher Medical Long Beach Rd	387	364	368	1,401	1,373	1,543	57
59	Dosher Medical Oak Island	549	437	433	2,043	1,722	1,912	58
60	Dosher Medical Bolivia	-	-	-	-	-	651	59
61	Dosher Medical Holden Beach	-	-	-	-	-	500	60
62	Dosher Medical Wellness Center	572	460	483	2,090	1,599	1,782	61
63	Dosher Medical Women's Health	229	208	183	868	784	820	62
64	Dosher Medical Vaughan's	-	-	-	-	-	-	63
65	Dosher Medical Surgical	98	108	91	388	390	385	64
66	Dosher Medical Baldhead	-	-	-	-	-	-	65
67	Total Clinic Visits	2,738	2,431	2,338	10,183	9,179	11,025	66
68								67
69	New Patient Clinic Visits:							68
70	Dosher Medical 9th Street	27		9	68		147	69
71	Dosher Medical Howe Street	18		17	69		54	70
72	Dosher Medical Smithville Crossing	5		9	25		79	71
73	Dosher Medical Long Beach Rd	126		120	458		681	72
74	Dosher Medical Oak Island	12		20	67		110	73
75	Dosher Medical Bolivia	0		0	0		26	74
76	Dosher Medical Holden Beach	0		0	0		41	75
77	Dosher Medical Wellness Center	62		43	224		390	76
78	Dosher Medical Women's Health	8		8	28		32	77
79	Dosher Medical Surgical	49		44	219		68	78
80	Dosher Medical Baldhead	0		0	0		0	79
81	Total Clinic Visits	307		270	1158		1628	80