

BOARD OF TRUSTEES MEETING MINUTES RECORD

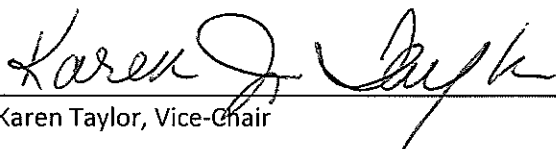
DATE:	LOCATION:	START	ADJOURN
11/05/2018	Doshier Hood Building	5:00 pm	6:20 pm
MEMBERS PRESENT: Karen Taylor, Vice Chair Dr. Scott Starks, Secretary Dr. Terry Pieper Robert Howard Debbie Wood Linda Pukenas		NON MEMBERS PRESENT: Tom Siemers, CEO Dan Porter, CFO Carol Northup, RN, CNO, COO Dr. Andre Minor, Chief of Staff Lynda Stanley, President, Doshier Foundation Dr. Robert Zukoski, Emeritus Marjorie Sparks, Clerk of the Board Terry Pope, State Port Pilot Ashlie Heald, Athena Compliance Partners	

	AGENDA ITEM	DISCUSSION/CONCLUSIONS	ACTION
1.	Call To Order	Karen Taylor, Vice-Chair called the meeting to order at 5:00pm.	
2.	Roll Call	Scott Starks Called Roll Roll Reflected Above. Sherri Marshall absent A quorum was present	
4.	Approval of Minutes	Minutes to be approved: October 01, 2018	MOTION: To accept minutes of October 01, 2018 Motioned By: Dr. Scott Starks Seconded: Robert Howard All Present in Favor The Motion Carried
5.	Special Presentations	<u>Athena Compliance – Ashlie Heald:</u> <ul style="list-style-type: none"> • Ashlie presented a brief overview of Doshier’s Compliance Work Plan and Compliance Program Assessment <ul style="list-style-type: none"> ○ 3 Year Plan ○ Based on Compliance Program Elements ○ Identifying program strengths and areas of improvement • 2018 Assessment Activities <ul style="list-style-type: none"> ○ Reviewing Policies for readability, applicability, and compliance • Next Steps <ul style="list-style-type: none"> ○ The last updated “Proposed Rule Changes” became 	

		<p>the “Final Rule” on November 01, 2018</p> <ul style="list-style-type: none"> • Orlando Health Disaster Response Project Video – Tom Siemers <ul style="list-style-type: none"> ○ A 9 minute video was presented showing the effects of a large scale tragedy on both the healthcare system and the employees and emphasized the need to have a plan prepared and continually practice emergency situations. ○ Tom said that both Carol and Dan have lead the process for “lessons learned” after Hurricane Florence and have been working diligently to update and customize Doshier’s plan of action for emergency situations to ensure that both the hospital and teams are ready to respond for any future needs 	
5.	Management Reports	<p><u>Foundation Report - Lynda Stanley</u></p> <ul style="list-style-type: none"> • Appreciation was shown to Debbie and Kent Wood for hosting October 16ths wine and cheese event – approximately 30 people attended • Music on the Lawn was rescheduled for October 25th and was held at the Southport Community Center. It raised about \$5000 & about 100 people attended <ul style="list-style-type: none"> ○ A lot of people attended who have never interacted with foundation ○ Always thankful to Duke Energy for partnering, and Brunswick Big Band also a partner to make sure the event was a success • The Foundation’s Retreat will be held November 13th. Hospital board members are invited to the 6pm reception afterwards. Tom will be speaking about the vision of the hospital & the foundation board will discuss what it can do to better align with the hospital’s goals 	
		<p><u>CEO Report – Tom Siemers, CEO</u></p> <ul style="list-style-type: none"> • MRI Update <ul style="list-style-type: none"> ○ Tom gave a presentation prepared by Connie Pitman & Carol Northup that showed the progress with the new MRI suite that is being built on site at the hospital. The Live date is expected for January 07, 2019 • Joe Letter for Connie Pitman – for such dedication with the MRI project 	
		<p><u>Brunswick Wellness Coalition Report – Lynda Stanley</u></p> <ul style="list-style-type: none"> • Launched Get Healthy food drive on October 31, 2018. <ul style="list-style-type: none"> ○ Jim Goss posted a release on Facebook on behalf of the BWC & commented it was the first publication that interacted with 1900 people on the first day. ○ The goal of the drive is to get food into ‘food insecure’ locations, promoting healthier options and education then to educate organizations on what to donate and help pantries get healthier options. ○ Food pantries are hubs to be able to help people in 	

		need in the community	
		<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: 82.6 Days Revenue in A/R: 68.5</p> <ul style="list-style-type: none"> ➤ Volume indicators fell for September. <ul style="list-style-type: none"> ○ Total revenue down 40%. ○ IP was down 48% and OP figures were down 36%. ○ Clinic revenue down 53%. ➤ Payor mix trend was not favorable. ➤ Expenses were not favorable. ➤ Hurricane Florence was a big factor in September's financials <ul style="list-style-type: none"> • For the month, Excess from Operations <\$1.8M> • Operations YTD <\$4.1M> • Total Excess Over Expenses YTD <\$1.7M> • October trending at \$11.1M gross revenue. • BHI Partnership: <ul style="list-style-type: none"> ○ \$33k loss in investment in 2015 vs \$1K in 2018 ○ 375 patient visits in 2015 vs 207 patient visits in 2018 ○ Cut back in staffing which cut investment losses • FEMA Resolution: Board's authorization to allow staff to move forward with processing paperwork to take action for relief after Hurricane Florence 	<p>Motion to Continue Relationship with BHI for seasonal clinic Motioned by: Robert Howard Seconded by: Linda Pukenas All present in favor Motion Carried</p> <p>Motion to Approve FEMA Resolution Motioned by: Robert Howard Seconded by: Dr. Scott Starks All present in favor Motion Carried</p>
		<p><u>Finance Committee Report-Robert Howard, Trustee</u></p> <ul style="list-style-type: none"> • Blue and Company Update Report <ul style="list-style-type: none"> ○ With the exception of 1 task that requires attention from MEC – all tasks have been completed. Finance committee motions that this project is completed to 	<p>Motion to Approve Audit Project's Completion & Closure</p>

		<p>the board's standards and no further action is required</p> <ul style="list-style-type: none"> As of January 1st Doshers' "Charge Master" list of service pricing will be electronically published under the ACA & will be updated annually Even though many expenses are unavoidable – we have to meet budget this year and tough decisions need to be made. Committee supports staff on decisions to be made 	<p>Motioned by: Robert Howard Seconded by: Debbie Wood All present in favor Motion Carried</p>
		<p><u>Marketing Committee Report-Debbie Wood, trustee</u></p> <ul style="list-style-type: none"> Last meeting was on October 15th – reviewed service lines and marketing techniques to increase lines' visibility in the community monthly, quarterly, & annually. Jim Goss has identified 4 service lines from leaders to concentrate on. Virtual Hospitalists release has been drafted, focusing on program introduction to community & how it's adding to the level of service not losing physicians. Spoke to Jim about visits to MRI – looking into an open house & when to roll out marketing Next meeting is November 19th at 2:00pm 	
		<p><u>IOP Report & Nursing Report- Carol Northup, CNO</u></p> <p>ACHC (Accreditation Commission for Health Care) was on-site this month to survey the sleep lab. Received accreditation in less than a week – was told it could take up to 60 days</p> <p>NCNA (North Carolina Nursing Association) awarded Doshers for Smoke Free OR environment again</p> <p>Nursing staff has completed all education for virtual hospitalist program and are ready to go</p>	
6.	New Business	<p><u>Credentialing Addendum</u></p> <ul style="list-style-type: none"> The Credentialing Addendum was presented by Dr. Andre Minor and approved as presented. Will be presenting 6 virtual hospitalists by next board meeting – 2 for full privileges & 4 temporary will be presented for approval this Wednesday, November 7th at MEC. Launch date December 12th Monthly "Joe" Letter to the PT team for a patient who came to administration to specifically testify to how wonderful the team is Debbie received a note from a Wine & Cheese attendees – mentioned Doshers team to the State Port Pilot with their heroic efforts to stay open during the storm and how the 	<p>MOTION:</p> <p>To accept the Credentialing presented as indicated on the Credentialing Addendum.</p> <p>Motioned by: Karen Taylor Seconded by : Dr. Scott Starks All In Favor The Motion Carried</p>

		<p>effort should be publicized more. "If this is the type of service you get at Doshier, we're moving all our business [here]" – At the event, an attendee started to feel faint and Dr. Newson immediately administered medical attention to ensure the attendee's safety. The action was noted by other attendees</p>	
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: Karen Taylor Seconded: Debbie Wood All in Favor The Motion Carried</p>
8.	OPEN SESSION ADDITIONAL BUSINESS	<p>The Trustees returned to Open Session</p>	
9.	ADJOURN	<p>The meeting was adjourned at 6:20 pm.</p>	<p>MOTION: To Adjourn the Board of Trustees Motioned By: Dr. Terry Pieper Seconded By: Dr. Scott Starks All In Favor. The Motion Carried</p>
	Board Minutes Accepted	 <hr/> Karen Taylor, Vice-Chair	

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

	(A) Current Month	(B) Last Month	(C) Prior Year	
ASSETS				
1 Current Assets				1
2 Cash	\$ 8,857,521	\$ 8,858,455	\$ 8,242,368	2
3 Board Designated Funds	-	-	-	3
4 Cash - Foundation	730,442	725,897	600,837	4
5				5
6 Total Cash and Investments	9,587,963	9,584,351	8,843,205	6
7				7
8 Accounts Receivable-Patients	20,841,971	22,158,664	27,194,726	8
9 Less Allowance	(9,685,590)	(9,772,265)	(14,132,960)	9
10				10
11 Net Patient Receivables	11,156,381	12,386,399	13,061,766	11
12				12
13 Other Accounts Receivable	348,332	326,194	523,692	13
14 Inventories	817,828	824,108	874,438	14
15 Prepaid Expenses	565,556	870,469	619,566	15
16				16
17 Total Current Assets	22,476,060	23,991,522	23,922,667	17
18				18
19 Net Property, Plant and Equipment	36,497,664	36,741,709	37,626,080	19
20 Other Assets	61,681	62,875	93,247	20
21				21
22 Total Assets	\$ 59,035,405	\$ 60,796,106	\$ 61,641,994	22
23				23
LIABILITIES & FUND BALANCE				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,514,396	\$ 1,447,343	\$ 1,929,249	26
27 Notes Payable Current - BEMC	125,000	125,000	125,000	27
28 Notes Payable Current - USDA	143,687	143,687	271,236	28
29 Notes Payable Current - BB&T	364,312	366,399	377,352	29
30 Medicare/Medicaid Settlement	-	-	-	30
31 Accrued Payroll and Taxes	664,271	609,620	604,390	31
32 Accrued Employees' Paid Days Off	1,125,395	1,235,069	1,185,478	32
33 Current Portion of Bonds Payable	-	-	-	33
34 Deferred Revenue - Taxes	-	158,713	-	34
35 Other Current Liabilities	175,544	142,678	25,139	35
36				36
37 Total Current Liabilities	4,112,605	4,228,508	4,517,843	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	542,612	569,954	854,701	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	541,667	552,084	666,667	44
45				45
46 Total Non-Current Liabilities	9,953,215	9,990,973	10,533,990	46
47				47
48 Total Liabilities	14,065,820	14,219,482	15,051,834	48
49				49
50 Net Assets	45,982,580	48,200,669	48,207,412	50
51 Excess Revenue over Expenses	(1,743,437)	(2,349,941)	(2,218,089)	51
52 Restricted Assets	730,442	725,897	600,837	52
53				53
54 Total Net Assets	44,969,585	46,576,625	46,590,160	54
55				55
56 Total Liabilities & Fund Balance	\$ 59,035,405	\$ 60,796,106	\$ 61,641,994	56

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

	(A) Month Actual	(B) Month Budget	(C) Prior Month Actual	(D) FYTD Actual	(E) FYTD Budget	(F) Prior FYTD Actual	
1	Medical Admissions	25	49	49	613	614	605
2	Swing Bed Admissions	3	2	4	33	21	23
3	Surgical Admissions	15	28	27	342	373	348
4	Total Admissions	43	79	80	988	1,008	976
5							5
6	Census Days Medical	56	166	156	1,704	1,978	1,948
7	Census Days Surgical	26	49	47	644	732	720
8	Census Days Swing Bed	12	10	23	332	138	170
9	Total Census Days	94	225	226	2,680	2,848	2,838
10							10
11	Average Daily Census Medical	1.9	5.5	5.0	4.7	5.4	5.3
12	Average Daily Census Surgical	0.9	1.6	1.5	1.8	2.0	2.0
13	Average Daily Census Swing Bed	0.4	0.3	0.7	0.9	0.4	0.5
14	Total Average Daily Census	3.1	7.5	7.3	7.3	7.8	7.8
15							15
16	Average Length of Stay Medical	2.3	3.1	3.2	2.7	3.1	3.1
17	Average Length of Stay Surgical	1.6	2.3	1.7	1.9	2.3	2.3
18	Average Length of Stay Swing Bed	3.8	8.1	6.7	9.6	8.1	8.1
19	Average Length of Stay Total (Excludes Swing Bed)	2.0	3.0	2.6	2.5	3.0	2.8
20							20
21	Observation Patients	43	53	45	557	646	664
22	Hours	1,263	1,569	1,409	16,993	19,375	19,800
23							23
24	Operating Room Procedures:	16	33	26	400	397	403
25	Outpatient	87	169	186	1,983	2,028	1,851
26							26
27	Endoscopy Procedures:	2	2	5	25	30	37
28	Outpatient	18	48	39	546	636	541
29							29
30	Laboratory:	439	1,033	895	10,404	12,720	12,534
31	Outpatient	7,552	11,556	12,102	132,031	133,850	134,842
32							32
33	Diagnostic Imaging:	42	106	102	1,206	1,374	1,235
34	Outpatient	1,552	2,538	2,488	29,111	30,861	29,940
35							35
36	Cardiopulmonary:	87	219	214	2,304	2,600	2,516
37	Outpatient	157	222	129	2,316	2,857	2,706
38	Sleep Studies	19	29	45	365	353	353
39							39
40	EKG, Stress Test, & Holter Monitor Procedures:	7	17	21	217	196	205
41	Outpatient	222	351	323	3,827	3,909	3,804
42							42
43	Physical Therapy:	274	689	663	8,249	8,928	8,555
44	Treatments	637	1,301	1,588	19,906	15,762	21,542
45							45
46							46
47	Cardiac Rehab:	278	513	730	6,903	6,370	6,025
48	Diabetic Program:	18	16	23	273	143	143
49							49
50	Wound Care Program:	10	25	27	274	278	281
51	Visits	89	215	233	2,403	2,448	2,477
52							52
53	Meals Served:	556	4,455	919	33,811	55,172	55,370
54	Others	987	2,309	2,176	22,744	27,467	27,633
55							55
56	Emergency Room:	826	1,109	1,044	12,157	13,050	12,974
57	Admitted	27	49	49	626	653	639
58	Transfers	37	37	39	413	445	423
59							59
60	Total Outpatient Visits (EXCL ER)	2,629	4,521	5,184	56,486	56,157	56,056
61							61
62							62
63	Clinic Visits:						63
64	Dosher Medical 9th Street	145	244	308	3,001	3,065	3,165
65	Dosher Medical Howe Street	263	275	473	3,738	3,334	3,343
66	Dosher Medical Smithville Crossing	145	295	299	3,468	3,632	3,551
67	Dosher Medical Long Beach Rd	203	482	426	4,513	5,235	4,708
68	Dosher Medical Oak Island	253	538	568	5,887	5,756	5,850
69	Dosher Medical Bolivia	-	-	-	-	-	651
70	Dosher Medical Holden Beach	-	-	-	-	-	500
71	Dosher Medical Wellness Center	317	646	649	6,034	6,035	5,868
72	Dosher Medical Women's Health	86	184	253	2,436	2,419	2,381
73	Dosher Medical Vaughan's	-	-	-	-	-	-
74	Dosher Medical Surgical	-	107	50	1,059	1,187	1,191
75	Dosher Medical Baldhead	-	27	56	207	250	270
76	Total Clinic Visits	1,412	2,798	3,082	30,343	30,912	31,478
77							77
78	New Patient Clinic Visits:						78
79	Dosher Medical 9th Street	6		33	221		355
80	Dosher Medical Howe Street	51		163	483		121
81	Dosher Medical Smithville Crossing	3		10	71		151
82	Dosher Medical Long Beach Rd	84		236	1864		2153
83	Dosher Medical Oak Island	4		13	180		250
84	Dosher Medical Bolivia	0		0	0		26
85	Dosher Medical Holden Beach	0		0	0		41
86	Dosher Medical Wellness Center	25		53	0		0
87	Dosher Medical Women's Health	2		11	117		78
88	Dosher Medical Vaughan's	0		0	544		956
89	Dosher Medical Surgical	0		29	544		357
90	Dosher Medical Baldhead	0		44	179		206
91	Total Clinic Visits	175		592	4203		4694

**J. ARTHUR DOSHER MEMORIAL HOSPITAL
OPERATING STATEMENT
MONTH ENDING SEPTEMBER 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	\$ 927,735	\$ 1,792,272	\$ 1,398,233	\$ 19,810,444	\$ 21,360,181	\$ 20,216,279	1
2 Outpatient Revenue	5,321,142	8,357,241	8,138,200	97,968,861	101,772,939	99,203,923	2
3 Nursing Center Revenue	-	-	-	-	-	(156)	3
4 Clinics Revenue	250,656	539,188	477,838	5,785,927	5,972,370	6,115,388	4
5							5
6 Total Patient Service Revenue	6,499,533	10,688,701	10,014,271	123,565,232	129,105,490	125,535,434	6
7 Deductions From Revenue	(5,150,704)	(7,292,800)	(10,224,847)	(85,537,943)	(88,087,870)	(88,702,810)	7
8							8
9 Net Patient Service Revenue	1,348,829	3,395,901	(210,577)	38,027,288	41,017,620	36,832,623	9
10 Other Operating Revenue	301,436	188,077	266,158	2,960,618	2,223,747	2,201,641	10
11							11
12 Total Revenue	1,650,265	3,583,978	55,581	40,987,907	43,241,367	39,034,265	12
13							13
OPERATING EXPENSES:							14
15 Salaries	1,402,303	1,333,466	1,340,306	17,271,637	16,465,409	16,259,001	15
16 Employee Benefits	206,356	302,911	215,309	3,916,347	3,951,601	3,734,287	16
17 Professional & Purchased Services	568,970	582,222	609,014	7,417,058	7,062,721	7,535,417	17
18 Medical Supplies & Materials	390,159	662,739	605,535	8,073,921	8,004,995	7,983,189	18
19 Other General Expenses	607,798	391,447	497,943	5,389,880	4,697,360	4,802,690	19
20 Interest	24,525	23,999	25,077	298,768	294,461	303,659	20
21 Depreciation	231,757	222,030	228,321	2,717,190	2,744,033	2,727,919	21
22							22
23 Total Operating Expenses	3,431,869	3,518,814	3,521,506	45,084,801	43,220,580	43,346,163	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	(1,525,322)	311,193	(3,212,527)	(1,080,935)	3,059,281	(1,280,320)	25
26							26
27 Excess From Operations	(1,781,604)	65,164	(3,465,925)	(4,096,894)	20,787	(4,311,898)	27
28							28
29 Non-Operating Revenue	170,019	157,216	200,744	2,353,457	1,886,812	2,093,809	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ (1,611,585)	\$ 222,380	\$ (3,265,181)	\$ (1,743,437)	\$ 1,907,599	\$ (2,218,089)	31