


## BOARD OF TRUSTEES MEETING MINUTES RECORD

DATE:	LOCATION:	START	ADJOURN
10/01/2018	Doshier Hood Building	5:04 pm	5:46pm
<b>MEMBERS PRESENT:</b> Sherri Marshall, 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 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	Sherri Marshall, Chair called the meeting to order at 5:04pm.	
2.	Roll Call	Scott Starks Called Roll Roll Reflected Above. Karen Taylor, vice-chair was absent A quorum was present.	
4.	Approval of Minutes	Minutes to be approved: September 10, 2018	<b>MOTION:</b> <b>To accept minutes of September 10, 2018</b> Motioned By: Linda Pukenas Seconded: Debbie Wood All Present in Favor <b>The Motion Carried</b>
5.	Management Reports	<b><u>Foundation Report - Lynda Stanley</u></b> <ul style="list-style-type: none"> <li>• \$5000 donation given to Doshier's Employee Assistance Fund,               <ul style="list-style-type: none"> <li>○ 2 other checks have been received since the report that were restricted for the Employee Assistance Fund</li> </ul> </li> <li>• Golf tournament still scheduled for October 12<sup>th</sup>, not anticipating to make budget</li> <li>• Music on the Lawn venue has been changed to the Southport Community Center on October 25<sup>th</sup></li> <li>• Foundation Board retreat is rescheduled to November 13<sup>th</sup> – reception begins at 6pm, more information to be</li> </ul>	

		<p>given at a later date</p> <ul style="list-style-type: none"> <li>• October 16<sup>th</sup> Wine and Cheese event at Debbie and Kent Wood's residence</li> <li>• Funds donated in honor of Wound Care Center, \$1000 for new Doppler equipment</li> </ul>	
		<p><b><u>CEO Report – Tom Siemers, CEO</u></b></p> <ul style="list-style-type: none"> <li>• We're putting together an ad for public recognition for all employees who staffed hospital during hurricane</li> <li>• Tom recognized some of the community partners <ul style="list-style-type: none"> <li>○ Southport Town Manager Bruce Oakley</li> <li>○ Jim Powell with the SFD</li> <li>○ Senator Bill Rabon</li> <li>○ Representative Frank Iler</li> <li>○ Novant and NHRMC leadership was responsive to the hospital's needs with exchanging people, equipment, pharmaceuticals</li> </ul> </li> <li>• Doshier partners with Duke Energy for gym facilities – the building caved in and was totaled. Not sure what will happen or if it will be rebuilt. Doshier provided and maintained the equipment and Duke provided the facility</li> </ul>	
		<p><b><u>HPHC and Duke Endowment – Lynda Stanley</u></b></p> <ul style="list-style-type: none"> <li>• Quarterly meeting Wednesday, October 3<sup>rd</sup> at 3:00pm at Brunswick Electric Coop, working to create vision going forward</li> </ul>	
		<p><b><u>CFO Report – Dan Porter, CFO</u></b></p> <p>Anyone wanting to make a donation for the Employee Assistance Fund can make checks payable to Doshier Hospital or Foundation.</p> <p><b><u>Financial Report</u></b></p> <p>The financial reports were included in the meeting packet.</p> <p>Days Cash on Hand: 82.0 Days Revenue in A/R: 63.5</p> <ul style="list-style-type: none"> <li>➤ Volume indicators fell for August. <ul style="list-style-type: none"> <li>○ Total revenue down 3%.</li> <li>○ IP was down 20% and OP figures were neutral with no change (0%).</li> <li>○ Clinic revenue up 3%.</li> </ul> </li> <li>➤ Payor mix trend not favorable - neutral.</li> <li>➤ Expenses were not favorable</li> </ul> <p>For the month, Excess from Operations &lt;338K&gt; Operations YTD &lt;2.3M&gt; Total Excess Over Expenses YTD &lt;132K&gt;</p> <p>September trending at \$6.5M gross revenue. FY2018 Retirement Plan: Plan eligibility active participants all employees Completed 1 year of services</p>	

		<p>18 years and older Completed 1000 paid hours during plan year</p> <p>Receive contribution above eligibility and minimum of 501 hours of service in plan year or employed on last date of plan year approx. 220 employees Recent years increased on average 2% last 4 years</p>	
		<p><b><u>Finance Committee Report-Robert Howard, Trustee</u></b></p> <ul style="list-style-type: none"> <li>Committee motions to approve FY2018 retirement plan</li> <li>Update on Blue &amp; Company Report – <ul style="list-style-type: none"> <li>42 out of 44 recommendations have been completed by staff</li> <li>The remaining incomplete recommendations should be completed by the end of the month</li> <li>A/R days are down to 63.5 - goal of 61 and started at 91 days at beginning of year</li> <li>Bad debt percentage at 6.8%</li> <li>82 days cash days</li> </ul> </li> </ul>	<p><b>Motion to approve FY2018 Retirement Plan</b>  Motioned by: Robert Howard  Seconded by: Dr. Scott Starks  All present in favor  <b>Motion Carried</b></p>
		<p><b><u>Marketing Committee Report-Debbie Wood, trustee</u></b></p> <ul style="list-style-type: none"> <li>Next committee meeting October 15<sup>th</sup> at 2-4p</li> <li>Nothing else to report</li> </ul>	
		<p><b><u>IOP Report &amp; Nursing Report- Carol Northup, CNO</u></b></p> <ul style="list-style-type: none"> <li>Tom gave report - Carol is at DNV conference to learn about their processes to proactively plan and act. DNV set goals for us during initial visit and will be back next spring to evaluate</li> <li>Evaluate annually instead of triennially like TJC does</li> <li>No IOP meeting</li> <li>Dr. Palagruto and Dr. Hilaman had no comment on DNV</li> </ul>	
6.	New Business	<ul style="list-style-type: none"> <li><b><u>Credentialing Addendum</u></b> <ul style="list-style-type: none"> <li>The Credentialing Addendum was approved as presented.</li> </ul> </li> <li>Monthly “Joe Letter” has been postponed – publication being sent to marketing chair for review prior to being sent out to hurricane staff</li> <li>Committees information given to members by Sherri Marshall, she requests that board members please review descriptions and return to her with any questions</li> <li>List of upcoming events for the month listed by Sherri Marshall</li> </ul> <p style="text-align: center;"><b>No closed session materials</b></p>	<p><b>MOTION:</b>  To accept the Credentialing presented as indicated on the Credentialing Addendum.  Motioned by: Dr. Scott Starks  Seconded by : Debbie Wood  All In Favor  <b>The Motion Carried</b></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>	

8.	OPEN SESSION ADDITIONAL BUSINESS	No Additional Business	
9.	ADJOURN	The meeting was adjourned at 5:46pm.	<b>MOTION:</b> <b>To Adjourn the</b> <b>Board of Trustees</b> Motioned By: Dr. Scott Starks Seconded By: Dr. Terry Pieper All In Favor. <b>The Motion Carried</b>
	Board Minutes Accepted	 Dr. Scott Starks, Secretary	

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

	(A) Current Month	(B) Last Month	(C) Prior Year	
<b>ASSETS</b>				
1 Current Assets				1
2 Cash	\$ 8,858,455	\$ 8,684,319	\$ 7,491,742	2
3 Board Designated Funds	-	-	-	3
4 Cash - Foundation	725,897	715,721	582,914	4
5				5
6 Total Cash and Investments	9,584,351	9,400,040	8,074,656	6
7				7
8 Accounts Receivable-Patients	22,158,664	23,471,226	33,204,569	8
9 Less Allowance	(9,772,265)	(10,630,357)	(16,106,840)	9
10				10
11 Net Patient Receivables	12,386,399	12,840,870	17,097,730	11
12				12
13 Other Accounts Receivable	326,194	300,429	479,489	13
14 Inventories	824,108	872,085	885,962	14
15 Prepaid Expenses	870,469	772,828	647,494	15
16				16
17 Total Current Assets	23,991,522	24,186,252	27,185,330	17
18				18
19 Net Property, Plant and Equipment	36,741,709	36,896,595	37,572,978	19
20 Other Assets	62,875	65,154	93,242	20
21				21
22 <b>Total Assets</b>	<b>\$ 60,796,106</b>	<b>\$ 61,148,001</b>	<b>\$ 64,851,550</b>	22
23				23
<b>LIABILITIES &amp; FUND BALANCE</b>				24
25 Current Liabilities				25
26 Accounts Payable	\$ 1,447,343	\$ 1,665,376	\$ 1,899,163	26
27 Notes Payable Current - BEMC	125,000	125,000	125,000	27
28 Notes Payable Current - USDA	143,687	143,687	249,308	28
29 Notes Payable Current - BB&T	366,399	366,399	376,510	29
30 Medicare/Medicaid Settlement	-	-	-	30
31 Accrued Payroll and Taxes	609,620	441,621	478,152	31
32 Accrued Employees' Paid Days Off	1,235,069	1,202,083	1,140,634	32
33 Current Portion of Bonds Payable	-	-	-	33
34 Deferred Revenue - Taxes	158,713	317,427	145,261	34
35 Other Current Liabilities	142,678	120,645	24,289	35
36				36
37 Total Current Liabilities	4,228,508	4,382,237	4,438,318	37
38				38
39 Non-Current Liabilities				39
40 BB&T Loan	569,954	599,284	885,386	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	552,084	562,500	677,084	44
45				45
46 Total Non-Current Liabilities	9,990,973	10,030,720	10,575,092	46
47				47
48 Total Liabilities	14,219,482	14,412,957	15,013,410	48
49				49
50 Net Assets	45,982,580	45,982,564	48,208,134	50
51 Excess Revenue over Expenses	(131,852)	36,758	1,047,092	51
52 Restricted Assets	725,897	715,721	582,914	52
53				53
54 Total Net Assets	46,576,625	46,735,044	49,838,140	54
55				55
56 <b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 60,796,106</b>	<b>\$ 61,148,001</b>	<b>\$ 64,851,550</b>	56

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

	(A)	(B)	(C)	(D)	(E)	(F)	
	<b>Current Month</b>			<b>Year-to-Date</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Prior Year</b>	<b>Actual</b>	<b>Budget</b>	<b>Prior Year</b>	
<b>REVENUE:</b>							
1 Inpatient Revenue	\$ 1,501,225	\$ 1,885,543	\$ 1,524,259	\$ 18,882,709	\$ 19,567,909	\$ 18,818,046	1
2 Outpatient Revenue	8,669,587	8,648,860	8,912,211	92,647,719	93,415,698	91,065,723	2
3 Nursing Center Revenue	-	-	-	-	-	(156)	3
4 Clinics Revenue	573,629	557,221	483,887	5,535,271	5,433,182	5,637,550	4
5							5
6 Total Patient Service Revenue	10,744,442	11,091,624	10,920,357	117,065,699	118,416,789	115,521,163	6
7 Deductions From Revenue	(7,560,217)	(7,567,748)	(7,374,251)	(80,387,239)	(80,795,070)	(78,477,963)	7
8							8
9 Net Patient Service Revenue	3,184,224	3,523,876	3,546,106	36,678,460	37,621,719	37,043,200	9
10 Other Operating Revenue	241,281	192,531	219,874	2,659,182	2,035,670	1,935,484	10
11							11
12 Total Revenue	3,425,505	3,716,407	3,765,980	39,337,642	39,657,389	38,978,684	12
13							13
<b>OPERATING EXPENSES:</b>							14
15 Salaries	1,486,791	1,430,589	1,479,867	15,869,333	15,131,943	14,918,695	15
16 Employee Benefits	354,158	311,439	319,028	3,709,990	3,648,690	3,518,978	16
17 Professional & Purchased Services	584,598	597,433	706,727	6,848,087	6,480,499	6,926,403	17
18 Medical Supplies & Materials	650,638	687,721	668,344	7,683,762	7,342,256	7,377,653	18
19 Other General Expenses	433,146	391,447	414,859	4,782,082	4,305,913	4,304,748	19
20 Interest	24,717	24,068	25,264	274,244	270,462	278,582	20
21 Depreciation	229,646	222,568	223,122	2,485,433	2,522,003	2,499,598	21
22							22
23 Total Operating Expenses	3,763,694	3,665,265	3,837,211	41,652,932	39,701,766	39,824,657	23
24							24
25 Earnings Before Interest, Depreciation & Amortization (EBIDA)	(83,826)	297,778	177,154	444,387	2,748,088	1,932,208	25
26							26
27 Excess From Operations	(338,189)	51,142	(71,232)	(2,315,290)	(44,377)	(845,973)	27
28							28
29 Non-Operating Revenue	169,579	157,249	179,538	2,183,437	1,729,596	1,893,065	29
30							30
31 Excess Over Expenses (After Extraordinary Items)	\$ (168,611)	\$ 208,391	\$ 108,306	\$ (131,852)	\$ 1,685,219	\$ 1,047,092	31

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

		(A)	(B)	(C)	(D)	(E)	(F)	
		Month	Month	Prior Month	FYTD	FYTD	Prior FYTD	
		Actual	Budget	Actual	Actual	Budget	Actual	
1	Medical Admissions	49	51	59	588	565	556	1
2	Swing Bed Admissions	4	2	4	30	19	21	2
3	Surgical Admissions	27	35	19	328	345	331	3
4	Total Admissions	80	88	82	946	929	908	4
5								5
6	Census Days Medical	156	186	161	1,648	1,821	1,816	6
7	Census Days Surgical	47	55	37	620	674	672	7
8	Census Days Swing Bed	23	7	40	320	128	165	8
9	Total Census Days	226	248	238	2,588	2,623	2,653	9
10								10
11	Average Daily Census Medical	5.0	6.0	5.2	4.9	5.4	5.4	11
12	Average Daily Census Surgical	1.5	1.8	1.2	1.9	2.0	2.0	12
13	Average Daily Census Swing Bed	0.7	0.2	1.3	1.0	0.4	0.5	13
14	Total Average Daily Census	7.3	8.0	7.7	7.7	7.8	7.9	14
15								15
16	Average Length of Stay Medical	3.2	3.1	2.6	2.8	3.1	3.1	16
17	Average Length of Stay Surgical	1.7	2.3	2.1	2.0	2.3	2.2	17
18	Average Length of Stay Swing Bed	6.7	8.1	10.0	10.4	8.1	8.1	18
19	Average Length of Stay Total (Excludes Swing Bed)	2.6	3.0	2.5	2.8	3.0	2.8	19
20								20
21	Observation Patients	45	54	55	514	593	625	21
22	Hours	1,409	1,602	1,883	15,730	17,806	18,335	22
23								23
24	Operating Room Procedures:	26	34	24	384	364	381	24
25	Outpatient	186	192	181	1,896	1,859	1,703	25
26								26
27	Endoscopy Procedures:	5	2	3	23	28	35	27
28	Outpatient	39	53	42	528	588	518	28
29								29
30	Laboratory:	895	998	873	9,965	11,687	11,759	30
31	Outpatient	12,102	11,712	11,834	124,479	122,294	123,878	31
32								32
33	Diagnostic Imaging:	102	111	87	1,164	1,268	1,151	33
34	Outpatient	2,488	2,703	2,432	27,559	28,323	27,462	34
35								35
36	Cardiopulmonary:	214	172	128	2,217	2,380	2,356	36
37	Outpatient	129	224	170	2,159	2,635	2,531	37
38	Sleep Studies	45	34	38	346	324	324	38
39								39
40	EKG, Stress Test,							40
41	& Holter Monitor	21	13	12	210	179	180	41
42	Procedures:	323	337	331	3,605	3,558	3,547	42
43								43
44	Physical Therapy:	663	774	612	7,975	8,239	7,868	44
45	Treatments	1,588	1,412	1,464	19,269	14,461	19,822	45
46								46
47	Cardiac Rehab:	730	522	507	6,625	5,857	5,598	47
48	Diabetic Program:	23	12	27	255	127	127	48
49								49
50	Wound Care Program:	27	28	30	264	253	255	50
51	Visits	233	255	184	2,314	2,233	2,281	51
52								52
53	Meals Served:	919	4,651	949	33,255	50,717	51,137	53
54	Others	2,176	2,112	1,920	21,757	25,158	25,692	54
55								55
56	Emergency Room:	1,044	1,133	1,252	11,331	11,941	11,988	56
57	Admitted	49	56	62	599	604	592	57
58	Transfers	39	43	34	376	409	391	58
59								59
60	Total Outpatient Visits (EXCL ER)	5,184	4,869	4,563	53,857	51,636	51,641	60
61								61
62								62
63	Clinic Visits:							63
64	Doshier Medical 9th Street	308	262	204	2,856	2,821	2,899	64
65	Doshier Medical Howe Street	473	302	399	3,475	3,059	3,070	65
66	Doshier Medical Smithville Crossing	299	298	283	3,323	3,337	3,275	66
67	Doshier Medical Long Beach Rd	426	578	537	4,310	4,753	4,414	67
68	Doshier Medical Oak Island	568	463	526	5,634	5,218	5,332	68
69	Doshier Medical Bolivia	-	-	-	-	-	651	69
70	Doshier Medical Holden Beach	-	-	-	-	-	500	70
71	Doshier Medical Wellness Center	649	603	384	5,717	5,389	5,400	71
72	Doshier Medical Women's Health	253	229	224	2,350	2,234	2,220	72
73	Doshier Medical Vaughan's	-	-	-	-	-	-	73
74	Doshier Medical Surgical	50	102	89	1,059	1,081	1,089	74
75	Doshier Medical Baldhead	56	74	94	207	223	268	75
76	Total Clinic Visits	3,082	2,912	2,740	28,931	28,114	29,118	76
77								77
78	New Patient Clinic Visits:							78
79	Doshier Medical 9th Street	33		19	215		327	79
80	Doshier Medical Howe Street	163		114	432		110	80
81	Doshier Medical Smithville Crossing	10		6	68		148	81
82	Doshier Medical Long Beach Rd	236		297	1780		2026	82
83	Doshier Medical Oak Island	13		23	176		234	83
84	Doshier Medical Bolivia	0		0	0		26	84
85	Doshier Medical Holden Beach	0		0	0		41	85
86	Doshier Medical Wellness Center	53		29	550		956	86
87	Doshier Medical Women's Health	11		18	115		70	87
88	Doshier Medical Surgical	29		41	544		290	88
89	Doshier Medical Baldhead	44		82	179		204	89
90	Total Clinic Visits	592		629	4059		4432	90