



BOARD OF DIRECTORS MEETING MINUTES
Tuesday December 17, 2019
6:00 p.m.

MEMBERS PRESENT:

Mike Lewis
Kenny Aydt
Christina Epperson
Paula Hatfield
Kelly Karcher
Wayne Morris
Greg Muehlenbein
Larry Rowland
John Warner

MEMBERS ABSENT:

OTHERS PRESENT:

Victoria Woodrow, CEO
Justin Epperson, Controller
Patty Blazier, CNO
Glenna Sutton, Compliance Officer
Bryan Russell, Quality Director
Sheila Thompson, Director of Revenue Integrity
Bobbie Hamblin, HR Manager
Holly Hubele, Administrative Services Coordinator

Mike Lewis, Board President, called the meeting to order at 6:00 p.m.

Roll call was taken and with a quorum present, the meeting proceeded.

The board asked to receive board meeting reminders via email and/or text starting in January.

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Topic of Discussion	Description	Action Taken
<u>Public Comment</u>	No comments were made.	
<u>Review of Minutes from November 26, 2019 Board Meeting</u>	Regular session and Executive session minutes were reviewed.	Kenny Aydt made a motion to approve the November 26, 2019 Board of Directors Regular and Executive session minutes. Larry Rowland seconded the motion. Motion carried with all favorable votes.
<u>November 30, 2019 Financial Statement Narrative</u>	Justin Epperson, Controller, reviewed the November 2019 finances and statistics	John Warner made a motion to approve the November 30, 2019 Financial Statement. Kelly Karcher seconded the motion.
<u>Balance Sheet</u>	<p><u>Current Assets</u></p> <p>Cash – HMHD has an operating cash balance of \$6,235,516 which is a decrease of \$262K from the previous month.</p> <p>Accounts Receivables- The net patient receivable balance increased by \$262K over the prior month to \$2,821,020.</p> <p>Other Receivables- Increased by \$53K over the prior month to \$367K.</p> <p>Inventories and Other Assets- Increased by \$2K leaving a balance of \$526K.</p> <p>Property and Equipment- None</p>	<p>Roll Call Vote: John Warner- Yes; Kelly Karcher- Yes; Wayne Morris – Yes; Kenny Aydt-Yes; Greg Muehlenbein- Yes; Christina Epperson-Yes; Larry Rowland- Yes. Motion carried.</p>

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<p><u>Balance Sheet (continued)</u></p>	<p><u>Current Liabilities</u> Accounts Payable- \$2.2M is the total in Payables for November which includes \$590K for regular business payables. Long Term Liabilities- Remained at \$17,440,000, the outstanding amount of bonds payable by HMHD.</p>	
<p><u>Income Statement</u></p>	<p><u>Gross Patient Revenue-</u> Total revenue was \$2.674M, which was \$360K below budget. Gross Patient Revenue is broken down into two areas: -\$2.5M Hospital Revenue (\$268K below budget) -\$142K Clinic Revenue (\$39K below budget)</p> <p><u>Deductions</u> Contractual adjustments and bad debt allowances are recorded at 52% of gross revenue.</p> <p><u>Operating Expenses</u> \$1,386,144 were the total operating expenses for November. This represents a decrease of \$120K from the prior month and were \$23K below budget. Salaries are \$73K below budget and Employee Benefits were \$31K under budget.</p>	

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<p><u>Income Statement (continued)</u></p>	<p><u>Net Income</u> The net income of \$12K represents a decrease of \$173K from the prior month and is \$9K above budget.</p> <p><u>Cash Collections</u> Cash collections were \$1M in November, which is \$1M below the previous month.</p>	
<p><u>Final Adjustments to the Bottom Line</u></p>	<p>There were no adjustments made to the bottom line.</p> <p>Justin Epperson, Controller, stated that with the paid time off for Dr. Miller, there was less revenue but also less expense for November. Dr. Murugappan also had PTO for November, which affected the 340B.</p> <p>Salaries for November were higher due to the holidays and paying holiday coverage.</p> <p>PTO buyback program was approximately \$8-10K.</p> <p>Interest and expenses were lower due to previous loan revision.</p> <p>Review of Investment Portfolio will take place in January.</p>	

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<p><u>Capital/Building/Grounds</u></p>	<p>Miscellaneous Income will be broken down per board request and will start at the January 28, 2020 Board meeting.</p> <p>FY strategic plan review will occur at the January 28, 2020 board meeting.</p> <p>An Accountable Care Organization (ACO) meeting will take place in January with SSM in hopes to gather information regarding goals to improve continuity of care.</p> <p>The Building and Grounds Committee met last week and recommends Geissler Roofing Company to replace the 1998 roof. Included in the bid is a 20-year warranty. There is an upgrade option to install an 80 mil TPO membrane with 5/8" Securock cover board for additional costs. This will increase the warranty to 30-years. The committee recommends this upgrade option. The bid is included in the Board packet.</p> <p>Geissler Roofing Company has an Illinois license and will provide a security bond and liability insurance.</p> <p>Concerning the warranty, Justin Epperson will confirm</p>	<p>Greg Muehlenbein made a motion to approve the bid by Geissler Roofing Company that includes the upgrade option of 80 mil TPO membrane with 5/8" Securock cover board with a 30-year warranty. Larry Rowland seconded the motion. Roll Call Vote: Greg Muehlenbein – Yes; Larry Rowland-Yes; Kenny Aydt-Yes; Christina Epperson-Yes; Kelly Karcher-Yes; Wayne Morris –Yes; John Warner- Yes. Motion Carried</p>
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<p><u>Capital/Building/Grounds</u> <u>(continued)</u></p>	<p>with Geissler Roofing that the warranty will include a physical inspection of the roof two times yearly, a pro-rated warranty and dumpster haul off. Justin Epperson will report findings back to the board.</p> <p>The new roof will be paid by Rural Economic Development Loan and Grant (REDLG) by providing HMHD with a 10-year, interest free loan. HMHD will pay a \$160K cash outlay and monthly payments.</p> <p>In FY 20-21, HMHD will explore the cost of replacing the HVAC coils and installing protective shields that are currently lacking.</p>	
<p><u>Reports</u></p>	<p><u>Quality Report</u> Medical-Surgical and Emergency Quality Dashboard was reported by Bryan Russell.</p> <p>Bryan Russell, Quality Director, stated that MU% Health Information exchange –measure 2 Incorporate was 0, down from the goal of greater than 10%. This is due to other facilities not wanting to send data electronically. HMHD has been granted an exemption</p>	<p>Wayne Morris made a motion to approve the Quality Report. Greg Muehlenbein seconded the motion. Motion carried with all favorable votes.</p>

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<p><u>Reports (continued)</u></p>	<p>No shows for Occupational Therapy and Physical Therapy are improving.</p> <p>Business Office quality metrics were reviewed as key components continue to trail stabilized quality goals. Detailed update of BO efforts in these areas will be addressed at January board meeting.</p> <p><u>Compliance Report</u> Glenna Sutton, Compliance Officer, reviewed the November Compliance Report and stated there were two HIPAA incidents for November that were deemed not reportable to the OIG after investigation.</p> <p>Senior Enrichment employees have received policy review education to ensure they remain in compliance.</p> <p>The Compliance Committee met on November 18, 2019 and reviewed the current Compliance Plan that is in the final stages. After updates are completed, it will be presented along with the security report to the Board for approval before being distributed to HMHD employees.</p>	<p>Larry Rowland made a motion to approve the Compliance Report. Kenny Aydt seconded the motion. Motion carried with all favorable votes.</p>
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<p><u>Policies</u></p>	<p>All policies go to the Quality Committee and Executive Management for review before presentation to the Board of Directors.</p> <p><u>Health Information Policy #25-B Release of Mental or Behavioral Health Information</u> Purpose: The medical record of each patient treated in Hamilton Memorial Hospital is the property of the Hamilton Memorial Hospital District. The information in the medical record belongs to the patient. Information acquired in the course of providing mental health or developmental disabilities services/treatment is confidential. The obligation to treat such information in confidence extends to physicians, hospitals, all health care providers, their agents and employees, and any agency with a BAA. Caution should be exercised so that information is revealed only to persons with a valid reason to know.</p> <p><u>Clinic Policy – Electrocardiograms Performed in Clinic</u> Purpose: To provide guidelines to ensure Electrocardiograms are</p>	<p>Wayne Morris made a motion to approve the Health Information Policy #25-B. Greg Muehlenbein seconded the motion. Motion carried with all favorable votes.</p> <p>Wayne Morris made a motion to approve the Clinic Policy- Electrocardiograms Performed in Clinic. Greg Muelenbein seconded the motion. Motion carried with all favorable votes.</p>
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<p><u>Policies (continued)</u></p>	<p>performed safely and correctly.</p> <p><u>Clinic Policy- Allergy Immunotherapy Administration</u> Purpose: To provide guidelines to ensure safe administration of immunotherapy agents.</p> <p>All Pharmacy Policies have been approved by Medical Staff Board before presentation to the Board of Directors.</p> <p><u>Pharmacy Policy #4-63 Hazardous Drug (HD) Introduction and Scope</u> Purpose: Hamilton Memorial Hospital District (HMHD) is committed to promoting patient safety, worker safety and environmental protection.</p> <p><u>Pharmacy Policy #4-64 Hazardous Drug (HD) Safety Program</u> Purpose: The Hazardous Drug Program, as part of the overall safety program and Hazardous Materials and Waste Management Plan at Hamilton Memorial Hospital, provides guidance to promote employee safety while working with, and around, Hazardous Drugs (HDs), within the healthcare</p>	<p>Kelly Karcher made a motion to approve Clinic Policy – Allergy Immunotherapy Administration. Christina Epperson seconded the motion. Motion carried with all favorable votes.</p> <p>Wayne Morris made a motion to approve Pharmacy Policy #4-63. Greg Muelenbein seconded the motion. Motion carried with all favorable votes.</p> <p>Kelly Karcher made a motion to approve Pharmacy Policy #4-64. Christina Epperson seconded the motion. Motion carried with all favorable votes.</p>
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<p><u>Policies (continued)</u></p>	<p>setting, and in an emergent situation, such as a spill or broken bottle. Employees who handle HDs shall receive training, and demonstrate competency, based on their job functions (e.g., in the receipt, storage, compounding, repackaging, dispensing, administering, and disposing of HDs) before independently handling HDs. Employee competency will be reassessed annually. Employees shall be made aware of potential opportunities for exposure HDs in their daily tasks, and demonstrate competency in the use of equipment designated for use with HDs. The Director of Pharmacy Services shall be responsible for overseeing employee HD training/competencies.</p> <p><u>Pharmacy Policy #4-65 Hand Hygiene & Personal Protective Equipment (PPE) for Hazardous Drugs</u> Purpose: To establish the appropriate measures required to complete hand hygiene and identify personal protective equipment (PPE) necessary to protect facility personnel while handling hazardous drugs (HDs). PPE provides worker protection to reduce exposure to HD aerosols and residues.</p>	<p>Wayne Morris made a motion to approve Pharmacy Policy #4-65. Kenny Aydt seconded the motion. Motion carried with all favorable votes.</p>
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<p><u>Policies (continued)</u></p>	<p><u>Pharmacy Policy #4-66</u> <u>Hazardous Drug</u> <u>Deactivation,</u> <u>Decontamination, Cleaning,</u> <u>Spill Containment and</u> <u>Disposal</u> Purpose: Hazardous Drugs (HDs) in the workplace may pose significant risks to the health of employees that handle them regularly.</p> <p><u>Pharmacy Policy #4-67</u> <u>Hazardous Drug</u> <u>Administration</u> Purpose: To establish safe administration practices when administering Hazardous Drugs (HDs) using protective medical devices and techniques. Protective medical devices include needless and closed system transfer devices (CSTD). Protective techniques may include crushing tablets in a plastic pouch and cutting tablets with a HD labeled tablet splitter in a baggy.</p> <p><u>Pharmacy Policy #4-68</u> <u>Hazardous Drug (HD)</u> <u>Medications: Designated</u> <u>Area, Receipt, Storage,</u> <u>Labeling, Packaging,</u> <u>Transport and Disposal</u> Purpose: Hazardous drugs (HD) shall be handled under conditions that promote patient safety,</p>	<p>Kelly Karcher made a motion to approve Pharmacy Policy #4-66. Christina Epperson seconded the motion. Motion carried with all favorable votes.</p> <p>John Warner made a motion to approve Pharmacy Policy #4-67. Greg Muehlenbein seconded the motion. Motion carried with all favorable votes.</p> <p>Christina Epperson made a motion to approve Pharmacy Policy #4-68. Wayne Morris seconded the motion. Motion carried with all favorable votes.</p>
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<p><u>Policies (continued)</u></p>	<p>worker safety, and environmental protection.</p>	
<p><u>Executive Session Recordings</u></p>	<p>Discussion and/or Action to destroy Executive Session recordings for months prior to <i>June 2018</i> under 2.06 Section C of the Open Meetings Act.</p>	
		<p>Christina Epperson made a motion to destroy Executive Session recording prior to June 2018. Kenny Aydt seconded the motion. Motion carried with all favorable votes.</p>
<p><u>CEO Report</u></p>	<p>Victoria Woodrow, CEO, reviewed the statistics for the month of November.</p>	
	<p><u>Surgery Volumes for November</u></p>	
	<p>-Scopes and General Surgery 20 November and December will be impacted by holiday time off.</p>	
	<p><u>Key Statistics</u></p>	
	<p>--Net Days in A/R – 65</p>	
	<p>Due to a high dollar swing bed accounts for October and November and Employee Claims. Revenue Cycle Operations Team is working on timeline of patient service to claim paid to determine what is happening in between.</p>	
	<p><u>Statistics for the month of November</u></p>	
	<p>--Revenue driven/ER visits 325</p>	
	<p>--CT scans 154</p>	
	<p>-- Imaging 794</p>	
	<p>--Clinics combined had 1033 patient visits.</p>	

<p><u>CEO Report (continued)</u></p>	<p>Volumes were impacted due to Holidays and paid time off.</p> <p>--Weekend Clinics: Carmi-40 McL - 44 --Labs 6515</p> <p><u>Project Update</u></p> <ul style="list-style-type: none">- Nursing Home Strategy underway- Goal to improve continuity of care in advance of coming decisions regarding Accountable Care Organization-Dr. Schwarm will lead the provider engagement in nursing homes starting in McLeansboro and transitioning quickly to White County-Hutson therapy pool supplier has notified it will be January before pool liner is installed-O2 Med Gas project; permit is in process and HMHD waiting on contract from Matheson to establish start date-SSM Hospitalist Telemedicine; hybrid telemedicine approach begins December 19th-Wound Care Service Line – CLA cost report reviewed; proforma completed; begins March 2020	
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<p><u>CEO Report (continued)</u></p>	<ul style="list-style-type: none">- Positive cash-flow; needed community service-FY strategic plan review will occur at January meeting	
<p><u>Executive Session</u></p>		<p>Greg Muehlenbein made a motion to enter into Executive Session at 7:15pm. John Warner seconded the motion. Motion carried with all favorable votes</p> <p>Greg Muehlenbein made a motion to exit Executive Session at 8:22pm. Paula Hatfield seconded the motion. Motion carried with all favorable votes.</p>
<p><u>Meeting Adjournment</u></p>		<p>Wayne Morris made a motion to adjourn the meeting at 8:23pm. Paula Hatfield seconded the motion. Motion carried with all favorable votes.</p>

HAMILTON MEMORIAL HOSPITAL DISTRICT



John Warner, Secretary
Board of Director