



BOARD OF DIRECTORS MEETING MINUTES

Tuesday, April 27, 2021

6:00 p.m.

MEMBERS PRESENT:

Mike Lewis
Christina Epperson
Paula Hatfield- via Teams
Kelly Karcher-via Teams
Wayne Morris
Greg Muehlenbein
Larry Rowland
John Warner

MEMBERS ABSENT:

Kenny Ayd

OTHERS PRESENT:

Victoria Woodrow, CEO
Justin Epperson, CFO
Patty Blazier, CNO
Glenna Sutton, Compliance Officer
Bryan Russell, Quality Director
Michell Schoenheit, Support Services
Holly Hubele, ASC

Mike Lewis, Board President, called the meeting to order at 6:00 p.m. This meeting was held at the Hamilton County Schools Administrative Center located at 804 Golf Course Road, McLeansboro, Illinois and will be the site of all future meetings unless communicated otherwise.

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

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Topic of Discussion	Description	Action Taken
<u>Public Comment</u>	No comments were made.	
<u>Review of Minutes from the March 23, 2021</u>	Regular session and Executive session minutes were reviewed.	<p>Larry Rowland made a motion to approve the March 23, 2021 Board of Directors Regular Session minutes. Christina Epperson seconded the motion. Motion carried.</p> <p>Larry Rowland made a motion to approve the March 23, 2021 Board of Directors Executive Session minutes. Christina Epperson seconded the motion. Motion carried.</p>
<u>March 31, 2021 Financial Statement Narrative</u>	Justin Epperson, CFO, reviewed the March, 2021 finances and statistics.	John Warner made a motion to approve the March 31, 2021 Financial Statement. Paula Hatfield seconded the motion.
<u>Balance Sheet</u>	<p>Current Assets</p> <p>Cash – HMHD has an operating cash balance of \$13,039,981 which is an increase of \$580K from the previous month.</p> <p>Accounts Receivables- The net patient receivable balance decreased by \$333K over the prior month to \$1,668,692.</p> <p>Other Receivables- Increased by \$4K over the prior month to \$148K.</p> <p>Inventories and Other Assets- Increased by \$17K leaving a balance of \$638K.</p>	<p>Roll Call Vote: John Warner-Yes; Paula Hatfield-Yes; Christina Epperson-Yes; Kelly Karcher-Yes; Wayne Morris-Yes; Greg Muehlenbein-Yes; Larry Rowland- Yes. Motion carried.</p>

<p><u>Balance Sheet (continued)</u></p>	<p><u>Current Liabilities</u></p> <p>Accounts Payable- \$6.8M is the total in Payables for March which includes \$899K for regular business payables. This amount includes PRF funds (\$3.7M) that await loan forgiveness.</p> <p>Long Term Liabilities- Long-term liabilities are at \$18,375,393, the outstanding amount of bonds payable by HMHD, the Payroll Protection Program (PPP) and the REDLG loan for the roof.</p>	
<p><u>Income Statement</u></p>	<p><u>Gross Patient Revenue-</u> Total revenue was \$3M, which was \$105K above budget. Gross Patient Revenue is broken down into two areas: -\$2.8M Hospital Revenue (\$91K above budget) -\$182K Clinic Revenue (\$14K above budget)</p> <p><u>Deductions</u> Contractual adjustments and bad debt allowances are recorded at 48% of gross revenue, which is above the previous month of 61%.</p> <p><u>Operating Expenses</u> Total operating expenses of \$1,485,532 represents an increase of \$136K from the prior month. Employee Benefits (health costs) were above budget, as well as Operating Supplies (COVID).</p>	

<p><u>Income Statement (continued)</u></p>	<p><u>Net Income</u> The net income of \$196K represents an increase of \$452K from the prior month.</p> <p>Higher revenue in March, driven by outpatient services (Lab, PT, Radiology, Clinic), as well as a very good month in Surgery, managed to offset a quiet month in Med/Surg, which saw activity very much like the previous month.</p> <p><u>Cash Collections</u> Cash collections were \$2M in March, down \$200K from last month.</p>	
<p><u>Final Adjustments to the Bottom Line</u></p>	<p>Reduction of Due to Medicare in the amount of \$125K, which increased our net income. As HMHD approaches year end, the Cost Report is overly reserved and will help keep the debt service ratio flat.</p>	
<p><u>Capital/Building/Grounds</u></p>	<p><u>One Stop Flooring Quote</u> Removal of 16,000 square feet of carpet throughout the hospital and installation of new vinyl floors, as well as several out-dated and damaged heat welded floors in the ED and patient rooms, has been quoted at \$157,861.40 by One Stop Flooring. The second quote that will include additional heat welded floor replacement will go to the Board in May.</p>	<p>Paula Hatfield made a motion to approve the One Stop Flooring quote for \$157, 861.40. Larry Rowland seconded the motion. Roll Call Vote: Paula Hatfield-Yes; Larry Rowland-Yes; Christina Epperson-Yes; Kelly Karcher-Yes; Wayne Morris-Yes; Greg Muehlenbein-Yes; John Warner-Yes.</p>

<p><u>Capital/Building/Grounds</u> <u>(continued)</u></p>	<p>Floor replacement is deemed necessary in light of the on-going COVID-19 pandemic and will help eliminate infection hazards. It was difficult to find flooring companies that were prepared to take on such a large job.</p> <p><u>Accruent Maintenance Ticketing System Quote</u></p> <p>The purchase and implementation of a Ticket Maintenance System (TMS) from Accruent will allow for front end users to easily open maintenance work orders. The system will provide a much-needed preventative maintenance platform as well as assets/vendor tracking. Maintenance platforms, such as TMS, are increasingly important especially during the on-going COVID-19 pandemic in the healthcare setting to aid in ensuring a safe environment of care. The implementation of cost is \$10,575.</p> <p>Year One Cost: \$4,500 Year Two Cost: \$4,635 Year Three Cost: \$4,774</p> <p>Both the One Stop replacement flooring with installation and the Accruent Maintenance Ticketing System will be funded by the Provider Relief Fund (PRF). Funds must be used by June 30, 2021. HMHD is being</p>	<p>Wayne Morris made a motion to approve the Accruent Maintenance Ticketing System implementation quote for \$10,575.00 and the 3-year costs. Christina Epperson seconded the motion.</p> <p>Roll Call Vote: Wayne Morris-Yes; Christina Epperson-Yes; Paula Hatfield-Yes; Kelly Karcher-Yes; Greg Muehlenbein-Yes; Larry Rowland-Yes; John Warner-Yes.</p>
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<p><u>Capital/Building/Grounds</u> <u>(continued)</u></p>	<p>cautious and is obtaining Board approval in the event that the projects must be moved to Capital.</p>	
<p><u>Fiscal Year '21-'22 Capital Budget</u> <u>Presentation</u></p>	<p>Justin Epperson, CFO reviewed the Capital Schedules for both Fiscal Years 2022 and 2023. Total for Fiscal Year 2022 is \$639,045.40 Total for Fiscal Year 2023 is \$507,200. The Epic Implementation Costs make up a total of \$411,600 for the two-fiscal years and \$200,000 will be for data conversion. Going forward, the Capital Budget will be put in the Board packets monthly.</p>	
<p><u>COVID-19 Response</u></p>	<p>Victoria Woodrow, CEO discussed the current COVID-19 Response and Provider Relief Fund (PRF) Planning.</p> <p>-Vaccinations –HMHD is now offering both Moderna and Johnson & Johnson. Vaccinations for the public will be scheduled weekly at both HMHD clinics. To schedule a COVID vaccine, call 618.643.5859.</p> <p>-Permanent negative-air rooms for Med/Surge are in the initial stages with an architect due onsite April 28, 2021. Preliminary costs for the project are \$250,000 and the Provider Relief Fund (PRF) will cover part of the</p>	

<p><u>Reports (continued)</u></p>	<p>Care Team Well-being A departmental Needs Assessment will be completed one time per year. Feedback from this assessment is a valuable tool in understanding needed equipment and opportunities for process improvements. Goal: One Needs Assessment will be completed for each department. Feedback will be evaluated during Quality Committee. Result: 100%</p> <p>Performance Improvement Committee Teams (PIC) continue to meet:</p> <p><i>EPIC Steering Team:</i> Meeting weekly for Epic migration planning. SSM discovery template by HMH Epic Steering team including vital information about current state hardware, software, and interfaces has been completed. Capital budget including Epic migration costs in coming and following fiscal year are progressing. Vendor identification for data conversion of CPSI and NexGen patient information. Imaging PACs migration to Sectra in advance of Epic was approved for placement on FY '22 capital budget. Confirmation from SSM Epic Team of HMHD Epic go-live schedule for July 2022 has been received.</p>	
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<p><u>Reports (continued)</u></p>	<p><i>Inpatient & Swingbed Pre-Certification Team:</i> Opportunity for improvement was identified due to the need to reduce/eliminate precertification denials of inpatient and swingbed stays. This multi-disciplinary team includes business office, revenue cycle, and clinical staff with the goal of modifying the pre-cert process to begin with business office initiating the pre-cert with the payor, then case management completing the pre-cert process by providing the payor with the required clinical information. New process has been established and is currently being continually reviewed for additional improvements required.</p> <p><u>Compliance Report</u> Glenna Sutton, Compliance Director, stated that she completed an audit of the HIPAA breaches listed on the Compliance Dashboard and several adjustments were made in HMHD’s favor. The updated report was reviewed from July 2020 through March 2021.</p> <p>March had zero compliance issues and no calls were received to the compliance hotline in March.</p>	<p>John Warner made a motion to approve the March Compliance report. Christina Epperson seconded the motion. Motion carried.</p>
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<p><u>Reports (continued)</u></p>	<p><u>Q3 Safety Summary</u> Victoria Woodrow, CEO reviewed the Q3 Safety Summary stating that no issues were noted for the following: Utilities Management, Risk Management, or Hazardous Waste. Supplemental documents were added and reviewed that included security incidents and equipment failures.</p> <p>Quarterly walk- throughs for Safety/Infection Control and HIPAA Inspections took place on February 9, 2021 for the Hospital, McLeansboro Family Clinic, Senior Enrichment and Carmi Family Clinic. Noted issues have been resolved.</p> <p>Emergency Preparedness: Initiated Code Disaster on March 9, 2020 due to COVID-19 with daily briefings with Administration members, IC Nurse, Safety Officer, Local EMA, Local EMS and Hamilton County IDPH. Meetings moved to twice weekly in May of 2020 and they continue.</p>	<p>Greg Muehlenbein made a motion to approve the Q3 Safety Summary. Kelly Karcher seconded the motion. Motion carried.</p>
<p><u>Policies</u></p>	<p><u>IV Pump Drug Library Maintenance</u> Purpose: To maintain the drug library for the IV pumps.</p>	<p>Christina Epperson made a motion to approve the IV Pump Drug Library Maintenance policy. Greg Muehlenbein seconded the motion.</p>

<p><u>Policies (continued)</u></p>	<p><u>Swing Bed Private Pay</u> Purpose: To calculate cost and set up payment arrangements for patients who are approved for private pay Swing Bed stay by administration when no other options are available and patient has no available Medicare days.</p> <p>Revision of the Swing Bed Private Pay policy is required with an <i>Initial Date</i> moved to the correct field and the <i>Department Director/Manager</i> changed from Justin Epperson to CFO.</p>	<p>Greg Muehlenbein made a motion to approve the Swing Bed Private Pay policy. John Warner seconded the motion. Motion carried.</p>
<p><u>Executive Session Recordings</u></p>	<p>Discussion and/or Action to destroy Executive Session recordings for months prior to <i>October 2019</i> under 2.06 Section C of the Open Meetings Act.</p>	<p>Wayne Morris made a motion to destroy Executive Session recordings prior to October 2019. Christina Epperson seconded the motion. Motion carried.</p>
<p><u>CEO Report</u></p>	<p>Victoria Woodrow reviewed the statistics for March 2021: <u>Key Statistics for March 2021</u> --Net Days in A/R – 40 --Days Cash on Hand-301 Due to the COVID-19 CARES Act funds in May</p> <p><u>Statistics for the month of March 2021</u> -- General Surgery/Scopes:31 -- Eyes: 20 --Revenue driver/ER visits: 321 --CT scans: 170 --Lab: 6366 --Clinics combined had</p>	

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<p><u>Executive Session</u></p> <p><u>Meeting Adjournment</u></p>	<p>1147 patient visits Carmi: 362 McLeansboro: 785 --Acute Admissions: 21 --Transitional Care: 14</p>	<p>Paula Hatfield made a motion to enter into Executive Session at 7:14 pm. Kelly Karcher seconded the motion. Motion carried.</p> <p>Larry Rowland made a motion to exit Executive Session at 7:53 pm. Christina Epperson seconded the motion. Motion carried.</p> <p>Paula Hatfield made a motion to adjourn the meeting at 7:56 pm. John Warner seconded the motion. Motion carried.</p>
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HAMILTON MEMORIAL HOSPITAL DISTRICT

John Warner, Secretary
Board of Director