



BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 26, 2021

6:00 p.m.

MEMBERS PRESENT:

Mike Lewis -via Teams
Greg Muehlenbein -via Teams
Paula Hatfield -via phone
Wayne Morris- via Teams
Larry Rowland-via Teams
Kelly Karcher -via Teams
Kenny Aydt -via Teams
John Warner- present

MEMBERS ABSENT:

Christina Epperson

OTHERS PRESENT:

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

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.

BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 2

Topic of Discussion	Description	Action Taken
<u>Public Comment</u>	No comments were made.	
<u>Review of Minutes from December 17, 2020</u>	Regular session minutes were reviewed.	Wayne Morris made a motion to approve the December 17, 2020 Board of Directors Regular session minutes. Greg Muehlenbein seconded the motion. Motion carried.
<u>December 31, 2020 Financial Statement Narrative</u>	Justin Epperson, CFO, reviewed the December 31, 2020 finances and statistics.	Wayne Morris made a motion to approve the December 31, 2020 Financial Statement. Kelly Karcher seconded the motion.
<u>Balance Sheet</u>	<p>Current Assets</p> <p>Cash – HMHD has an operating cash balance of \$11,665,534 which is an increase of \$99K from the previous month.</p> <p>Accounts Receivables- The net patient receivable balance decreased by \$438K over the prior month to \$2,179,231.</p> <p>Other Receivables- Increased by \$14K over the prior month to \$262K.</p> <p>Inventories and Other Assets- Decreased by \$10K leaving a balance of \$610K.</p>	<p>Wayne Morris made a motion to approve the December 31, 2020 Financial Statement. Kelly Karcher seconded the motion.</p> <p>Roll Call Vote: Wayne Morris-Yes; Kelly Karcher-Yes; Larry Rowland-Yes; Kenny Aydt-Yes; Greg Muehlenbein-Yes; Paula Hatfield-Yes; John Warner-Yes. Motion carried.</p>

BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 3

<p><u>Balance Sheet (continued)</u></p>	<p><u>Current Liabilities</u> Accounts Payable- \$2.7M is the total in Payables for December which includes \$824K for regular business payables. Long Term Liabilities- Remained at \$18,385,060, 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 \$2.9M, which was \$85K above budget. Gross Patient Revenue is broken down into two areas: -\$2.73M Hospital Revenue (\$101K above budget) -\$152K Clinic Revenue (\$16K below budget)</p> <p><u>Deductions</u> Contractual adjustments and bad debt allowances are recorded at 51% of gross revenue, which is below the previous month of 57%.</p> <p><u>Operating Expenses</u> Total operating expenses of \$1,671,210 represents an increase of \$227K from the prior month.</p>	

BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 4

<p><u>Income Statement (continued)</u></p>	<p><u>Net Income</u></p> <p>The net loss of \$38K represents a decrease of \$50K from the prior month.</p> <p>Revenue was solid, but down from the previous month. The post-Thanksgiving increase in COVID cases fortunately did not materialize. December was much higher in expenses than normal. Some of this was due to expenses that will be reimbursed by the Health Department (\$70K), Employee Benefits related to calendar year end paying of all outstanding in-house health claims (this is needed so our re-insurance can be applied, if needed) which were \$60K over budget, and closing costs related to the REDLG loan, which amounted to over \$10K.</p> <p><u>Cash Collections</u></p> <p>Cash collections were \$2.6M in December, up \$1.2M from last month.</p>	
<p><u>Final Adjustments to the Bottom Line</u></p>	<p>None</p> <p>Justin Epperson stated that the Operating Supply looks out of sorts due to COVID-19 expenses. It is estimated that it will be September 2021 before the determination of how the Provider Relief Fund</p>	

BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 5

<p><u>Capital/Building/Grounds</u></p>	<p>(PRF) will be done. The application for Provider Relief Fund forgiveness has been completed.</p> <p>The REDLG came through in December.</p> <p>Before moving to Harris software, A/R and bad debt clean-up is being done by the Business Office to ensure a smoother transition into Harris. During the clean-up, a few patient credit balance refunds were found from 2003-2007. A policy will be created and utilized regarding unclaimed cash and property. Credit balances are now being reviewed regularly.</p> <p>Justin Epperson, CFO stated that HMHD borrowed 2-beds from SSM while waiting on the shipment of 2-new beds for Med/Surge. The quote for the Stryker beds has been included in the packet and show the cost as \$8,875.00 per bed. The new beds arrived January 25, 2021 and the beds from SSM will be returned.</p> <p>New Stryker beds for the ED will go on the capital schedule for next year.</p>	
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BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 6

<u>COVID-19 Response</u>	<p>Victoria Woodrow, CEO discussed the current COVID-19 Response.</p> <ul style="list-style-type: none">-Region 5 Mitigation Level – Is now at Phase 4-Personal Protective Equipment (PPE) Supply – Is strong at HMHD-Testing -awaiting rapid Quidel Solana PCR-Vaccinations – Phase 1b; point of distribution upon vaccine availability to Rural Health Clinics (RHC)-Hamilton County COVID Planning & Preparedness Team is meeting twice weekly-Patient Care Staffing – COVID Bonus Shift Incentives in place-Provider Relief Fund Planning has a completion Goal of June 2021 with the following goals:<ol style="list-style-type: none">1. Permanent Negative Air rooms on Med/Surg with architectural planning to start2. Permanent Negative Air Clinics; 11 new installations beginning February3. Maintenance Ticketing System – improve environment of care response and tracking4. HVAC Monitoring – monitoring of HVAC efficiency of all RTUs (Roof Top Units)	
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COVID-19 Response (continued)

5. Carpet Removal – Clinics, Imaging/Lab waiting, Offices
6. Damaged Vinyl Floor Replacement – ER, Med/Surg, etc.
7. Fabric Furniture Recovering
8. Additional PAPRs – 32 total

Reports

Quality & Performance Improvement Report

Bryan Russell, Quality Director reviewed the Quality and Performance Improvement Report.

Fiscal Year '20 - '21 Education and Discharge Planning Goals:

Patient Experience
Transitional Care patient assisted with shower every other day and bed change daily.
Goal: 90% or greater.

Population Health
Transitional Care patient will receive education of home safety prior to discharge home
Goal: 90% or greater.

Reducing Cost
Transitional Care patient will receive a follow up phone call within 72 hours of discharge to prevent readmission.

Kelly Karcher made a motion to approve the Quality and Performance Improvement Report. Kenny Aydt seconded the motion. Motion carried.

BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 8

<p><u>Reports (continued)</u></p>	<p>Goal: 100% called.</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.</p> <p>The Needs Assessments have been received and will be compiled. Performance Improvement Committee Teams (PIC) continue to meet.</p> <p><u>Compliance Report</u> Glenna Sutton, Compliance Director, stated that in December there was one alleged HIPAA incident reported, and after the Compliance Team met and the investigation was performed, it was determined to be unfounded.</p> <p>The Compliance plan which was approved by the Board at the last board meeting has been placed on the HUB for employees to read and acknowledge</p>	<p>Larry Rowland made a motion to approve the Compliance report. Wayne Morris seconded the motion. Motion carried.</p>
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BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 9

<p><u>Reports (continued)</u></p>	<p>No calls were received to the compliance hotline in December.</p> <p><u>Quarterly Safety Summary</u> Victoria Woodrow, CEO reviewed the Q2 Safety Summary stating that no issues were noted for the following: Fire Drills, Security, Medical Equipment, System Failures, Utilities Management, Risk Management, or Hazardous Waste.</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>Quarterly walk- through for Safety/Infection Control and HIPAA Inspections took place on November 4, 2020 for the Hospital and McLeansboro Family Clinic. The off-site Carmi Clinic and Senior Enrichment inspections were performed individually on November 9, 2020. Noted issues have been resolved.</p>	
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BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 10

<p><u>Reports (continued)</u></p>	<p><u>2020 Security Risk Analysis and Action Plan 2021</u> Victoria Woodrow, CEO stated that this assessment is required by HMHD auditors and will help minimize risks associated with IT data loss, security breaches and disruptions/disasters. The SAR assessment prepared by System Solutions expresses that HMHDs overall level of risk is low. A Security Risk Assessment Action Plan was created and action items are in the process of completion.</p>	<p>Greg Muehlenbein made a motion to approve the 2020 Security Risk Analysis. Paula Hatfield seconded the motion. Motion carried.</p>
<p><u>Policies</u></p>	<p><u>COVID-19 Voluntary Vaccination</u> Purpose: In accordance with Hamilton Memorial Hospital District's duty to provide and maintain a workplace that is free of known hazards, HMHD is adopting this policy to safeguard the health of the employees, their families, patients and visitors; and the community at large from infectious diseases, such as COVID-19 that may be reduced by vaccinations. This policy will comply with applicable laws and is based on guidance from the Centers for Disease Control and Prevention, Illinois Department of Public Health, and the local health department, as applicable</p>	<p>Larry Rowland made a motion to approve the COVID-19 Voluntary Vaccination Policy. Kelly Karcher seconded the motion. Motion carried.</p>

BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 11

<p><u>Policies (continued)</u></p>	<p><u>RHC Chart Closing</u> Purpose: To ensure timeliness of Rural Health Clinic (RHC) office note completion which promotes effective patient care, aids other RHC providers in the care of the patient, and aids in timeliness of billing.</p>	<p>Wayne Morris made a motion to approve the RHC Chart Closing policy. Kelly Karcher seconded the motion. Motion carried.</p>
<p><u>Economic Interest Statement and Conflict of Interest Statements</u></p>	<p>The Economic Interest Statements and the Conflict of Interest Statements were mailed to the Board members on 1/26/2021. Once they are received back to Administration, the Economic Interest Statements will be taken to the Court House.</p>	
<p><u>Executive Session Recordings</u></p>	<p>Discussion and/or Action to destroy Executive Session recordings for months prior to <i>July 2019</i> under 2.06 Section C of the Open Meetings Act.</p>	
<p><u>CEO Report</u></p>	<p>Victoria Woodrow, CEO stated that the Culture of Safety is an employee survey based on their attitudes and behaviors toward patient safety at HMHD. The survey was composed of 35 questions and 68 employees responded. 72% ranked the overall safety as perfect or very good.</p>	<p>Paula Hatfield made a motion to destroy Executive Session recordings prior to July 2019. Kenny Aydt seconded the motion. Motion carried.</p>


BOARD OF DIRECTORS MEETING MINUTES

January 26, 2021

Page 12

<p><u>CEO Report (continued)</u></p>	<p><u>Key Statistics for December</u> --Net Days in A/R – 52 --Days Cash on Hand-271 Due to the COVID-19 CARES Act funds in May</p> <p><u>Statistics for the month of December</u> -- Eyes: 4 --Revenue driver/ER visits: 322 --CT scans: 158 --Clinics combined had 1144 patient visits Carmi: 449 McLeansboro: 695 --Acute Admissions: 40 --Lab: 6711 --Transitional Care: 17</p>	
<p><u>Executive Session</u></p>		<p>Wayne Morris made a motion to enter into Executive Session at 7:00 pm. Kenny Aydt seconded the motion. Motion carried.</p>
<p><u>Executive Session (continued)</u></p>		<p>John Warner made a motion to exit Executive Session at 7:35 pm. Paula Hatfield seconded the motion. Motion carried.</p>
<p><u>Meeting Adjournment</u></p>		<p>Wayne Morris made a motion to adjourn the meeting at 7:36 pm. Paula Hatfield seconded the motion. Motion carried.</p>

HAMILTON MEMORIAL HOSPITAL DISTRICT


John Warner, Secretary
Board of Director