



BOARD OF DIRECTORS MEETING MINUTES
Tuesday, February 23, 2021
6:00 p.m.

MEMBERS PRESENT:

Mike Lewis -via Teams
Greg Muehlenbein -via Teams
Paula Hatfield -via Teams
Wayne Morris- via Teams
Larry Rowland-via Teams
Christina Epperson -via Teams
Kenny Ayd -via Teams
John Warner- present

MEMBERS ABSENT:

Kelly Karcher

OTHERS PRESENT:

Victoria Woodrow, CEO
Justin Epperson, CFO
Patty Blazier, CNO
Glenna Sutton, Compliance Officer
Bryan Russell, Quality Director
Bobbie Hamblin, HR Manager
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.

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Topic of Discussion	Description	Action Taken
<p><u>Public Comment</u></p>	<p>No comments were made.</p>	
<p><u>Review of Minutes from January 26, 2021</u></p>	<p>Regular session and Executive session minutes were reviewed.</p>	<p>Greg Muehlenbein made a motion to approve the January 26, 2021 Board of Directors Regular session minutes. Kenny Aydt seconded the motion. Motion carried.</p> <p>Paula Hatfield made a motion to approve the January 26, 2021 Board of Directors Executive session minutes. Christina Epperson seconded the motion. Motion carried.</p>
<p><u>January 31, 2021 Financial Statement Narrative</u></p>	<p>Justin Epperson, CFO, reviewed the January 31, 2021 finances and statistics.</p>	<p>Paula Hatfield made a motion to approve the January 31, 2021 Financial Statement. Christina Epperson seconded the motion.</p>
<p><u>Balance Sheet</u></p>	<p><u>Current Assets</u> Cash – HMHD has an operating cash balance of \$11,515,301 which is an decrease of \$150K from the previous month. Accounts Receivables- The net patient receivable balance increased by \$454K over the prior month to \$2,633,840.</p>	<p>Roll Call Vote: Paula Hatfield-Yes; Kelly Karcher-Yes; Wayne Morris-Yes; Larry Rowland-Yes; Kenny Aydt-Yes; Greg Muehlenbein-Yes; John Warner-Yes. Motion carried.</p>

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<p><u>Balance Sheet (continued)</u></p>	<p>Other Receivables- Decreased by \$57K over the prior month to \$204K. Inventories and Other Assets- Increased by \$42K leaving a balance of \$651K.</p> <p><u>Current Liabilities</u> Accounts Payable- \$6.3M is the total in Payables for January which includes \$902K for regular business payables. This amount shows a sharp increase due to the audit related re-class of PRF funds (\$3.7M) from net income to Deferred Revenue on the balance sheet. Long Term Liabilities- Remained at \$18,380,227, 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 \$3.3M, which was \$475K above budget. Gross Patient Revenue is broken down into two areas: -\$3.2M Hospital Revenue (\$501K above budget) -\$142K Clinic Revenue (\$216K below budget)</p> <p><u>Deductions</u> Contractual adjustments and bad debt allowances are recorded at 56% of gross</p>	

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<u>Income Statement (continued)</u>	<p>revenue, which is above the previous month of 51%.</p>	
	<p><u>Operating Expenses</u></p>	
	<p>Total operating expenses of \$1,561,309 represents a decrease of \$110K from the prior month.</p>	
	<p><u>Net Income</u></p>	
	<p>The net income of \$77K represents an increase of \$114K from the prior month.</p>	
	<p>Revenue was greatly increased from the previous month. All three stay types were increased from December. HMHD still has increased expenses in salaries and operating supplies related to COVID, much of which is subject to reimbursement from PRF funds. The final calculation of this reimbursement will not be known until we are audited.</p>	
	<p><u>Cash Collections</u></p>	
	<p>Cash collections were \$1.3M in January, down \$1.3M from last month.</p>	
<p><u>Final Adjustments to the Bottom Line</u></p>	<p>With a generous bottom line, another \$150K was reserved against the Cost Report. This takes the YTD total of reserve to \$325K.</p>	

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<p><u>Capital/Building/Grounds</u></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 (PRF) will be done. Currently, it is estimated that \$81K will be reimbursed by the Provider Relief Fund and \$10K by the Health Department.</p> <p>Additional fields will be added to Key Statics including 1st time submission rate, credit balances and charge lag.</p> <p>The small claims adjustments are being done in the business office. Credit balances require intensive review prior to checks being cut. Regular Denials meetings are being done to make sure that there are no large claims and that process improvement is not needed.</p> <p><u>Premium Mechanical & Automation Quote</u> The intent of the Premium Mechanical & Automation proposal is to bring the roof top HVAC units serving the medical/surgical unit nurses' station on-line with the facility HVAC automation system. By retrofitting and</p>	<p>Kenny Aydt made a motion to approve the Premium Mechanical & Automation Quote. John Warner seconded the motion. Motion carried.</p>
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<p><u>Capital/Building/Grounds</u> <u>(continued)</u></p>	<p>including this roof top unit in the automation platform, HMHD maintenance personnel will be able to view the function of this unit along with the other hospital HVAC units. The cost of the retrofit, programming and training is \$15,516. This should be a reimbursable item by the Provider Relief Fund (PRF) but will require Board approval in case it is moved to regular capital in the future.</p>	
	<p><u>Konica Minolta HS1-Point of Care Ultrasound Quote</u> The Point of Care Ultrasound was a request from the ED physicians in order to have 24hr coverage that will meet the standard of care for emergency patients in need. The cost is \$28K with HMHD responsible for \$12K due to \$16K being donated by the Hamilton County Telephone Coop.</p>	<p>Wayne Morris made a motion to approve the Konica Minolta HS1-Point of Care Ultrasound Quote. Christina Epperson seconded the motion. Motion carried.</p>
<p><u>COVID-19 Response</u></p>	<p>Victoria Woodrow, CEO discussed the current COVID-19 Response. -Personal Protective Equipment (PPE) Supply – Is strong at HMHD. Counterfeit 3M N95 masks were recalled and in process of getting them authenticated.</p>	

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<p><u>COVID-19 Response (continued)</u></p>	<p>-Testing -Freezer scheduled to arrive ASAP. Should have full spectrum of COVID testing with PCR when freezer is received.</p> <p>-Vaccinations – Phase 1b expanded February 25. HMHD will be assisting Unit 10 with second dose on Friday to avoid school closers</p> <p>-Hamilton County COVID Planning & Preparedness Team is meeting twice weekly</p> <p>-Patient Care Staffing – RN increases and COVID Bonus Shift Incentives in place</p> <p>-Provider Relief Fund Planning has a completion Goal of June 2021 with the following goals:</p> <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 Discussion with architect will take place this week3. Maintenance Ticketing System – improve environment of care response and tracking4. HVAC Monitoring – monitoring of HVAC efficiency of all RTUs (Roof Top Units)5. Carpet Removal – Clinics,	
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<p><u>Reports</u></p>	<p>Imaging/Lab waiting, Offices will begin in April</p> <p>6. Damaged Vinyl Floor Replacement – ER, Med/Surg, etc. Floor coverings are being determined</p> <p>7. Fabric Furniture Recovering</p> <p>8. Additional PAPRs – 32 total</p> <p><u>Quality & Performance Improvement Report</u> Bryan Russell, Quality Director reviewed the Quality and Performance Improvement Report.</p> <p><u>Fiscal Year '20 - '21 Laboratory Goals:</u> Patient Experience The Lab director will run a monthly report for turnaround times on stat Troponin and INR's. The goal is to have a turnaround time less than 45 minutes from the time the lab has the sample in house. Goal: 95% or greater Results: 98% average</p> <p>Population Health Each lab employee must complete yearly and monthly competencies on every test and analyzer in the lab. They perform unknown specimens form an outside agency and must pass to continue</p>	<p>Kenny Aydt made a motion to approve the Quality and Performance Improvement Report. Paula Hatfield seconded the motion. Motion carried.</p>
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<p><u>Reports (continued)</u></p>	<p>working in the lab. The lab director will monitor the API proficiency testing on a monthly basis. Goal: 100% or greater Results: 99%</p> <p>Reducing Cost The lab prints of ABN's on Medicare patients when a diagnosis will not cover that test. The lab director will work with the billing office to keep track of who is not getting the ABN's signed. Goal: 98% or greater Results: 96%</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: EPIC Steering Team: weekly Medical Equipment Team: bi-weekly</p>	
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<p><u>Reports (continued)</u></p>	<p>Informatics/IT Projects: weekly Hamilton Hub Intranet & Web Team: bi-monthly</p> <p><u>Compliance Report</u> Glenna Sutton, Compliance Director, stated that in January there was one alleged HIPAA incident reported that was not reportable.</p> <p>No calls were received to the compliance hotline in January.</p>	<p>Larry Rowland made a motion to approve the Compliance report. John Warner seconded the motion. Motion carried.</p>
<p><u>Policies</u></p>	<p><u>Reusable Isolation Gown Handling</u> Purpose: To instruct personnel on the handling of Reusable Isolation (ISO) Gowns</p> <p><u>Rural Health Clinics Written Collaborative Agreements</u> Purpose: To establish guidelines for collaborative agreements between Rural Health Clinics (RHCs) Advance Practice Providers (APP) and RHC Medical Director or other physician collaborators in regards to the working relationship of the APP and the physician and the categories of care, treatment or procedures to be provided to pediatric and adult patients in the RHC setting.</p>	<p>Greg Muehlenbein made a motion to approve the Reusable Isolation Gown Handling policy. Wayne Morris seconded the motion. Motion carried.</p> <p>Christina Epperson made a motion to approve the Rural Health Clinics Written Collaborative Agreements policy. Kenny Aydt seconded the motion. Motion carried.</p>

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<p><u>Policies (continued)</u></p>	<p><u>Rural Health Clinics Chart Review</u> Purpose: To ensure the providers in the Rural Health Clinics are documenting adequately which assists in providing quality care for our patients served.</p> <p><u>Rural Health Clinics Provider Credentialing</u> Purpose: To establish guidelines for Rural Health Clinic (RHC) physician and advance practice providers (APP) credentialing and clinical privileging in order to formally assesses a provider's qualifications and skills based on demonstrated competence.</p> <p><u>Emergency Paid Sick Leave (Coronavirus) for Employees 2021</u> Purpose: Hamilton Memorial Hospital District (HMHD) will provide Emergency Paid Sick Leave to full and part time employees between January 1, 2021 and March 21, 2021.</p>	<p>Christina Epperson made a motion to approve the Rural Health Clinics Chart Review policy. Paula Hatfield seconded the motion. Motion carried.</p> <p>Christina Epperson made a motion to approve the Rural Health Clinics Provider Credentialing policy. Paula Hatfield seconded the motion. Motion carried.</p> <p>John Warner made a motion to approve the Emergency Paid Sick Leave (Coronavirus) for Employees 2021 policy. Wayne Morris seconded the motion. Motion carried.</p>
<p><u>February 2021 Medical Staff Appointments and Withdrawals</u></p>	<p>The February Medical Staff Appointments and Withdrawals were approved by the Medical Executive Committee on February 2, 2021.</p>	<p>Greg Muehlenbein made a motion to approve the February 2021 Medical Staff Appointments and Withdrawals. Kenny Aydt seconded the motion. Motion carried.</p>

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<p><u>Executive Session Recordings</u></p> <p><u>CEO Report</u></p>	<p>Discussion and/or Action to destroy Executive Session recordings for months prior to <i>August 2019</i> under 2.06 Section C of the Open Meetings Act.</p> <p>Victoria Woodrow, CEO stated that HMHD offers a very competitive wage and shift differential and has filled 4 of the 5 open positions.</p> <p>Epic pre-planning has begun to ensure a smooth transition into the software. Epic will drive the FY '22 capital budget with the Epic build beginning January 2022 and go-live slated for June 2022.</p> <p><u>Key Statistics for January 2021</u></p> <ul style="list-style-type: none">--Net Days in A/R – 63--Days Cash on Hand-270 <p>Due to the COVID-19 CARES Act funds in May</p> <p><u>Statistics for the month of January 2021</u></p> <ul style="list-style-type: none">-- General Surgery/Scopes:10-- Eyes: 13--Revenue driver/ER visits: 353--CT scans: 163--Lab: 6852--Clinics combined had 1070 patient visitsCarmi: 428McLeansboro: 642	<p>Christina Epperson made a motion to destroy Executive Session recordings prior to August 2019. Greg Muehlenbein seconded the motion. Motion carried.</p>
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<p><u>CEO Report (continued)</u></p> <p><u>Executive Session</u></p> <p><u>Meeting Adjournment</u></p>	<p>–Acute Admissions: 35 –Transitional Care: 21</p>	<p>Kenny Aydt made a motion to enter into Executive Session at 7:20 pm. John Warner seconded the motion. Motion carried.</p> <p>Wayne Morris made a motion to exit Executive Session at 7:47 pm. Greg Muehlenbein seconded the motion. Motion carried.</p> <p>Paula Hatfield made a motion to adjourn the meeting at 7:48 pm. Christina Epperson seconded the motion. Motion carried.</p>
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HAMILTON MEMORIAL HOSPITAL DISTRICT

John Warner, Secretary
Board of Director

